



## **SARTELL CITY COUNCIL AGENDA**

*Monday, November 28, 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**
- 5. APPROVAL OF CITY COUNCIL MINUTES**
  - a. November 14, 2016 - Regular Meeting
- 6. CONSENT AGENDA**
  - a. Approval of voucher payments
  - b. Approval of fund transfers
  - c. Approval of legal services agreement
  - d. Approval of budgeted public works equipment purchase
  - e. Approval of Resolution Accepting Donation
  - f. Calling a public hearing on a Preliminary Plat and Vacation
  - g. Approval of Proposal for Appraisals
  - h. Approval of 2017 liquor license renewals
  - i. Approval of a Resolution Rescinding a Previous Resolution and Accepting an Annexation Request
- 7. PUBLIC HEARINGS**
  - a. Fee Schedule Ordinance & Financial Management Plan
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
  - a. CVB 2017 Recommendations
- 10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS**
- 11. ADJOURN**



**SARTELL CITY COUNCIL MEETING MINUTES  
NOVEMBER 14, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on November 14, 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  
Also present was Ryan Fitzthum who is to be sworn in as Councilmember during this meeting.

**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 Hennes and seconded by Peterson to approve the agenda as presented.

The following voted:

Aye Votes: Peterson, Nicoll, Lynch, Hennes

Nay Votes: None

Motion Carried.

**OPEN FORUM/PUBLIC COMMENT:** None

**SPECIAL PRESENTATIONS**

Resolution Filling Council Vacancy and Oath of Office – Ryan Fitzthum

**Direction/Action**

A motion was made by Lynch and seconded by Hennes to adopt the Resolution Filling Council Vacancy. The following voted:

Aye Votes: Peterson, Nicoll, Lynch, Hennes

Nay Votes: None

Motion Carried.

Ryan Fitzthum took the Oath of Office and took his place at the Council dais.

**APPROVAL OF CITY COUNCIL MINUTES**

Approval of October 24, 2016 and November 1, 2016 City Council Minutes.

**Direction/Action**

A motion was made by Peterson and seconded by Lynch to approve the minutes of October 24, 2016 and November 1, 2016 as presented. The following voted:

Aye Votes: Peterson, Fitzthum, Nicoll, Hennes, Lynch  
 Nay Votes: None  
 Motion Carried.

#### **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*

#### **Direction/Action**

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

Aye Votes: Peterson, Fitzthum, Nicoll, Hennes, Lynch  
 Nay Votes: None  
 Motion Carried.

**PUBLIC HEARINGS:** None

#### **OLD BUSINESS**

##### **Accept 4<sup>th</sup> Avenue Feasibility and Call Public Hearing**

Mike Nielson, City Engineer, presented the 4<sup>th</sup> Avenue Feasibility Study and responded to Council questions regarding schedule, etc.

#### **Direction/Action**

A motion was made by Peterson and seconded by Hennes to adopt the Resolution Receiving Feasibility Report and Calling Public Hearing. The following voted:

Aye Votes: Peterson, Fitzthum, Nicoll, Hennes, Lynch  
 Nay Votes: None  
 Motion Carried.

##### **Comprehensive Plan**

Anita Archambeau, Planning and Community Development Director, presented the Comprehensive Plan as revised based on public and Council input, including a couple of additional modifications based on review after packets went out adding connection of 23<sup>rd</sup> St South and updating to include the school site having already been chosen.

Hennes commended the staff, Planning Commission and public who participated in the process and all of the work done to update the Comprehensive Plan and how excited he is to see it implemented.

**Direction/Action**

A motion was made by Hennes and seconded by Lynch to adopt the Resolution Approving Comprehensive Plan.

Peterson said he would be voting against the plan because it doesn't include enough partnership language with the school, is too light on library language, that roads north of City Hall should be addressed in further detail in the plan, and the plan has an over-emphasis on new construction vs. existing vs new infrastructure. Fitzthum expressed appreciation for staff's time and as a Planning Commissioner felt the community outreach was commendable, that the plan needs to recognize that the City serves 3 school districts and that the plan provides opportunities to continue to evolve the City-School partnerships. Lynch noted the length of the document and the intent that it provide a framework and that as circumstances change or additional information becomes available, City Councils have flexibility to make adjustments as needed.

Upon vote being called, the following voted:

Aye Votes: Fitzthum, Nicoll, Hennes, Lynch

Nay Votes: Peterson

Motion Carried.

**NEW BUSINESS****Ordinance Amendment Request**

Anita Archambeau, Planning and Community Development Director, presented the request by a resident to take a look at short term rentals in residential districts stating that the current ordinance does not currently allow for this type of use. Staff is looking for direction from the Council as to whether this is a topic that they would like staff and Commissions to work on or if they feel the current ordinance is sufficient.

Council consensus was that they would like staff to research options so Council could hear input from Commissions and the public.

**Direction/Action**

A motion was made by Nicoll and seconded by Fitzthum for staff to further research and provide amendment options for Council consideration. The following voted:

Aye Votes: Peterson, Fitzthum, Nicoll, Hennes, Lynch

Nay Votes: None

Motion Carried.

**Trunk Storm Pond Engineering Proposal**

Mike Nielson, City Engineer, presented the Trunk Storm Pond Engineering Proposal to create a regional storm pond near the alignment of the future Roberts Road extension. Councilmember Peterson confirmed trunk funds would be collected toward the total cost.

**Direction/Action**

A motion was made by Fitzthum and seconded by Lynch to approve the Trunk Storm Pond Engineering Proposal. The following voted:

Aye Votes: Peterson, Fitzthum, Nicoll, Hennes, Lynch

Nay Votes: None

Motion Carried.

**DEPARTMENT REPORTS****POLICE**

Jim Hughes presented the police report to the Council. He added that the Department accepted a check from Stearns Electric for \$500.00 for the reserve program and the Police Department is thankful to Stearns Electric for this donation.

**PUBLIC WORKS**

John Kothenbeutel presented the public works monthly report and confirmed the City has strong salt reserves going into the winter season.

**CITY ENGINEER**

Mike Nielson presented the monthly engineering report.

**PLANNING & COMMUNITY DEVELOPMENT**

Anita Archambeau presented the planning and community development report.

**CITY ADMINISTRATOR**

Mary Degiovanni presented the monthly report and stated she will update the council on the results of the franchise negotiation meeting with Charter when available. Staff also confirmed City-School discussion about Pinecone Road will likely be in December or January.

**CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS**

Council members gave updates on various meetings and community events and congratulated new member Fitzthum and member elect Chisum and welcomed them to the Council.

**ADJOURNMENT:** A motion was made by Lynch and seconded by Fitzthum to adjourn the meeting at 6:43 p.m. The motion carried unanimously.

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Rebecca Wicklund, Recording Secretary

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Sarah Jane Nicoll, Mayor

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ADAIR, DEBRA</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name ADAIR, DEBRA</b>				\$155.00	
<b>Search Name ADVANCED INTEGRATED TECH</b>					
		1116ADM02	163055434	\$100.51	PHONE SYSTEM
		1116ADM02	163055434	\$21.79	PHONE SYSTEM
		1116ADM02	163055434	\$105.85	PHONE SYSTEM
		1116ADM02	163055434	\$21.79	PHONE SYSTEM
		1116ADM02	163055434	\$21.79	PHONE SYSTEM
		1116ADM02	163055434	\$60.83	PHONE SYSTEM
		1116ADM02	163055434	\$238.20	PHONE SYSTEM
		1116ADM02	163055434	\$317.63	PHONE SYSTEM
		1116ADM02	163055434	\$1,515.83	PHONE SYSTEM
		1116ADM02	163055434	\$158.80	PHONE SYSTEM
<b>Search Name ADVANCED INTEGRATED TECH</b>				\$2,563.02	
<b>Search Name AFFELDT, BEATRICE</b>					
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$30.00	TRAINING
<b>Search Name AFFELDT, BEATRICE</b>				\$180.00	
<b>Search Name AMERICAN PAYMENT CENTERS</b>					
		1116ADM02	15-14494	\$75.00	BOX SERVICE
		1116ADM02	15-14494	\$75.00	BOX SERVICE
<b>Search Name AMERICAN PAYMENT CENTERS</b>				\$150.00	
<b>Search Name AMERICAN PLANNING ASSOCIATION</b>					
		1116ADM02	2017	\$106.00	MEMBERSHIP-KELLER
<b>Search Name AMERICAN PLANNING ASSOCIATION</b>				\$106.00	
<b>Search Name ARCHAMBEAU, ANITA</b>					
		1116ADM02	110816	\$158.76	MILAGE-MNCAR/GREENESPEL
<b>Search Name ARCHAMBEAU, ANITA</b>				\$158.76	
<b>Search Name ARNOLD S</b>					
		1116PW02	FC36775	\$89.08	REPAIRS-SNOW BLOWER
		1116PW02	FC36963	-\$2.66	REPAIRS-SNOW BLOWER
		1116PW02	FC37226	\$41.48	REPAIRS-SNOW BLOWER
<b>Search Name ARNOLD S</b>				\$127.90	
<b>Search Name ATKINSON, KAREN</b>					
		1116ADM02	2016-GENERAL	\$15.00	TRAINING
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name ATKINSON, KAREN</b>				\$165.00	
<b>Search Name BARRETT, TERRY</b>					
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$30.00	TRAINING
<b>Search Name BARRETT, TERRY</b>				\$180.00	
<b>Search Name BARSNESS, MARY ANN</b>					
		1116ADM02	2016-GENERAL	\$37.50	TRAINING
		1116ADM02	2016-GENERAL	\$152.50	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name BARSNESS, MARY ANN</b>				\$225.00	
<b>Search Name BARSNESS, MAX</b>					
		1116ADM02	2016-GENERAL	\$165.00	GENERAL ELECTION
<b>Search Name BARSNESS, MAX</b>				\$165.00	
<b>Search Name BETHELL, JOANNE</b>					
		1116ADM02	2106-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name BETHELL, JOANNE</b>				\$160.00	
<b>Search Name BRENHAUG, JANNA</b>					
		1116ADM02	2016-GENERAL	\$12.50	TRAINING
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name BRENHAUG, JANNA</b>				\$162.50	
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>					
		1116PD02	11-2016	\$60.00	PAYROLL DEDUCTION-NOV
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>				\$60.00	
<b>Search Name C &amp; L EXCAVATING INC</b>					
		1116PW02	2015464	\$4,425.20	REPAIRS-HYDRANT
<b>Search Name C &amp; L EXCAVATING INC</b>				\$4,425.20	
<b>Search Name CEDERGREN, LUANNE</b>					
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$30.00	TRAINING
<b>Search Name CEDERGREN, LUANNE</b>				\$180.00	
<b>Search Name CHARTER COMMUNICATIONS</b>					
070548	11/15/2016	1116PPD02	835230105019832	\$97.45	INTERNET/TV-MAINT
<b>Search Name CHARTER COMMUNICATIONS</b>				\$97.45	
<b>Search Name CITI LITES INC</b>					
		1116PW02	053136	\$250.00	LOCATES-LIGHTS
<b>Search Name CITI LITES INC</b>				\$250.00	
<b>Search Name CREATIVE PRODUCT SOURCING INC</b>					
		1116PD02	99055	\$80.00	DARE SUPPLIES
<b>Search Name CREATIVE PRODUCT SOURCING INC</b>				\$80.00	
<b>Search Name CRIPE, WILLIAM</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$20.00	TRAINING
<b>Search Name CRIPE, WILLIAM</b>				\$175.00	
<b>Search Name DERR, KATHLEEN M</b>					
		1116ADM02	2016-GENERAL	\$147.50	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name DERR, KATHLEEN M</b>				\$182.50	
<b>Search Name DESIGN ELECTRIC INC</b>					
		1116PW02	4075	\$72.28	REPAIRS-LIGHTS
		1116PW02	4076	\$72.28	REPAIRS-LIGHTS
		1116PD02	4104	\$414.61	REPAIRS-POLICE STATION
		1116FD02	4105	\$268.00	TIMERS-FIRE HALL
<b>Search Name DESIGN ELECTRIC INC</b>				\$827.17	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name DOYSCHER-DOMRES, ANN</b>					
		1116ADM02	2016-GENERAL	\$157.50	GENERAL ELECTION
<b>Search Name DOYSCHER-DOMRES, ANN</b>				\$157.50	
<b>Search Name EDGERLY, CAROL</b>					
		1116ADM02	2016-GENERAL	\$175.00	GENERAL ELECTION
<b>Search Name EDGERLY, CAROL</b>				\$175.00	
<b>Search Name EDUCATION&amp;TRAINING SERVICES</b>					
070547	11/15/2016	1116PPD02	2016	\$249.50	MGMNT&LEADERSHIP TRNG-J BEMBOO
070547	11/15/2016	1116PPD02	2016	\$249.50	MGMNT&LEADERSHIP TRNG-J BEMBOO
<b>Search Name EDUCATION&amp;TRAINING SERVICES</b>				\$499.00	
<b>Search Name EDWARDS, CAROL</b>					
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name EDWARDS, CAROL</b>				\$160.00	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
003000E	11/22/2016	1116PPD02	11-18-2016	\$3,554.31	11/18 EMPLOYER FICA
003000E	11/22/2016	1116PPD02	11-18-2016	\$1,460.28	11/18 EMPLOYEE MEDICARE
003000E	11/22/2016	1116PPD02	11-18-2016	\$1,460.28	11/18 EMPLOYER MEDICARE
003000E	11/22/2016	1116PPD02	11-18-2016	\$10,643.35	11/18 FED TAX W/HELD
003000E	11/22/2016	1116PPD02	11-18-2016	\$3,554.31	11/18 EMPLOYEE FICA
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>				\$20,672.53	
<b>Search Name EHLERS &amp; ASSOCIATES INC</b>					
		1116ADM02	72075	\$115.00	GENERAL TIF CONSULTING
<b>Search Name EHLERS &amp; ASSOCIATES INC</b>				\$115.00	
<b>Search Name EMERGENCY RESPONSE SOLUTIONS</b>					
		1116FD02	7488	\$452.60	CLOTHING-FD
<b>Search Name EMERGENCY RESPONSE SOLUTIONS</b>				\$452.60	
<b>Search Name EMPOWER RETIREMENT</b>					
002998E	11/21/2016	1116PPD02	11-18-2016	\$1,817.97	11/18 PAYROLL DEDUCTION
002998E	11/21/2016	1116PPD02	11-18-2016	\$184.62	11/18 EMPLOYER CONTR TO PENSION
002997E	11/21/2016	1116PPD02	11-18-2016	\$2,664.16	11/18 PAYROLL DEDUCTION
<b>Search Name EMPOWER RETIREMENT</b>				\$4,666.75	
<b>Search Name FALKNOR, JOLETTA</b>					
		1116ADM02	2016-GENERAL	\$147.50	GENERAL ELECTION
<b>Search Name FALKNOR, JOLETTA</b>				\$147.50	
<b>Search Name FASTENAL COMPANY</b>					
		1116PW02	MNSAU165230	\$13.52	SHOP TOOL
<b>Search Name FASTENAL COMPANY</b>				\$13.52	
<b>Search Name FERGUSON WATERWORKS #2516</b>					
		1116PW02	WL001280	\$1,305.95	METER HEAD-MIDDLETOWN
<b>Search Name FERGUSON WATERWORKS #2516</b>				\$1,305.95	
<b>Search Name FIRST LAB</b>					
		1116PW02	FL00159291	\$42.75	BREATH ALCOHOL TEST
<b>Search Name FIRST LAB</b>				\$42.75	
<b>Search Name FUGLIE, KAREN</b>					

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name FUGLIE, KAREN</b>				\$195.00	
<b>Search Name GAMBRINO, MICHAEL</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name GAMBRINO, MICHAEL</b>				\$155.00	
<b>Search Name GATR OF SAUK RAPIDS</b>					
		1116PW02	01P193277	\$31.40	FILTERS
		1116PW02	01P193287	\$17.46	REPAIRS-MOWERS
		1116PW02	01P193375	\$38.38	REPAIRS-VEHICLE
		1116PW02	01P193500	\$22.81	REPAIRS-MOWERS
		1116PW02	01P193501	\$99.59	REPAIRS-MOWERS
		1116PW02	01P194173	\$919.59	REPAIRS-DUMP TRUCK
		1116PW02	01P194407	\$27.39	REPAIRS-MOWER
		1116PW02	01P194438	\$14.45	REPAIRS-MOWER
		1116PW02	01P194781	\$12.34	REPAIRS-PLOW
		1116PW02	01P19481	\$35.08	REPAIRS-JD
		1116PW02	01P194965	\$43.95	REPAIRS-JD
<b>Search Name GATR OF SAUK RAPIDS</b>				\$1,262.44	
<b>Search Name GILLUND ENTERPRISES</b>					
		1116PW02	829426	\$560.94	DIESEL EMISSION
<b>Search Name GILLUND ENTERPRISES</b>				\$560.94	
<b>Search Name GOHMANN, BONNIE I</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name GOHMANN, BONNIE I</b>				\$155.00	
<b>Search Name GOODEW, SUSAN</b>					
		1116ADM02	2016-GENERAL	\$15.12	MILEAGE
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name GOODEW, SUSAN</b>				\$210.12	
<b>Search Name GRANITE PEST CONTROL SERVICES</b>					
		1116ADM02	76222	\$79.00	PEST CONTROL-HALL
<b>Search Name GRANITE PEST CONTROL SERVICES</b>				\$79.00	
<b>Search Name HARRIS, EDIE</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name HARRIS, EDIE</b>				\$190.00	
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>					
		1116PW02	3976692	\$1,117.36	CHEMICALS
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>				\$1,117.36	
<b>Search Name HELLAND, JODY</b>					
		1116ADM02	2016-GENERAL	\$20.00	TRAINING
		1116ADM02	2016-GENERAL	\$10.80	MILEAGE
		1116ADM02	2016-GENERAL	\$235.00	GENERAL ELECTION
<b>Search Name HELLAND, JODY</b>				\$265.80	
<b>Search Name HERDA, KERSTINE</b>					

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116ADM02	2016-GENERAL	\$41.04	MILEAGE
		1116ADM02	2016-GENERAL	\$285.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name HERDA, KERSTINE</b>				<u>\$361.04</u>	
<b>Search Name HURD, SANDRA</b>					
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name HURD, SANDRA</b>				<u>\$160.00</u>	
<b>Search Name HUSEMAN, DARLENE A</b>					
		1116ADM02	2016-GENERAL	\$152.50	GENERAL ELECTION
<b>Search Name HUSEMAN, DARLENE A</b>				<u>\$152.50</u>	
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>					
		1116PD02	2030	\$590.87	CIP-ICRIMEFIGHTER SUPPLIES
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>				<u>\$590.87</u>	
<b>Search Name J P COOKE COMPANY</b>					
		1116ADM02	16688	\$173.55	DOG TAGS-2017
<b>Search Name J P COOKE COMPANY</b>				<u>\$173.55</u>	
<b>Search Name JOHN DEERE FINANCIAL</b>					
		1116PW02	1375499	\$24.44	REPAIRS-MOWER
		1116PW02	1381499	\$304.30	REPAIRS-MOWER
<b>Search Name JOHN DEERE FINANCIAL</b>				<u>\$328.74</u>	
<b>Search Name JORUD, LYNN</b>					
		1116ADM02	2016-GENERAL	\$177.50	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name JORUD, LYNN</b>				<u>\$212.50</u>	
<b>Search Name KAMPA, EILEEN</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name KAMPA, EILEEN</b>				<u>\$155.00</u>	
<b>Search Name KEDROWSKI, JUDY</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name KEDROWSKI, JUDY</b>				<u>\$155.00</u>	
<b>Search Name KEEPRS INC</b>					
		1116PD02	325897	\$44.99	RESERVES-BELT
		1116PD02	326724	\$76.99	UNIFORMS-PD
<b>Search Name KEEPRS INC</b>				<u>\$121.98</u>	
<b>Search Name KELLER, LAURIE M</b>					
		1116ADM02	2016-GENERAL	\$60.00	TRAINING
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name KELLER, LAURIE M</b>				<u>\$210.00</u>	
<b>Search Name KOESTER, KATIE</b>					
		1116ADM02	2016-GENERAL	\$167.50	GENERAL ELECTION
<b>Search Name KOESTER, KATIE</b>				<u>\$167.50</u>	
<b>Search Name KRAEMER, GARY L</b>					
		1116ADM02	2016-GENERAL	\$152.50	GENERAL ELECTION
<b>Search Name KRAEMER, GARY L</b>				<u>\$152.50</u>	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name KRAEMER, MARY M</b>					
		1116ADM02	2016-GENERAL	\$30.00	TRAINING
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name KRAEMER, MARY M</b>				\$180.00	
<b>Search Name KRUSE, NANCY G</b>					
		1116ADM02	2016-GENERAL	\$65.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$205.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$5.40	MILEAGE
<b>Search Name KRUSE, NANCY G</b>				\$275.40	
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>					
		1116PD02	11-2016	\$784.00	UNION DUES-NOV
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>				\$784.00	
<b>Search Name LEAGUE OF MN CITIES</b>					
		1116ADM02	247457	\$325.00	LEADERSHIP CONF-CHISUM
		1116ADM02	247521	\$325.00	LEADERSHIP CONF-FITZTHUM
<b>Search Name LEAGUE OF MN CITIES</b>				\$650.00	
<b>Search Name LEVASSEUR, PAULETTE</b>					
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name LEVASSEUR, PAULETTE</b>				\$190.00	
<b>Search Name LICHTENBERG, MICHAEL</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name LICHTENBERG, MICHAEL</b>				\$155.00	
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>					
		1116PW02	0251109-IN	\$118.79	SUPPLIES-ALL DEPTS
		1116PW02	0251109-IN	\$118.80	SUPPLIES-ALL DEPTS
		1116PW02	0251109-IN	\$118.79	SUPPLIES-ALL DEPTS
		1116PW02	0251127-IN	\$116.15	SNOW SHOVELS
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>				\$472.53	
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
		1116PW02	W00403	\$1,736.77	SWEEPER REPAIRS
<b>Search Name MACQUEEN EQUIPMENT INC</b>				\$1,736.77	
<b>Search Name MAKOWSKI, ROGER</b>					
		1116ADM02	2016-GENERAL	\$175.00	GENERAL ELECTION
<b>Search Name MAKOWSKI, ROGER</b>				\$175.00	
<b>Search Name MARCO INC</b>					
		1116PD02	317742641	\$392.07	COPIER/PRINTERS-PD
<b>Search Name MARCO INC</b>				\$392.07	
<b>Search Name MAY, NANCY</b>					
		1116ADM02	2016-GENERAL	\$30.00	TRAINING
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name MAY, NANCY</b>				\$180.00	
<b>Search Name MIKE S REPAIR, INC.</b>					
		1116PW02	51225	\$335.48	VEHICLE REPAIRS-STREETS
<b>Search Name MIKE S REPAIR, INC.</b>				\$335.48	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name MILLER, BRUCE</b>					
		1116ADM02	2016-GENERAL	\$12.50	TRAINING
		1116ADM02	2016-GENERAL	\$40.00	HCF JUDGE
		1116ADM02	2016-GENERAL	\$13.15	MILEAGE
		1116ADM02	2016-GENERAL	\$247.50	GENERAL ELECTION
<b>Search Name MILLER, BRUCE</b>				<u>\$313.15</u>	
<b>Search Name MINNESOTA PUMP WORKS</b>					
		1116PW02	9960	\$1,485.91	REPAIRS-LS#7
<b>Search Name MINNESOTA PUMP WORKS</b>				<u>\$1,485.91</u>	
<b>Search Name MN BENEFIT ASSOCIATION</b>					
		1116ADM02	483-112016	\$1,472.62	PAYROLL DEDUCTION-NOV
<b>Search Name MN BENEFIT ASSOCIATION</b>				<u>\$1,472.62</u>	
<b>Search Name MN CNTY ATTORNEYS ASSOCIATION</b>					
		1116PD02	200002001	\$55.00	FORFEITURE FORMS
<b>Search Name MN CNTY ATTORNEYS ASSOCIATION</b>				<u>\$55.00</u>	
<b>Search Name MN DEPT OF HEALTH</b>					
		1116ADM02	2016/2017-2	\$7,212.00	SAFE WATER ACT
<b>Search Name MN DEPT OF HEALTH</b>				<u>\$7,212.00</u>	
<b>Search Name MN DEPT OF REVENUE</b>					
	002996E 11/18/2016	1116PPD02	11-18-2016	\$4,389.85	11/18 STATE TAX W/HELD
<b>Search Name MN DEPT OF REVENUE</b>				<u>\$4,389.85</u>	
<b>Search Name MN DEPT OF REVENUE-SALES/USE</b>					
	002995E 11/15/2016	1116PPD02	10-2016	\$155.13	SALES TAX PAYABLE-OCT
	002995E 11/15/2016	1116PPD02	10-2016	\$2,069.25	SALES TAX PAYABLE-OCT
	002995E 11/15/2016	1116PPD02	10-2016	\$1,031.62	SALES TAX PAYABLE-OCT
<b>Search Name MN DEPT OF REVENUE-SALES/USE</b>				<u>\$3,256.00</u>	
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>					
		1116ADM02	11-2016	\$1,095.00	UNION DUES-NOV
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>				<u>\$1,095.00</u>	
<b>Search Name MOHS, EVELYN</b>					
		1116ADM02	2016-GENERAL	\$40.00	TRAINING
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name MOHS, EVELYN</b>				<u>\$190.00</u>	
<b>Search Name MOSS &amp; BARNETT</b>					
		1116ADM02	656868	\$307.00	LEGAL FEES-CHARTER
<b>Search Name MOSS &amp; BARNETT</b>				<u>\$307.00</u>	
<b>Search Name MRZENA, KEVIN DBA</b>					
		1116FD02	6795	\$677.86	REPAIRS-FD#20&#24
		1116FD02	6808	\$569.05	REPAIRS-FD#22
<b>Search Name MRZENA, KEVIN DBA</b>				<u>\$1,246.91</u>	
<b>Search Name MUSTANG SIGNS &amp; GRAPHICS</b>					
		1116PW02	18568	\$115.00	ANTI ICING DECAL
<b>Search Name MUSTANG SIGNS &amp; GRAPHICS</b>				<u>\$115.00</u>	
<b>Search Name MVTL LABORATORIES INC</b>					

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		1116PW02	837926	\$134.75	TESTING
<b>Search Name MVTL LABORATORIES INC</b>				\$134.75	
<b>Search Name NEMETH, DARREL INC</b>					
		1116ADM02	10-2016	\$3,914.25	ELEC INSPECTIONS-OCT
<b>Search Name NEMETH, DARREL INC</b>				\$3,914.25	
<b>Search Name NESTEL, GERALD</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name NESTEL, GERALD</b>				\$155.00	
<b>Search Name O REILLY AUTO PARTS</b>					
		1116PD02	1572-113031	\$6.68	REPAIRS-DARE VAN
		1116PD02	1572-113034	\$7.76	REPAIRS-DARE VAN
		1116PD02	1572-113039	-\$10.00	REPAIRS-SQUAD
		1116PW02	1572-113337	\$6.71	VEHICLE REPAIRS-STREETS
		1116PW02	1572-113386	\$51.13	VEHICLE REPAIRS-STREETS
		1116PW02	1572-114050	\$28.98	SHOP SUPPLIES
		1116PW02	1572-114076	\$17.54	REPAIRS-JD LOADER
		1116PW02	1572-114077	\$17.54	REPAIRS-JD LOADER
		1116PW02	1572-114193	\$3.39	SHOP SUPPLIES
		1116PW02	1572-114220	\$3.39	REPAIRS-LOADER
		1116PW02	1572-114260	\$5.48	REPAIRS-LOADER
<b>Search Name O REILLY AUTO PARTS</b>				\$138.60	
<b>Search Name ORMAN, GARY</b>					
		1116ADM02	2016-GENERAL	\$152.50	GENERAL ELECTION
<b>Search Name ORMAN, GARY</b>				\$152.50	
<b>Search Name OVERBY, NICHOLAS</b>					
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$8.64	MILEAGE
<b>Search Name OVERBY, NICHOLAS</b>				\$158.64	
<b>Search Name OXYGEN SERVICE COMPANY</b>					
		1116PD02	08021656	\$22.69	MEDICAL OXYGEN-PD
		1116PD02	08023488	\$22.69	MEDICAL OXYGEN-PD
		1116PD02	08025103	\$58.57	MEDICAL OXYGEN-PD
<b>Search Name OXYGEN SERVICE COMPANY</b>				\$103.95	
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>					
		1116PD02	1002400097	\$104.53	POSTAGE METER-PD
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>				\$104.53	
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>					
		1116ADM02	002558389	\$8.75	POSIBILL VIEW ONLY
		1116ADM02	002558389	\$8.75	POSIBILL VIEW ONLY
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>				\$17.50	
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
002999E	11/22/2016	1116PPD02	11-18-2016	\$4,978.21	11/18 EMPLOYEE PERA
002999E	11/22/2016	1116PPD02	11-18-2016	\$4,332.87	11/18 EMPLOYER PERA
002999E	11/22/2016	1116PPD02	11-18-2016	\$7,467.28	11/18 EMPLOYER PERA
002999E	11/22/2016	1116PPD02	11-18-2016	\$3,755.18	11/18 EMPLOYEE PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$20,533.54	

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<b>Search Name PURCHASE POWER-PITNEY BOWES</b>					
		1116ADM02	6512	\$500.00	POSTAGE-HALL
		1116PD02	8299	\$320.99	POSTAGE-PD
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>				\$820.99	
<b>Search Name RDO EQUIPMENT CO</b>					
		1116PW02	P05263	\$39.15	REPAIRS-JD LOADER
<b>Search Name RDO EQUIPMENT CO</b>				\$39.15	
<b>Search Name REICHERT II, WILLIAM P</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
<b>Search Name REICHERT II, WILLIAM P</b>				\$190.00	
<b>Search Name RISER, VIRGINIA</b>					
		1116ADM02	2016-GENERAL	\$170.00	GENERAL ELECTION
<b>Search Name RISER, VIRGINIA</b>				\$170.00	
<b>Search Name ROMSTAD, DONNA</b>					
		1116ADM02	2016-GENERAL	\$147.50	GENERAL ELECTION
<b>Search Name ROMSTAD, DONNA</b>				\$147.50	
<b>Search Name ROY, ALEXIS G</b>					
		1116ADM02	2016-GENERAL	\$20.00	TRAINING
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name ROY, ALEXIS G</b>				\$180.00	
<b>Search Name ROYAL TIRE INC</b>					
		1116PD02	111-161088	\$281.36	TIRES-DARE VAN
<b>Search Name ROYAL TIRE INC</b>				\$281.36	
<b>Search Name SANITATION SERVICES LLC</b>					
		1116PW02	7189	\$57.25	RESTROOM RENTALS
		1116PW02	7189	\$171.75	RESTROOM RENTALS
<b>Search Name SANITATION SERVICES LLC</b>				\$229.00	
<b>Search Name SARTELL HARDWARE HANK</b>					
		1116PW02	119850	\$1.29	SUPPLIES-MAINT
		1116PW02	120213	-\$1.29	SUPPLIES-MAINT
		1116PW02	120286	\$1.49	SHOP SUPPLIES
		1116PW02	120352	\$5.99	SUPPLIES-PARKS
		1116PW02	120421	\$17.97	SHOP SUPPLIES
		1116PW02	82791	\$3.49	PLANT
<b>Search Name SARTELL HARDWARE HANK</b>				\$28.94	
<b>Search Name SARTELL NEWSLEADER</b>					
070549	11/22/2016	1116PPD02	38882	\$70.56	BIDS-ROUNDAABOUT LANDSCAPING
070549	11/22/2016	1116PPD02	38882	\$229.32	PHN-4TH AVE S
<b>Search Name SARTELL NEWSLEADER</b>				\$299.88	
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>					
		1116ADM02	11-2016	\$40.00	PAYROLL DEDUCTION-NOV
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>				\$40.00	
<b>Search Name SARTELL, KARELL</b>					
		1116ADM02	2016-GEN&PRIMA	\$60.00	HCF JUDGE

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		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$20.00	TRAINING
<b>Search Name SARTELL, KARELL</b>				<u>\$230.00</u>	
<b>Search Name SATTLER JR, JAMES R</b>					
		1116FD02	111417	\$75.00	EMPLOYEE ANNIV GIFT
<b>Search Name SATTLER JR, JAMES R</b>				<u>\$75.00</u>	
<b>Search Name SAUERER, MARK</b>					
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
		1116ADM02	2016-GENERAL	\$147.50	GENERAL ELECTION
<b>Search Name SAUERER, MARK</b>				<u>\$182.50</u>	
<b>Search Name SCHRAUT, BONNIE</b>					
		1116ADM02	2016-GENERAL	\$170.00	GENERAL ELECTION
<b>Search Name SCHRAUT, BONNIE</b>				<u>\$170.00</u>	
<b>Search Name SCHWALBOSKI, ANDY</b>					
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name SCHWALBOSKI, ANDY</b>				<u>\$160.00</u>	
<b>Search Name SCHWALBOSKI, ROBERT</b>					
		1116ADM02	2016-GENERAL	\$230.00	GENERAL ELECTION
		1116ADM02	2016-GENERAL	\$20.00	TRAINING
<b>Search Name SCHWALBOSKI, ROBERT</b>				<u>\$250.00</u>	
<b>Search Name SIEBEN, JILL</b>					
		1116ADM02	2016-GENERAL	\$70.00	TRAINING
		1116ADM02	2016-GENERAL	\$15.12	MILEAGE
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name SIEBEN, JILL</b>				<u>\$240.12</u>	
<b>Search Name SPODEN, CAROL</b>					
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name SPODEN, CAROL</b>				<u>\$160.00</u>	
<b>Search Name SRF CONSULTING GROUP INC</b>					
		1116ADM02	10068.00-1	\$249.52	CSAH 1/HERITAGE ROUNDABOUT
<b>Search Name SRF CONSULTING GROUP INC</b>				<u>\$249.52</u>	
<b>Search Name ST CLOUD AREA CHAMBER OF COMM</b>					
		1116ADM02	73481	\$760.00	2017 MEMBERSHIP
		1116ADM02	73751	\$40.00	MEETING W/DEED COMMISSIONER
<b>Search Name ST CLOUD AREA CHAMBER OF COMM</b>				<u>\$800.00</u>	
<b>Search Name ST CLOUD, CITY OF</b>					
		1116PW02	AR004209	\$54,992.71	TREATMENT-OCT
		1116PW02	AR004209	\$61,397.00	RUE PROJECT
		1116PW02	AR004209	\$15,791.00	DEBT SERV CHGS
<b>Search Name ST CLOUD, CITY OF</b>				<u>\$132,180.71</u>	
<b>Search Name STANDARD INSURANCE COMPANY</b>					
		1116ADM02	155531-DEC	\$135.60	EMPLOYEE CONTR TO INS
		1116ADM02	155531-DEC	\$46.39	EMPLOYEE LIFE/LTD INS
		1116ADM02	155531-DEC	\$343.46	VOLUNTARY INS-PAYROLL DEDUCTION
		1116ADM02	155531-DEC	\$114.90	EMPLOYEE LIFE/LTD INS

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116ADM02	155531-DEC	\$15.90	EMPLOYEE LIFE/LTD INS
		1116ADM02	155531-DEC	\$45.36	EMPLOYEE LIFE/LTD INS
		1116ADM02	155531-DEC	\$78.35	EMPLOYEE LIFE/LTD INS
		1116ADM02	155531-DEC	\$54.03	EMPLOYEE LIFE/LTD INS
		1116ADM02	155531-DEC	\$36.83	EMPLOYEE LIFE/LTD INS
		1116ADM02	155531-DEC	\$376.64	EMPLOYEE LIFE/LTD INS
<b>Search Name STANDARD INSURANCE COMPANY</b>				\$1,247.46	
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>					
		1116PW02	8041861811	\$26.78	OFFICE SUPPLIES-MAINT
		1116ADM02	8041861811	\$28.24	OFFICE SUPPLIES
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>				\$55.02	
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>					
		1116ADM02	2016-00000054	\$150.00	ASMT MANAGEMENT
		1116ADM02	2016-00000054	\$5.00	ASMT MANAGEMENT
		1116ADM02	2016-00000054	\$859.00	TNT CHARGES
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>				\$1,014.00	
<b>Search Name THEIS, CATHY</b>					
		1116PD02	23-2016	\$170.00	PROF SERV-PD
<b>Search Name THEIS, CATHY</b>				\$170.00	
<b>Search Name THOMAS TOOL &amp; SUPPLY, INC.</b>					
		1116PW02	423208	\$18.92	BLADES
		1116PW02	423225	\$28.39	BLADES
<b>Search Name THOMAS TOOL &amp; SUPPLY, INC.</b>				\$47.31	
<b>Search Name TIREMAXX SERVICE CENTERS</b>					
		1116PW02	187684	\$120.00	REPAIRS-MOWER
<b>Search Name TIREMAXX SERVICE CENTERS</b>				\$120.00	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
003001E	11/22/2016	1116PPD02	11-18-2016	\$2,069.30	11/18 HSA FLEX CONTR
003001E	11/22/2016	1116PPD02	11-18-2016	\$98.07	11/18 MED FLEX CONTR
003001E	11/22/2016	1116PPD02	11-18-2016	\$444.60	11/18 DAYCARE FLEX CONTR
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				\$2,611.97	
<b>Search Name TOWMASTER</b>					
		1116PW02	386382	\$9,037.00	SALT BRINE SPRAY UNIT
<b>Search Name TOWMASTER</b>				\$9,037.00	
<b>Search Name TRAUT WELLS INC</b>					
		1116PW02	292502	\$138.00	TESTING
		1116PW02	292524	\$46.00	TESTING
		1116PW02	292711	\$46.00	TESTING
		1116PW02	292857	\$82.00	TESTING
<b>Search Name TRAUT WELLS INC</b>				\$312.00	
<b>Search Name UNITED WAY OF CENTRAL MN</b>					
		1116ADM02	11-2016	\$30.00	PAYROLL DEDUCTION-NOV
<b>Search Name UNITED WAY OF CENTRAL MN</b>				\$30.00	
<b>Search Name URBASHICH, MARY ANN</b>					
		1116ADM02	2016-GENERAL	\$147.50	GENERAL ELECTION
<b>Search Name URBASHICH, MARY ANN</b>				\$147.50	

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<b>Search Name US BANK (CREDIT CARD)</b>					
		1116ADM02	1627	\$16.10	ADOBE SUBS
		1116PW02	2011	\$40.00	EMPLOYEE AWARD
		1116PW02	2011	\$46.19	SAFETY MEETING
		1116ADM02	2111	\$5.00	TRANSFERBIGFILES
		1116ADM02	2111	\$99.00	WEBSITE HOSTING
		1116ADM02	2111	\$1.00	BEACON SITE
		1116ADM02	2111	\$1,364.91	IPADS-COUNCIL,STAFF
		1116ADM02	2111	\$24.00	SURVEY MONKEY
		1116PD02	7173	\$23.80	SHRED IT-HALL
		1116PD02	7173	\$8.43	RADIO MEETING
		1116PD02	7173	\$50.00	EMPLOYEE RECOGNITION
		1116PD02	7173	\$22.02	IACP EXPENSES
		1116PD02	7173	\$17.58	IACP EXPENSES
		1116PD02	7173	\$220.00	IN REAL TIME TRANSLATION
		1116PD02	7173	\$41.09	IACP EXPENSES
		1116PD02	7173	\$30.00	IACP EXPENSES
		1116PD02	7173	\$12.00	SC TIMES SUBSC
		1116PD02	7173	\$15.99	IACP EXPENSES
		1116PD02	7173	\$56.80	SHRED IT-PD
		1116PD02	7173	\$1,200.00	TRNG-MULTIPLE OFFICERS
		1116PD02	7173	\$13.91	CHIEFS MTG
		1116PD02	7173	\$309.07	TRNG-7904,7918
		1116PD02	7173	\$31.85	IACP EXPENSES
		1116PD02	7173	\$17.00	TRNG EXPENSES
		1116PD02	7173	\$75.00	TRNG-7916
		1116PD02	7173	\$75.00	TRNG-7903
		1116PD02	7173	\$25.00	TLO TRANSUNION
		1116PD02	7173	\$56.80	SHRED IT-PD
		1116PD02	7173	\$23.80	SHRED IT-HALL
<b>Search Name US BANK (CREDIT CARD)</b>				\$3,921.34	
<b>Search Name VERIZON WIRELESS</b>					
		1116PD02	9774552483	\$690.18	PHONE SERV-PD
		1116PW02	9774552483	\$35.01	PHONE SERV-UTILITIES
		1116PW02	9774552483	\$35.01	PHONE SERV-UTILITIES
		1116PW02	9774552483	\$48.26	PHONE SERV-RINKS
		1116ADM02	9774828834	\$10.02	PCRS READER BOARD
<b>Search Name VERIZON WIRELESS</b>				\$818.48	
<b>Search Name VOLUNTEER FIREFIGHTRS BNFT ASN</b>					
		1116FD02	2017	\$186.00	VOLUNTEER FF BENEFITS
<b>Search Name VOLUNTEER FIREFIGHTRS BNFT ASN</b>				\$186.00	
<b>Search Name VOUK, NANCY</b>					
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name VOUK, NANCY</b>				\$150.00	
<b>Search Name WACOSA</b>					
		1116ADM02	00027397	\$220.66	HALL CLEANING-OCT
<b>Search Name WACOSA</b>				\$220.66	
<b>Search Name WELLEN, CAROL</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name WELLEN, CAROL</b>				\$155.00	
<b>Search Name WESTRA, MARY LOU</b>					
		1116ADM02	2016-GENERAL	\$35.00	HCF JUDGE
		1116ADM02	2016-GENERAL	\$147.50	GENERAL ELECTION
<b>Search Name WESTRA, MARY LOU</b>				\$182.50	
<b>Search Name WEYER, DIANE M</b>					
		1116ADM02	2016-GENERAL	\$152.50	GENERAL ELECTION
<b>Search Name WEYER, DIANE M</b>				\$152.50	
<b>Search Name WIEBER, SANDRA</b>					
		1116ADM02	2016-GENERAL	\$40.00	TRAINING
		1116ADM02	2016-GENERAL	\$10.80	MILEAGE
		1116ADM02	2016-GENERAL	\$245.00	GENERAL ELECTION
<b>Search Name WIEBER, SANDRA</b>				\$295.80	
<b>Search Name WSB &amp; ASSOCIATES INC</b>					
		1116ADM02	10-02174-400	\$39.50	50TH PLATS
		1116ADM02	10-02174-820	\$2,454.50	CR1 HERITAGE&LESAUK DR UTIL
		1116ADM02	1-03399-100	\$648.75	JK STORAGE SITE PLAN
		1116ADM02	1-03399-110	\$2,818.00	COMM CTR UTIL&ST CONST OBS
		1116ADM02	1-03399-120	\$4,020.75	CTY DITCH 50 SURFACE WTR MNGMNT
		1116ADM02	1-03399-130	\$726.00	MN SOLAR SITE PLAN REVIEW
		1116ADM02	1-03399-170	\$1,721.00	PCR 15TH TO 35TH WETLAND DENLINEA
		1116ADM02	11-02174-810	\$425.00	2016 SEAL COAT
		1116ADM02	12-02174-130	\$127.50	GENERAL SURVEYING
		1116ADM02	12-02174-760	\$451.75	PROVIDENCE ESCROW
		1116ADM02	12-02174-760	\$121.00	19TH AVE & 21ST ST N PAVEMENT REHA
		1116ADM02	2-03399-140	\$121.00	KUEPERS APT SITE PLAN
		1116ADM02	21-02174-570	\$1,446.00	PCR RESURFACE-2ND ST TO 15TH ST
		1116ADM02	3-03399-080	\$4,310.00	PROVIDENCE ESCROW
		1116ADM02	5-02174-900	\$2,024.25	MAIN LIFT STATION FORCEMAIN
		1116ADM02	5-02174-970	\$843.00	SW WTP SEPTIC TANK REPLACEMENT
		1116ADM02	5-03399-010	\$1,082.50	SAFE ROUTES TO SCHOOL CONST
		1116ADM02	7-02174-890	\$3,908.75	VAL SMITH TENNIS COURT
		1116ADM02	8-02174-731	\$79.00	2016 GENERAL SERVICES
		1116ADM02	8-02174-731	\$316.00	2016 GENERAL SERVICES
		1116ADM02	8-02174-731	\$1,834.50	2016 GENERAL SERVICES
		1116ADM02	8-02174-731	\$800.25	2016 GENERAL SERVICES
		1116ADM02	8-02174-731	\$974.25	2016 GENERAL SERVICES
		1116ADM02	9-02174-850	\$177.75	SS RIVER CROSSING
		1116ADM02	9-02174-850	\$177.75	SS RIVER CROSSING
		1116ADM02	9-02174-870	\$14,122.25	4TH AVE S STREET&UTILITIES
<b>Search Name WSB &amp; ASSOCIATES INC</b>				\$45,771.00	
<b>Search Name XCEL ENERGY</b>					
003002E	11/15/2016	1116PPD02	522370794	\$294.04	SKATING RINKS
003002E	11/15/2016	1116PPD02	522370794	\$137.80	PCRS READER BOARD
003002E	11/15/2016	1116PPD02	522370794	\$865.99	ELEC-PD
003002E	11/15/2016	1116PPD02	522370794	\$301.08	GAS-PD
003002E	11/15/2016	1116PPD02	522370794	\$26.62	WELCOME SIGN
003002E	11/15/2016	1116PPD02	522370794	\$1,441.64	ELEC-MAINT
003002E	11/15/2016	1116PPD02	522370794	\$475.13	ELEC-FD
003002E	11/15/2016	1116PPD02	522370794	\$369.87	GAS-MAINT

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
003002E	11/15/2016	1116PPD02	522370794	\$304.57	STREET LIGHTS
003002E	11/15/2016	1116PPD02	522370794	\$162.16	DISTRIBUTION
003002E	11/15/2016	1116PPD02	522370794	\$165.98	GAS-FD
003002E	11/15/2016	1116PPD02	522370794	\$972.06	GAS-PLANT
003002E	11/15/2016	1116PPD02	522370794	\$629.11	TRAFFIC SIGNS/FLASH LIGHTS
003002E	11/15/2016	1116PPD02	522370794	\$88.77	PARKS
003002E	11/15/2016	1116PPD02	522370794	\$1,460.51	WELLS/PUMPS
003002E	11/15/2016	1116PPD02	522370794	\$158.75	GAS-HALL
003002E	11/15/2016	1116PPD02	522370794	\$944.27	ELEC-HALL
003002E	11/15/2016	1116PPD02	522370794	\$4,862.83	LIFT STATIONS/FLOW METERS
003002E	11/15/2016	1116PPD02	522370794	\$9,143.87	ELEC-PLANTS
003002E	11/15/2016	1116PPD02	522370794	\$126.45	CIVIL DEFENSE
		1116PW02	523492841	\$1,261.98	STREET LIGHTS
<b>Search Name XCEL ENERGY</b>				<u>\$24,193.48</u>	
<b>Search Name YOUNG, BONNIE</b>					
		1116ADM02	2016-GENERAL	\$160.00	GENERAL ELECTION
<b>Search Name YOUNG, BONNIE</b>				<u>\$160.00</u>	
<b>Search Name ZAMLEN, DAVID</b>					
		1116ADM02	2016-GENERAL	\$150.00	GENERAL ELECTION
<b>Search Name ZAMLEN, DAVID</b>				<u>\$150.00</u>	
<b>Search Name ZAMLEN, ROBERTA</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name ZAMLEN, ROBERTA</b>				<u>\$155.00</u>	
<b>Search Name ZEUG, MARY T</b>					
		1116ADM02	2016-GENERAL	\$155.00	GENERAL ELECTION
<b>Search Name ZEUG, MARY T</b>				<u>\$155.00</u>	
				<u>\$326,977.08</u>	

CITY OF SARTELL

Voucher Payments-Fund Summary

Adopted by the Sartell City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Mayor \_\_\_\_\_ Attest: Administrator \_\_\_\_\_

FUND Descr	Dr/Cr Amt
GENERAL	\$104,412.08
YOUTH PROGRAMS	\$80.00
POLICE RESERVES	\$44.99
BEAUTIFICATION	\$174.44
WATER CAPACITY	\$1,031.62
PARK DISTRICT 6	\$3,908.75
PUBLIC IMPROVEMENT REVOLVING	\$3,297.25
PD EQUIPMENT FUND	\$590.87
PW EQUIPMENT FUND	\$9,152.00
TECHNOLOGY FUND	\$1,364.91
STREET FUND	\$5,817.50
PINECONE ROAD 2015 PROJECT	\$1,446.00
4TH/50TH CAPITAL PROJECT	\$14,707.07
COMMUNITY CENTER PROJECT	\$2,818.00
CR 1/LESAUK/HERITAGE	\$249.52
WATER FUND	\$29,871.92
SEWER FUND	\$141,468.16
STORMWATER FUND	\$6,542.00
	<hr/>
	\$326,977.08

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>November 28, 2016</b>	Agenda Item No. <b>6b</b>
Agenda Section <b>Consent Agenda</b>	Item <b>Fund Transfers</b>	
<p><b>RECOMMENDATION:</b> Staff recommends approval of the following fund transfers/closures effective November 30, 2016:</p> <p>Transfer of \$32,914.33 each from Funds 601, 602 and 603 to General Fund 101 pursuant to 2016 budget.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the recommendations. If item is removed from Consent, separate motion is requested approving fund transfers.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>November 28, 2016</b>	Agenda Item No. <b>6c</b>
Agenda Section: <b>Consent</b>	Item: <b>Agreement for Legal Services</b>	
<p><b>RECOMMENDATION:</b> Approve attached Agreement.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> The Council has been contracting with the City of St. Cloud for prosecution services for a number of years and in 2015 we expanded the contract relationship to add some personnel/labor law and Ordinance/City Code assistance. The contract costs have not increased since 1/1/15.</p> <p><b>BACKGROUND:</b> The City contracts with St. Cloud for prosecution services as well as some labor law and city code work. We contract Stan Weinberger for development and many miscellaneous issues. Then we occasionally use other firms for specialty work such as condemnation issues. St. Cloud is requesting a contract update for 2017 to reflect their own cost increases of 2% for 2016 and 3% for 2017 for legal department salaries.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The proposed contract is within the 2017 budget.</p> <p><b>ATTACHMENTS:</b> Joint Powers Agreement for Legal Services.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the Agreement as presented. If item is removed from Consent, separate motion is requested approving Agreement.</p>		

**JOINT POWERS AGREEMENT  
FOR LEGAL SERVICES**

THIS AGREEMENT, hereinafter referred to as the "Agreement", is entered into by and between the City of Sartell, hereinafter referred to as "Sartell", and the City of St. Cloud, hereinafter referred to as "St. Cloud", both parties being governmental and political subdivisions of the State of Minnesota.

WITNESSETH:

WHEREAS, St. Cloud and Sartell have had an ongoing agreement under which St. Cloud provided certain legal services to Sartell; and

WHEREAS, St. Cloud employs full-time attorneys who practice criminal law and are familiar with the crimes which Sartell police officers are likely to encounter, and who deal with City personnel and labor issues, and City Codes and ordinance drafting in areas which are also likely encountered by the City of Sartell, and

WHEREAS, St. Cloud is willing to assist Sartell by providing the criminal law, personnel/labor law, and City Code/ordinance drafting and review services of the St. Cloud City Attorney's Office to Sartell.

NOW, THEREFORE, Sartell and St. Cloud, pursuant to the authority contained in Minnesota Statutes, Section 471.59, commonly known as the Joint Powers Act, in order to accomplish the foregoing purposes, agree as follows:

1. ST. CLOUD TO ASSIST

The St. Cloud City Attorney's Office will represent the City of Sartell in all criminal prosecutions resulting from Sartell's Police and code enforcement activities. This representation would include any appeals to higher courts resulting from the prosecutions we handle. This representation will also include administrative hearings related to code enforcement, forfeitures or matters traditionally handled by criminal prosecution.

The St. Cloud City Attorney's Office will represent the City of Sartell in its personnel and labor issues, and in reviewing and drafting City ordinances for Sartell in areas that are enforced through such Attorney's Office as the City's prosecuting attorneys.

2. ATTORNEYS TO REPRESENT OWN JURISDICTION FIRST

It is the express understanding of the parties hereto that the first and foremost priority of the St. Cloud City Attorneys and staff is to provide legal services to St. Cloud. It is therefore expressly understood that the assistance contracted for by this Agreement will be provided only if the St. Cloud City Attorneys and staff can

provide such assistance without unduly jeopardizing the protection and needs of St. Cloud.

3. NO LIABILITY FOR FAILING TO ASSIST

It is expressly understood that neither St. Cloud nor its City Attorneys shall be in any way liable for any claim based upon a failure for any reason to provide assistance when requested by the Sartell.

4. ST. CLOUD EMPLOYEES

St. Cloud City Attorneys and staff providing assistance to Sartell pursuant to this Agreement will remain employees of St. Cloud and will be paid by St. Cloud, not Sartell.

5. PAYMENT TO ST. CLOUD

Sartell will reimburse St. Cloud for the assistance of the St. Cloud City Attorneys a fee of \$3,937.50 per month. Payments will be made quarterly during each year that this Agreement is in effect. Following termination of this Agreement this paragraph will survive and remain fully enforceable until payment is received by St. Cloud.

6. NO LIABILITY TO ASSISTING JURISDICTION FOR DAMAGES

It is expressly understood and agreed that Sartell will fully indemnify and hold harmless St. Cloud, its officers, agents and employees against all claims, losses, damage, liability, suits, judgments, costs and expenses by reason of the action or inaction of St. Cloud employees assigned to assist Sartell. This agreement to indemnify and hold harmless does not constitute a waiver by any member of limitations on liability provided by Minnesota Statutes, Chapter 466.

7. DURATION

This Agreement will be effective on January 1, 2017. This Agreement will remain in full force and effect until it is terminated in the manner provided herein. This Agreement supersedes and replaces all prior agreements between St. Cloud and Sartell relating to the provision of legal services to Sartell.

8. TERMINATION

Either party upon ninety (90) days written notice to the other party may terminate this Agreement. Such notice will be delivered to the City Administrator of the respective party.

IN WITNESS WHEREOF, Sartell and St. Cloud have, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minnesota Statutes §§ 471.59.

Approved by the City Council

\_\_\_\_\_, 2016

CITY OF SARTELL

BY \_\_\_\_\_  
Its Mayor

Date of Signature \_\_\_\_\_

Attest \_\_\_\_\_  
Its City Administrator

Date of Signature \_\_\_\_\_

Approved by the City Council

\_\_\_\_\_, 2016

CITY OF ST. CLOUD

BY \_\_\_\_\_  
Its Mayor

Date of Signature \_\_\_\_\_

Attest \_\_\_\_\_  
Its City Clerk

Date of Signature \_\_\_\_\_

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works</b>	Meeting Date: <b>November 28, 2016</b>	Agenda Item No. <b>6d</b>
Agenda Section: <b>Consent</b>	Item: <b>Public Works Equipment</b>	
<p><b>RECOMMENDATION:</b> Approval of purchase of public works equipment using budgeted funds.</p> <p><b>BACKGROUND:</b> The City has budgeted to replace a plow truck in 2017. By ordering a demo model now, you will save \$7,000 and get the plow in 2017 vs ordering new almost a year out. You used this same technique last year for savings.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None – the recommended purchase is budgeted for 2017.</p> <p><b>ATTACHMENTS:</b> Quote using State bid price and showing trade in value. Final price on the truck chassis will be \$67,923. Separate quote from Towmaster for the attachments and accessories of \$102,606 brings the total cost within 2017 budgeted amount of \$195,000, even with a few other essential costs added in like vehicle tabs, etc.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the recommended purchase with 2017 budgeted funds. If item is removed from Consent, separate motion is requested approving recommended purchase.</p>		



6500 US HWY 63 S, PO BOX 6699  
ROCHESTER, MN 55903  
507-288-9488 507-424-4156 (FAX)

2195 W CTY RD C2, PO BOX 130820  
ROSEVILLE, MN 55113  
651-633-4810 651-635-0928 (FAX)

2625 QUAIL RD NE  
SAUK RAPIDS, MN 56379  
320-253-6941 320-253-0176 (FAX)

53976 208TH LN, PO BOX 969  
MANKATO, MN 56002  
507-345-6225 507-387-5886 (FAX)

3028 TRUCK CENTER DR  
DULUTH, MN 55806  
218-628-0333 218-628-1822 (FAX)

12540 DUPONT AVE S  
BURNSVILLE, MN 55337  
952-894-9595 952-894-1619 (FAX)

# VEHICLE PURCHASE AGREEMENT

DATE: 11/09/2016

NEW  USED  TRAILER  ORDER OUT  IN STOCK

SALESPERSON: PROW

## CITY OF SARTELL

PURCHASER		CONTACT/TITLE	
125 PINE CONE ROAD NORTH			
ADDRESS		E-MAIL ADDRESS	
SARTEL	MINNESOTA	STEARNS	56377
CITY STATE		COUNTY	ZIP CODE
320-258-5367			
PHONE NUMBER		FAX NUMBER	

The Undersigned Purchaser hereby agrees to purchase from NUSS TRUCK GROUP INC. or SUBSIDIARY, hereinafter referred to as the Dealer, 1 new or used vehicle(s) together with the equipment below set forth (which vehicle(s) and equipment are called "said vehicle(s)") to be delivered on or about \_\_\_\_\_ according to the following specifications, terms, and conditions:

STOCK NO.	YEAR	MAKE	MODEL	MILEAGE	VIN
M-10677	2016	MACK	GU432		1M2AX34C4GM010230

### WARRANTIES and/or REPRESENTATIONS

- Manufacturer's Warranty Applies
- AS-IS: NO DEALER WARRANTY. DEALER DISCLAIMS ANY & ALL EXPRESS OR IMPLIED WARRANTIES.
- Other: \_\_\_\_\_
- PURCHASER INITIAL HERE: \_\_\_\_\_

**GVWR/GCWR:** The Gross Vehicle Weight (GVWR), or Gross Combination Weight Rating (GCWR), of the vehicle subject to this order is \_\_\_\_\_ lbs. Seller disclaims any and all liability for damages resulting from operation of the vehicle in excess of the above stated GVWR or GCWR.

PURCHASER INITIAL HERE: \_\_\_\_\_

### TYPE OF TRANSACTION

- Financed. Finance Company: \_\_\_\_\_
- Cash (including customer based financing).
- Lien Holder: \_\_\_\_\_
- Phone #: \_\_\_\_\_

### DRIVER/INSURANCE INFORMATION (for 2000 form)

Insurance Agent: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### BASE PRICE OF VEHICLE SOLD

	<b>\$85,707.00</b>
1. Total of Options/Accessories (carried over from Addendum)	\$0.00
2. Dealer Retail Price	\$85,707.00
3. Discount	\$0.00
4. Total Cash Price (2 less 3)	\$85,707.00
5. Trade-in Allowance	\$22,000.00
6. Trade Difference (4 less 5)	\$63,707.00
7. MN Sales Tax on Trade Difference <u>6.50%</u>	\$4,140.96
8. Federal Excise Tax	\$0.00
9. License / Registration Fees	\$75.00
10. City/County Excise Tax	\$0.00
11. Document Fee	\$0.00
12. Warranty	\$0.00
13. Balance Due to _____ on trade-in	\$0.00
14. Sub Total (Sum 6 through 13)	\$67,922.96
15. Less Cash Down Payment on Order	\$0.00
16. Sub Total (14 less 15)	\$67,922.96
17. Less Additional Cash Due _____	\$0.00
<b>DUE ON DELIVERY</b>	<b>* \$67,922.96</b>

### DELIVERY INFORMATION

DELIVER TO: TOWMASTER, LITCHFIELD, MN

### ADDITIONAL ITEMS OR CONDITIONS OF SALE:

IF YOU ORDER A 2018 MODEL YEAR TRUCK ADD \$3,000.00

### EQUIPMENT TO BE TRADED

STOCK NO.	YEAR	MAKE	MODEL	MILEAGE	VIN
	2000	STERLING	L8000		2FZHBJB1YAF59654
STOCK NO.	YEAR	MAKE	MODEL	MILEAGE	VIN

**IT IS FURTHER UNDERSTOOD AND AGREED**

This Purchase Contract is subject to the following terms and conditions which have been mutually agreed upon:

1. That the Purchaser, before or at the time of taking delivery of the motor vehicle covered by the Purchase contract, will execute such other forms of agreements or documents as may reasonably be required by the dealer.
2. If the Manufacturer makes any changes in the model or design of any accessories and/or parts of any new motor vehicles at any time, it does not create any obligation on the part of the Dealer to make corresponding changes in the vehicle covered by this order either before or subsequent to the delivery of such vehicle to the Purchaser.
3. The Dealer shall have the right to re-appraise the motor vehicle to be traded-in or modify accordingly the delivery price of the motor vehicle purchased herein, if the said trade-in vehicle is subsequently damaged or parts and/or accessories have been removed or replaced, or if it exceeds any mileage/kilometer limitation stated on the face of this contract.

PURCHASER INITIAL HERE: \_\_\_\_\_

**TERMS AND CONDITIONS**

This purchase agreement is tendered by the Purchaser for acceptance by the Dealer, and it will not be binding upon the Dealer unless accepted and signed by the Dealer.

If the terms of payment herein provided are other than cash, the Purchaser agrees to execute and deliver to the Dealer, prior to the delivery of said vehicle(s), a security agreement, in the form customarily required by it, covering said vehicle(s) in order to secure the payment of the indebtedness due hereunder. The Purchaser further agrees that this purchase agreement shall be subject to all the terms and conditions of said security agreement, which shall supersede this purchase agreement to the extent inconsistent herewith; provided that Purchaser's warranty as to any used motor vehicle or equipment traded in by the Purchaser and taken by the Dealer as part payment hereunder (hereinafter such used motor vehicle or equipment is called the "used equipment") shall survive the execution of the security agreement.

The Purchaser warrants that the used equipment, if any, is free and clear of all liens and/or encumbrances of any nature whatsoever, and that the Purchaser has good and marketable title to the used equipment at the time of delivery thereof to the Dealer, unless noted otherwise under other conditions of sale. The used equipment is to be delivered to the Dealer in the same condition and appearance in which it was when first inspected by the Dealer or its agent. The Dealer, upon delivery of the used equipment, shall have the right once again to inspect the used equipment, and the Dealer shall be the sole judge as to its condition, with the right to accept or reject the used equipment at its option. If the used equipment is not in a condition and appearance as good as it was when first inspected by the Dealer, the Dealer shall have the right to revalue the amount of allowance offered for such equipment and the total cash purchase price shall be increased accordingly. The Purchaser agrees that the amount of the allowance made upon the used equipment, if any, is to be applied by the Dealer as part payment on the purchase price of said vehicle(s).

The Dealer shall not be held responsible for any loss, damage, detention, delay or failure to deliver resulting from any cause which is unavoidable or beyond its reasonable control, including, but not limited to, fire, flood, natural disaster, strike or labor disturbance, accident, vandalism, riot or insurrection, war, any order, decree, law or regulation of any court, government or governmental agency, shortage of materials, demand in excess of available supply, failure or interruption of normal transportation or power facilities; AND IN NO EVENT SHALL THE DEALER BE LIABLE FOR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF INCOME. The receipt of said vehicle(s) by the Purchaser upon delivery shall constitute a waiver of all claims for loss or damage due to delay.

In the event that the within purchase agreement is accepted by the Dealer and the Purchaser fails to accept delivery and perform this contract pursuant to its terms, the Dealer shall have the right to retain the amount paid to the Dealer in cash and/or the used equipment on account of the purchase price of said vehicle(s) as liquidated damages in addition to such other rights as the Dealer may have under law. In the event that the within purchase agreement is canceled by mutual written agreement of the Dealer and the Purchaser or if the Dealer is unable to make delivery of said vehicle(s), the Dealer will return and the Purchaser will accept the cash and the used equipment (or if the used equipment shall have been sold, the net amount received by the Dealer from the sale thereof) in full discharge of any obligations of the Dealer to the Purchaser hereunder.

A security interest in said vehicle(s) shall remain in the Dealer until the payment in full of the purchase price or, if the terms of payment herein provided are other than cash, until the execution and delivery of a security agreement, as hereinabove provided, at which time the terms of said security agreement shall control.

In the event of Purchaser's failure to make payment of the purchase price when due, the Dealer may take immediate possession of said vehicle(s), without demand or further notice. For this purpose and in furtherance thereof, the Purchaser shall, if the Dealer so requests, make said vehicle(s) available to the Dealer at a reasonably convenient place designated by it, and the Dealer shall have the right, and the Purchaser does hereby authorize and empower the Dealer, its agents, servants or employees, to enter upon the premises wherever said vehicle(s) may be and remove the same; and the Purchaser hereby expressly waives any action or right of action of any kind whatsoever against the Dealer, its agents, servants or employees because of the removal, repossession or retention of said vehicle(s) or otherwise.

The Purchaser agrees that if the cost of labor, materials, body, accessories or other equipment or component parts increases beyond the basis upon which the price set forth herein was established, then the Dealer, at any time before delivery, may give the Purchaser written notice of an increase in price, and such increased price shall be the contract price, unless Purchaser within ten days thereafter shall give Dealer written notice of cancellation. Any such increase in the contract price, pursuant to this provision, however, shall not prevent additional increases, if necessary, under the circumstances set forth herein at any time prior to delivery.

If the cost to the Dealer of insurance to be furnished by the Dealer hereunder is increased at any time prior to the delivery of said vehicle(s) the Purchaser agrees to pay for the insurance herein provided for at such increased rate.

**ALL TAXES NOW OR HEREAFTER IMPOSED UPON THE SALE OF SAID VEHICLE(S) SHALL BE PAID BY THE PURCHASER.**

The Purchaser agrees that all previous communications between the Purchaser and the Dealer, either verbal or written, with reference to the subject matter of this purchase agreement, are hereby abrogated. The Purchaser further agrees that no modification of this Agreement shall be binding upon the Dealer unless such modifications shall be in writing and agreed to and accepted in writing by authorized personnel of the Dealer.

This instrument contains the entire agreement between the parties, and there are no understandings or representations not contained herein.

**THE DEALER AND THE MANUFACTURER MAKE NO WARRANTIES AS TO SAID VEHICLE(S), EXPRESS, IMPLIED, OR IMPLIED BY LAW, EXCEPT THE MANUFACTURER'S STANDARD VEHICLE WARRANTY, A COPY OF WHICH HAS BEEN DELIVERED TO THE PURCHASER AND WHICH IS INCORPORATED HEREIN BY REFERENCE. THE DEALER AND THE MANUFACTURER SPECIFICALLY DISCLAIM ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR CONSEQUENTIAL DAMAGES.**

**THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

**UNLESS OTHERWISE STATED, ALL INCENTIVES TO THE DEALER.**

**THE TERMS AND CONDITIONS HEREOF ARE A PART OF THIS AGREEMENT. THE PURCHASER ACKNOWLEDGES HAVING READ THIS AGREEMENT INCLUDING SUCH TERMS AND CONDITIONS AND FURTHER, PURCHASER ACKNOWLEDGES RECEIVING A COPY OF THIS AGREEMENT.**

Buyer Signature \_\_\_\_\_

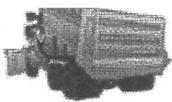
Buyer Name/Title \_\_\_\_\_

DATE

Dealer Accepted X \_\_\_\_\_

DATE

THIS ORDER IS NOT VALID UNLESS ACCEPTED AND SIGNED BY A SALES MANAGER OR OFFICER OF THE COMPANY.



towmastertruck.com

**TOWMASTER**  
TRUCK EQUIPMENT  
61381 US HWY 12, Litchfield, MN 55355  
ph: 320-693-7900 fx: 320-693-7921 ff: 900-462-4517

Reference Number  
QT 8149

**QUOTATION**

<b>Ship To:</b> SARTELL, CITY OF P.O. BOX 140  SARTELL MN 56377 USA	<b>Cust:</b> 3285  MN 56377 USA	<b>Phone:</b>	<b>Bill To:</b> SARTELL, CITY OF 125 PINECONE ROAD NORTH  SARTELL MN 56377 USA	<b>Phone:</b>
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ATTN:

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TOM GERTGEN	NET 30 DAYS	11/03/16	11/03/16	0/00/00

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900046	- Body 10'6" EDGE-RC/SCIS-46-36-36 - - 46" 3/16" Hardox-450 Front, 36" 3/16" Hardox-450 radius sides (no pockets), 36" 3/16" Hardox-450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longsills, Air-trip ready linkage, unpainted.	\$8,226.00	\$8,226.00
1	9901704	- Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. Understructure is seam sealed, and painted Gloss Black.	\$2,650.00	\$2,650.00
1	9901701	- Installation of Dump Body to hoist	\$1,750.00	\$1,750.00
1	9900145	- Body acc'y TMTE Air trip kit, w/solenoid valve,	\$259.00	\$259.00
1	9901702	- Installation of air operated tailgate latch kit	\$268.00	\$268.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	\$674.00	\$674.00
1	9901703	- Installation of Box Vibrator	\$302.00	\$302.00
1	9900155	- Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing construction support stand, (2) shovel holders, & reservoir mounts, Installed.	\$1,748.00	\$1,748.00
1	9900181	- Walkrail removable both sides of 10' RC & RS body, Installed	\$795.00	\$795.00
1	9900206	- Ladder Flip-A-Way Access ladder Pkg (Carbon Steel) ea, Installed	\$343.00	\$343.00
1	9900211	- Body acc'y Dual "split" sander manifolds in rear corner posts	\$311.00	\$311.00

\*--- Continued ---\*

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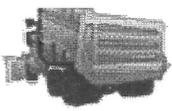
Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Price:

Net Cost:

Freight:

Total:



towmastertruck.com



61381 US HWY 12, Litchfield, MN 55355  
ph: 320-693-7900 fx: 320-693-7921 tt: 800-462-4517

Reference Number

QT 8149

### QUOTATION

<b>Ship To:</b> SARTELL, CITY OF P.O. BOX 140	<b>Cust:</b> SARTELL	<b>3285 Phone:</b> MN 56377	<b>USA</b>	<b>Bill To:</b> SARTELL, CITY OF 125 PINECONE ROAD NORTH	<b>Phone:</b> SARTELL	<b>MN 56377</b>	<b>USA</b>
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ATTN:

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TOM GERTGEN	NET 30 DAYS	11/03/16	11/03/16	0/00/00
Serial No.					

1 9900214 - Body acc'y Tailgate LEVER TOP PIN release (Single Axle bodies only)	\$387.00	\$387.00
1 9904246 - Light Warning TMTE1SS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	\$4,149.00	\$4,149.00
1 9900244 - Light Mirror mt HOH plow light pkg INSTALLED	\$667.00	\$667.00
1 9900266 - Fender set Minimizer MIN2260, for Single Axle, black Poly, Installed	\$745.00	\$745.00
1 9901028 - Camera System, Voyager model AOM713WP-VCMS10B-CEC50, w/color LCD screen, Night vision Camera, & Cables, INSTALLED	\$646.00	\$646.00
1 9901691 - RoadWatch RWSS Sensor only INSTALLED	\$467.00	\$467.00
1 9902930 - RoadWatch Force America Interface CABLE ONLY for 6100, installed	\$199.00	\$199.00
1 9900958 - Pre-Wet Towmaster/Varitech LDS-TMR-110-EGF Body Side Mt Sys for Elliptical body W/EXISTING REMOVABLE WALKRAIL (2) 55 ga	\$1,414.00	\$1,414.00
1 9902483 - Installation of TMR pre-wet system (New Towmaster Body)	\$818.00	\$818.00
1 9901834 - Hoist OSP/Towmaster 720DH, Double Acting, W/Solid block rear hinge point, & OSHA approved saftey props	\$2,092.00	\$2,092.00
1 9901712 - Installation of SCISSORS TYPE double acting hoist	\$1,790.00	\$1,790.00

\*--- Continued ---\*

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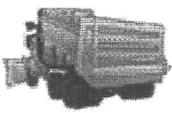
Price:

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Net Cost:

Freight:

Total:



towmastertruck.com



61381 US HWY 12, Litchfield, MN 55355  
ph: 320-693-7900 fx: 320-693-7921 tl: 800-462-4517

Reference Number  
QT 8149

QUOTATION

<b>Ship To:</b> SARTELL, CITY OF P.O. BOX 140	<b>Cust:</b> SARTELL	<b>3285 Phone:</b> MN 56377	<b>USA</b>	<b>Bill To:</b> SARTELL, CITY OF 125 PINECONE ROAD NORTH	<b>Phone:</b> SARTELL	<b>MN 56377</b>	<b>USA</b>
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ATTN:

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TOM GERTGEN	NET 30 DAYS	11/03/16	11/03/16	0/00/00
Serial No.					

1 9902924 - Scraper FALLS IB-10A 1" MB, w/single lift cylinder W/12" bolt-on extension (11' total), LESS CUTTING EDGES	\$6,193.00	\$6,193.00
1 9901705 - Installation of underbody fixed angle scraper w/single lift cylinder	\$2,010.00	\$2,010.00
1 9904232 - Up Charge Electric pressure transmitter to read on LCD screen installed	\$427.00	\$427.00
1 9900351 - Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	\$466.00	\$466.00
1 9902948 - Wing Falls RHSDDL10A-HYDPB Primed LESS CUTTING EDGES	\$9,234.00	\$9,234.00
1 9900388 - Installation Falls SDL Series Wing - w/Bulkhead Couplers	\$3,804.00	\$3,804.00
1 9901431 - Wing Falls RL (REAR LIFT) up charge SDL WING	\$391.00	\$391.00
1 9900477 - Wing Falls Hwy Orange - Paint Moldboard	\$278.00	\$278.00
1 9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	\$2,743.00	\$2,743.00
1 9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	\$1,595.00	\$1,595.00
1 9900625 - Plow Push Unit Falls 24/44 Series Std	\$800.00	\$800.00
1 9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	\$306.00	\$306.00
1 9900641 - Plow Falls Parking Stand - Screw Adj Style	\$273.00	\$273.00
1 9903074 - Plow Falls PTE-1248/TRP-EDG/NOSHU/POLY-BLK Plow LESS CUTTING EDGES	\$8,193.00	\$8,193.00

\*--- Continued ---\*

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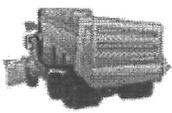
Price:

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Net Cost:

Freight:

Total:



towmastertruck.com

**TOWMASTER**  
TRUCK EQUIPMENT  
61381 US HWY 12, Litchfield, MN 55355  
ph: 320-693-7900 fx: 320-693-7921 tl: 800-462-4517

Reference Number  
QT 8149

**QUOTATION**

<b>Ship To:</b> SARTELL, CITY OF P.O. BOX 140	<b>Cust:</b> SARTELL	<b>3285 Phone:</b> MN 56377	<b>USA</b>	<b>Bill To:</b> SARTELL, CITY OF 125 PINECONE ROAD NORTH	<b>Phone:</b> SARTELL	<b>MN 56377</b>	<b>USA</b>
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ATTN:

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TOM GERTGEN	NET 30 DAYS	11/03/16	11/03/16	0/00/00

Serial No.

1 9900730 - Plow Falls SCR-ADJ/SHOE/REV-PLW/STD	\$582.00	\$582.00
1 9902494 - Hitch 7 contact RV socket installed	\$143.00	\$143.00
1 9900775 - Hitch TMTE Medium Duty Hitch Plate assembly	\$194.00	\$194.00
1 9901172 - Hitch Installation of med duty hitch (Weld On)	\$174.00	\$174.00
1 9900776 - Hitch PH-20 Pintle Hook installed	\$162.00	\$162.00
1 9900791 - Sander Falls 1ASD-6CDSS-6P-1D-1S-LM, Salt Special 6", Stainless Steel Unit, LH Discharge, Single Poly Spinner Ass'y, complete sander (includes extra salt shield)	\$4,463.00	\$4,463.00
1 9901718 - Sander Install & dual manifold RH & LH rear	\$614.00	\$614.00
1 9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	\$356.00	\$356.00
1 9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions , INSTALLED	\$9,960.00	\$9,960.00
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	\$11,850.00	\$11,850.00
1 9900874 - Filter Force IN-TANK mounted filter installed	\$446.00	\$446.00
1 9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	\$2,182.00	\$2,182.00
1 9900886 - Pump Force FASD34L LS (4.67 ci) installed	\$3,158.00	\$3,158.00

\*--- Continued ---\*

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Accepted by

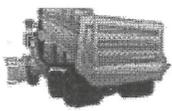
Date

Price:

Net Cost:

Freight:

Total:



towmastertruck.com



61381 US HWY 12, Litchfield, MN 55355  
ph: 320-693-7900 fx: 320-693-7921 ff: 800-462-4517

Reference Number  
QT 8149

### QUOTATION

<b>Ship To:</b> SARTELL, CITY OF P.O. BOX 140  SARTELL MN 56377 USA	<b>Cust:</b> 3285 <b>Phone:</b>	<b>Bill To:</b> SARTELL, CITY OF 125 PINECONE ROAD NORTH  SARTELL MN 56377 USA	<b>Phone:</b>
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ATTN:

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TOM GERTGEN	NET 30 DAYS	11/03/16	11/03/16	0/00/00

Serial No.

1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$182.00	\$182.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$207.00	\$207.00
1 9901013 - Super Tough cover hose in lieu of TOUGH COVER hose SGL application	\$520.00	\$520.00

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

Price: \$102,606.00

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Net Cost: \$102,606.00

Freight:

Total: \* \$102,606.00

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION ACCEPTING DONATIONS**

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

\$1,000 from Xcel Energy toward the I-2 Property Redevelopment and Planning Study.

**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 28<sup>th</sup> DAY OF NOVEMBER, 2016.**

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

**ATTEST:**

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

**SEAL**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>November 28, 2016</b>	Agenda Item No. <b>6f</b>
Agenda Section: <b>Consent</b>	Item: <b>Calling Public Hearing for a Preliminary Plat and Vacation of Right of Way and Easements</b>	

**RECOMMENDATION:**

Call a public hearing for December 12, 2016, to obtain input on a preliminary plat and vacation request for a single family home development (Daybreak North).

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

Daybreak LLC, owner of the property located north of Daybreak (Sandstone Village), has requested the approval of a preliminary plat to facilitate 5 single family lots and a request to vacate a portion of a public roadway/easement area.

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Site map prepared by the City
2. Resolution

**ACTION REQUESTED:**

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

# PRELIMINARY PLAT OF: DAYBREAK

## LEGAL DESCRIPTION

Quota A, SANDSTONE VILLAGE, according to the recorded plat thereof, Itasca County, Minnesota.

This portion of unsplit 208 Avenue South, as defined on SANDSTONE VILLAGE, according to the recorded plat thereof, Itasca County, Minnesota, described as follows: Commencing at the southeast corner of Quota A of said SANDSTONE VILLAGE, 14.270 Acres South 89 degrees 55 minutes 57 seconds East, along the east line of said Quota A, 207.57 feet, to the northeast corner of said 208 Avenue South and the center of the back of the building; thence North 89 degrees 55 minutes 57 seconds East, along the east line of said 208 Avenue South, 155.74 feet, thence Southwesterly 129.60 feet, along a straightened curve, relative to the southeast, bearing a double L 114.13 feet and a central angle of 69 degrees 09 minutes 59 seconds, the chord of said curve bears North 33 degrees 26 minutes 59 seconds West, with a chord length of 122.75 feet, to the west line of said 208 Avenue South, thence North 89 degrees 55 minutes 57 seconds West, along said west line, 12.25 feet, to the southwest corner of said 208 Avenue South, thence North 89 degrees 55 minutes 57 seconds East, along the north line of said 208 Avenue South, 66.00 feet, to the point of beginning.

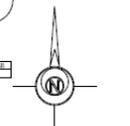
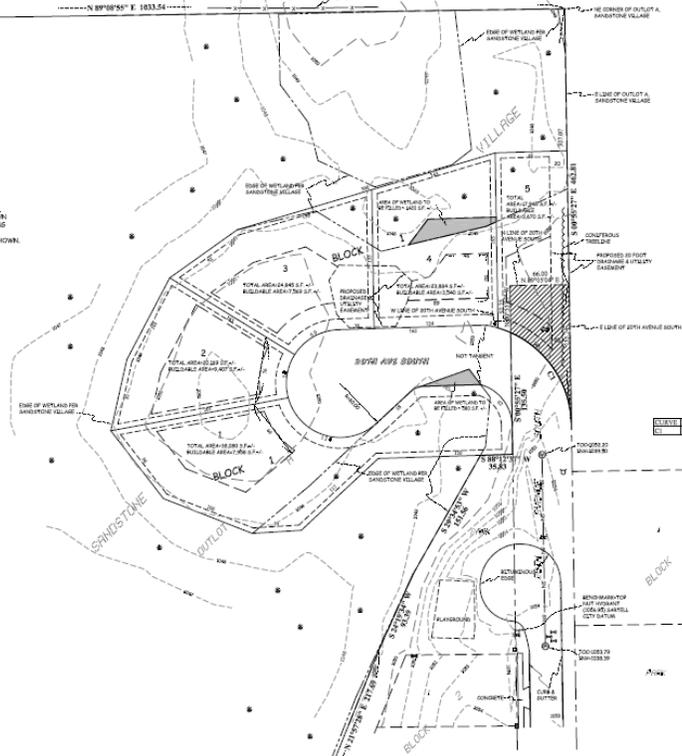
## PLAT NOTES

- Property Owner: Daybreak, LLC  
28 119 Avenue S, Suite 101  
St. Cloud, MN 56301
- Total plat area = 27.66 Acres
- Building zoning is R-1 (Single Family Residential)
- Building zoning is based on Zone 70 and PERM map number 2714422626, effective date of February 16, 2011, which is now discontinued by the south line of 27th Avenue South.
- Lot area:
- Minimum lot area = 17,945 sq ft
- Maximum lot area = 10,880 sq ft
- Minimum lot area = 10,880 sq ft
- Minimum lot area = 10,880 sq ft

RETRACTORS:  
Front = 30 feet  
Side = 30 feet  
Rear = 30 feet

DRAINAGE AND UTILITY EASEMENTS  
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN  
THIS BEING 10 FEET IN WIDTH AND ACCORDING  
STREET LINES, AND BEING 5 FEET IN WIDTH  
ADJOINING LOT LINES, UNLESS OTHERWISE SHOWN.

## VICINITY MAP



- Legend
- INDICATES WETLAND BOUNDARY PER SANDSTONE VILLAGE PLAT
  - INDICATES BUILDING RETRACTION LINE
  - INDICATES ROADWAY TO BE VACATED
  - INDICATES AREA OF WETLAND TO BE FILLED
  - INDICATES SANITARY SEWER LINE
  - INDICATES HYDRANT
  - INDICATES WATER VALVE
  - INDICATES GASEL REESTAL
  - INDICATES ELECTRIC/PEDESTAL
  - INDICATES SANITARY MANHOLE

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

370 CHAPEL HILL RD., SUITE 105  
COLD SPRING MN 56320  
PH: 320-485-3955  
FAX: 320-685-3056

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

1004 2nd ST. SE  
WILLMAR MN 56201  
PH: 320-238-4032  
FAX: 320-485-3056

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

DANIEL M. KRON  
MINNESOTA REGISTRATION NO. 4261

DATE: 10/05/16

CERTIFICATE OF SURVEY PREPARED FOR:  
**DAYBREAK LLC**  
JOB NO: 2015-043  
FILE NAME: 2015-030concept.dwg  
LOCATION: 3012F-28

RESOLUTION NO.

**RESOLUTION SETTING PUBLIC HEARING ON  
THE PRELIMINARY PLAT OF DAYBREAK NORTH  
AND A VACATION OF CERTAIN EASEMENTS AND RIGHT OF WAY**

**WHEREAS**, a preliminary plat and vacation request has been filed with the City for Daybreak North by Daybreak LLC, owner and applicant; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA:** That as required by the Sartell Subdivision and Zoning Ordinance, the council will consider approving the preliminary plat of Daybreak North and a vacation of certain easements and rights of way, after a public hearing has been held. Such hearing will be held on Monday, December 12, 2016, 2016, at 6:00 P.M., or as soon thereafter as the matter may be heard.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 28th DAY OF NOVEMBER 2016.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>November 28, 2016</b>	Agenda Item No. <b>6g</b>
Agenda Section: <b>Consent</b>	Item: <b>Assessment Benefit Appraisals</b>	
<p><b>RECOMMENDATION:</b> Staff recommends approval of appraisal proposal attached to assist the Council with establishing assessments against benefitted properties for your 4<sup>th</sup> Avenue South project.</p> <p><b>BACKGROUND:</b> The 4<sup>th</sup> Avenue South feasibility report presented at your last meeting contemplated potential assessments against a number of properties. Since assessments are tied to the benefit received by the impacted properties, we recommend professional appraisals to help the Council determine fair assessment amounts. Mike Amo is an experienced assessment benefit appraiser and we strongly recommend his attached proposal to complete all 4 parcel appraisals at a total cost not to exceed \$12,500.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The appraisal cost will be paid from the 4<sup>th</sup> Avenue project fund as part of the entire project cost.</p> <p><b>ATTACHMENTS:</b> Appraisal proposal.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the proposal. If item is removed from Consent, separate motion is requested approving recommended proposal.</p>		

November 19, 2016

To: Mary Degiovanni, Sartell City Administrator

From: Mike Amo, MAI

Re: Fee Quote to complete four Assessment Benefit Appraisals in Sartell City

Dear Mrs. Degiovanni:

As we discussed via email last week, I have prepared this brief scope of work and fee quote proposal on the above captioned assessment benefit appraisals. My involvement in this matter would assume the following:

- Externally view each of the four properties and complete a before and after assessment benefit appraisal on each property. WSB would provide details as to the type, extent and approximate cost of each proposed assessment affecting the four properties (two parcels at the AIM site; one each at JK Storage and Cash).
- Estimate the value enhancement attributable to the proposed infrastructure improvements adjacent to each property.
- Deliver an electronic version of each of the four appraisals to Igor Lenzner or yourself prior to February 1, 2017.
- My fee would not exceed \$12,500 for the four appraisals reports.
- Approval to proceed would be necessary by December 1, 2016 for me to meet the completion date.

Mike Amo, MAI

320-282-2961

[valueamo@gmail.com](mailto:valueamo@gmail.com),

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>11/28/2016</b>	Agenda Item No. <b>6H</b>
Agenda Section: <b>Consent</b>	Item: <b>2017 Liquor License Renewals</b>	
<p><b>STAFF RECOMMENDATION:</b> Approval</p> <p><b>BOARD/COMMISSION/OTHER RECOMMENDATION:</b> None needed</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b> Attached is a listing of the 2017 liquor license renewal applications. SuperAmerica Twin Rivers is the only 2016 license holder (3.2 off sale) that is not renewing for 2017. As of today, none of those properties holding a 2016 liquor license are on the delinquent taxpayers list on the MN Department of Public Safety’s website. I have also verified property tax payment status through the counties websites and all of the establishments are current with their payments. All required insurance certificates have been submitted. Most of the establishments have passed their fire inspections or are working on the required corrections. I have received emails from Deputy Chief Struffert and those on the list have passed their renewal background checks. I am asking that the 2017 liquor license renewals be approved with those that still need corrections (G-Allen’s &amp; Winners) per the Fire Marshal, be approved contingent on the completion of the needed corrections and the background checks for those missing from Coborn’s &amp; Walmart are completed to Deputy Chief Struffert’s satisfaction.</p> <p><b>ATTACHMENTS:</b> 2017 Liquor License Renewal List, Deputy Chief Struffert’s emails</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the application. If item is removed from Consent, separate motion is requested approving the renewal of the 2017 liquor licenses.</p>		

**2017 LIQUOR LICENSE RENEWALS  
CITY OF SARTELL**

**ON SALE/ON SALE SUNDAY LIQUOR LICENSE HOLDERS:**

BLACKBERRY OPERATING CO. INC/BLACKBERRY GOLF COURSE LLC  
3125 CLUB HOUSE ROAD  
PO BOX 264  
SARTELL MN 56377  
PID 92.56572.0040

BALYLE, INC., dba GREAT RIVER BOWL  
208 2<sup>ND</sup> STREET SOUTH  
PO BOX 339  
SARTELL MN 56377  
PID 92.56581.0100

JBMJ COMPANY, INC., dba RIVER BOAT DEPOT  
2 RIVERSIDE AVENUE NORTH  
SARTELL MN 56377  
PID 92.56918.0000

MULLIGAN'S STEAKHOUSE, INC.  
dba The Grands at Mulligan's  
601 PINE CONE ROAD NORTH  
SARTELL MN 56377  
PID 92.56523.0002

WEST SIDE DISCOUNT LIQUOR LEARNING CENTER INC.  
1005 2<sup>ND</sup> STREET SOUTH  
SARTELL MN 56377  
PID 92.57049.0062

G ALLEN'S REST/SPORTS BAR INC.,  
dba G ALLEN'S RESTAURANT/SPORTS BAR (2 a.m. closing)  
116 EVERGREEN DRIVE  
SARTELL MN 56377  
PID 92.56579.052

HOPWOK & EAT, INC.,  
dba HOUSE OF PIZZA/PACIFIC WOK TERRIYAKI GRILL  
1733 PINE CONE ROAD S  
SARTELL MN 56377  
PID 92.57044.0398

ANNETTE Y. REIMER, dba ANEJOS LLC  
1733 PINECONE RD S, SUITE 600  
SARTELL MN 56377  
PID 92.57044.0398

MARBLE EYES, dba BLUE LINE BAR & GRILL  
1101 2<sup>ND</sup> ST S #108  
SARTELL MN 56377  
PID 92.57113.0190

WINNERS OF SARTELL, INC.  
dba WINNERS BAR AND SPORTS GRILL (2 a.m. closing)  
311 2<sup>ND</sup> ST S  
SARTELL MN 56377  
PID 92.56925.0000

THE FOUNDATION FOR HEALTH CARE CONTIUM, dba DRAKES  
520 2ST ST NE  
SARTELL MN 56377  
PID 18.00028.00

ST. BENEDICT'S SENIOR COMMUNITY dba CHATEAU WATERS  
960 19<sup>TH</sup> ST S  
SARTELL MN 56377  
PID 92.56579.0800

#### **OFF SALE LIQUOR LICENSE HOLDERS**

SARTELL LIQUOR LLC, dba SARTELL LIQUOR  
101 7<sup>TH</sup> STREET NORTH, UNIT #6  
SARTELL MN 56377  
PID 92.57046.0605

KJERBEERSTEN LLC, dba 99 BOTTLES  
1001 2<sup>ND</sup> STREET SOUTH  
SARTELL MN 56377  
PID 92.57049.0062

SAM'S CLUB #8183  
207 COUNTY RD 120  
SARTELL MN 56377  
PID 92.56570.0150

COBORNS  
1710 PINECONE RD S  
SARTELL MN 56377-2016COBORNS  
PID 92.57044.0385

BENTON DRIVE MINI SERV dba QWIK STOP  
208 1<sup>ST</sup> ST NE  
SARTELL MN 56377  
PID 18.00568.00

**OFF SALE 3.2% MALT LIQUOR LICENSE HOLDERS**

WALMART SUPERCENTER #1633  
21 COUNTY ROAD 120  
SARTELL MN 56377  
PID 92.56570.0153

JM COMPANIES INC  
SUPERAMERICA SARTELL  
230 PINECONE RD  
SARTELL MN 56377  
PID 92.57113.0500

**ON SALE WINE LICENSE HOLDERS**

BOULDER RIDGE GOLF CLUB, INC.,  
dba PINE RIDGE GOLF COURSE  
801 PINECONE ROAD  
SARTELL MN 56377  
(mailing address: 2750 Cty Rd 74, St. Cloud MN 56301)  
PID 92.56577.0050

**ON SALE 3.2% MALT LIQUOR LICENSE HOLDERS**

BOULDER RIDGE GOLF CLUB, INC.,  
dba PINE RIDGE GOLF COURSE  
801 PINECONE ROAD  
SARTELL MN 56377  
(mailing address: 2750 Cty Rd 74, St. Cloud MN 56301)  
PID 92.56522.0050

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## *SARTELL POLICE DEPARTMENT*

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TO: PEGGY SCHUPP  
FROM: DEPUTY CHIEF DALE STRUFFERT   
SUBJECT: LIQUOR LICENSE RENEWAL  
DATE: NOVEMBER 8, 2016  
CC: MEMO FILE

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I have completed the liquor license renewal on the following and I have found nothing that would prohibit them from renewing their liquor license at this time:

Riverboat Depot Jodi Miske, and Brian Johnston  
Cenex Jane and Loren "Pete" Jarmon  
Blackberry Ridge GC Kathleen and Linda Fenlason  
Anjeo's Annette Reimer  
99 Bottles Kjersten Skatvold and John Abraham  
Great River Bowl Jason, Lyle and Barbara Mathiasen  
Westside Training Ctr Linda and Robert Feuling  
Grands at Mulligans Jason Becker  
Winners LuRae Scoles  
Pine Ridge GC Ted Klein  
JM Companies Michael Moores  
House of Pizza Brandon Testa  
Sartell Liquor Yvette and John Dockendorf  
Chateau Waters Craig Broman, Paul Metzler, Joe and Ruhland

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## **SARTELL POLICE DEPARTMENT**

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**TO:** SARTELL CITY COUNCIL  
**FROM:** DEPUTY CHIEF DALE STRUFFERT *DS*  
**SUBJECT:** LIQUOR LICENSE BACKGROUND  
**DATE:** NOVEMBER 8, 2016  
**CC:** MEMO FILE

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I have completed the background checks on Michelle Jacobs in regard to her acquiring a liquor license for St Benedict's Chateau Waters. I found nothing that would prohibit her from obtaining a liquor license at this time.

Attached you will find Sartell Police Department RMS report 16908860, as well as a copy of her application, waver form and a copy of her credit report. Just a reminder that credit report is confidential, but you are allowed to view the information based off a wavier form that she has signed.

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## **SARTELL POLICE DEPARTMENT**

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**TO:** SARTELL CITY COUNCIL  
**FROM:** DEPUTY CHIEF DALE STRUFFERT *DS*  
**SUBJECT:** LIQUOR LICENSE BACKGROUND  
**DATE:** NOVEMBER 8, 2016  
**CC:** MEMO FILE

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I have completed the background checks on Christopher Kelm in regard to him acquiring a liquor license for Drakes Fine Food and Spirits. I found nothing that would prohibit him from obtaining a liquor license at this time.

Attached you will find Sartell Police Department RMS report 16909265, as well as a copy of his application, waver form and a copy of his credit report. Just a reminder that credit report is confidential, but you are allowed to view the information based off a wavier form that he has signed.

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## *SARTELL POLICE DEPARTMENT*

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TO: SARTELL CITY COUNCIL  
FROM: DEPUTY CHIEF DALE STRUFFERT  
SUBJECT: LIQUOR LICENSE BACKGROUND  
DATE: NOVEMBER 21, 2016  
CC: MEMO FILE

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I have completed the background checks on David Meyer and James Shaw in regard to them acquiring a liquor license for Coborn's. I found nothing that would prohibit them from obtaining a liquor license at this time.

Attached you will find Sartell Police Department RMS reports 16909498 and 16909499, as well as a copy of their applications, waiver forms and a copy of their credit reports. Just a reminder that credit report is confidential, but you are allowed to view the information based off a wavier form that they have signed.

I was also given a renewal for Christopher Coborn and Rebecca Estby, but I have never completed an initial background for either of these two. So they are not cleared to be listed on the liquor license.

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## *SARTELL POLICE DEPARTMENT*

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TO: PEGGY SCHUPP  
FROM: DEPUTY CHIEF DALE STRUFFERT  
SUBJECT: LIQUOR LICENSE RENEWAL  
DATE: NOVEMBER 21, 2016  
CC: MEMO FILE

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I have completed the liquor license renewal on the following and I have found nothing that would prohibit them from renewing their liquor license at this time:

Coborn's Liquor	Christopher Kliber
Blueline	Ester and Scott Widor
Sam's Club	Kenneth Billings
G-Allen's	Glenn Stocker and Colette Stumpf
Walmart	Allan Rye (last year Walmart had 2 others as well, but no renewal form this year).

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>November 28, 2016</b>	Agenda Item No. <b>6i</b>
Agenda Section: <b>Consent</b>	Item: <b>Annexation of Property – Rescind previous Resolution and Accept New Petition</b>	

**RECOMMENDATION:**

Approve the resolution rescinding a prior resolution (84-2016) and allowing for the annexation of certain property from LeSauk Township.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

In September, Katrina Clifton requested the approval to annex the property located at 32862 River Oaks Lane from LeSauk Township to the City of Sartell. The purpose for annexation is to obtain city services on the existing single family home property. Since that time, it was brought to the City's attention that there is more than one property owner, which required new signatures on the petition. Direction from the Municipal Board of Adjustments indicates that Resolution 84-2016 should be rescinded and a new resolution should be approved accepting the petition with two signatures.

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Resolution

**ACTION REQUESTED:**

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

RESOLUTION NO.

**RESOLUTION RESCINDING RESOLUTION 84-2016  
AND ACCEPTING PETITION AND APPROVING ANNEXATION  
UNDER OA-276 SARTELL/LESAUK TOWNSHIP  
32862 River Oaks Lane  
PARCEL #17.09253.0000**

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

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

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

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

**WHEREAS**, the original petition was presented to the city council for their review at a regular meeting held on September 12, 2016 contained the signature of only one of the homeowners; and

**WHEREAS**, in October 2016, the City was made aware of the fact that there were two property owners and that in order to process the annexation request, the original resolution (84-2016) would have to be rescinded and replaced with a new resolution accepting the petition on behalf of both property owners; and

**WHEREAS**, the revised petition was accepted on November 21, 2016 and presented to the City Council at a regular meeting held on November 28, 2016; and

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

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

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

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

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

**BE IT FURTHER RESOLVED:** That the city of Sartell will act as the Local Governmental Unit, for purposes of administering environmental reviews, in addition to local subdivision and zoning regulations, upon such time as the annexation is reviewed by the Municipal Boundary Adjustments. No official applications will be reviewed by the City Council until the annexation correspondence from the Municipal Boundary Adjustments has been received by the Stearns County Auditor.

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

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

Exhibit A

**BE IT FURTHER RESOLVED:** That Resolution 84-2016 is rescinded and is no longer considered valid.

Said property is being annexed to the City of Sartell under zoning classification of R-1, Single Family Residential, is .93 acres and will have a population of 2.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 28<sup>th</sup> DAY OF NOVEMBER, 2016.**

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Mayor

ATTEST:

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Administrator

SEAL

## Exhibit A

That part of Government Lot 1, Section 34, Township 125, Range 28, Stearns County, Minnesota, described as follows: Commencing at the northwest corner of said Section 34; thence North 89 degrees 52 minutes 53 seconds East, assumed bearing, along the north line of said Section 34, 1667.48 feet, to the centerline of C.S.A.H. No. 1; thence South 29 degrees 04 minutes 57 seconds East, along said centerline, 274.88 feet; thence southeasterly 353.18 feet, along said centerline, along a tangential curve, concave to the southwest, having a radius of 1145.95 feet and a central angle of 17 degrees 39 minutes 30 seconds; thence South 11 degrees 25 minutes 27 seconds East, along said centerline, tangent to last described curve, 60.83 feet, to the southwesterly extension of the southerly right of way of the county ditch; thence North 78 degrees 37 minutes 45 seconds East, along said southwesterly extension, 110.69 feet, to northeasterly right of way of County Road No. 1; thence North 78 degrees 37 minutes 45 seconds East, along said southerly right of way of the county ditch, 50.59 feet, to the point of beginning of the tract to be described; thence South 78 degrees 37 minutes 45 seconds West, along said southerly right of way of the county ditch, 50.59 feet, to said northeasterly right of way of County Road No. 1; thence South 29 degrees 04 minutes 57 seconds East, along said northeasterly right of way, 83.35 feet; thence South 52 degrees 33 minutes 57 seconds East, along said northeasterly right of way, 33.04 feet; thence North 73 degrees 01 minutes 56 seconds East, 341 feet, more or less, to the shoreline of the Mississippi River; thence northwesterly, along said shoreline, to the intersection with said southerly right of way line of the county ditch, said line which bears North 55 degrees 02 minutes 45 seconds East, from the point of beginning; thence South 55 degrees 02 minutes 45 second West, along said southerly right of way of the county ditch, 266 feet, more or less, to the point of beginning.

(PICKER)

/02

#FF001

ANNEXATION PETITION

Sartell

125 Pine Cone Road North  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337

DATE RECEIVED 8/29/16

FEE - \$450 Payable to the City of Sartell *Cash*  
\$ 25 Payable to the State of Minnesota (\$2 per acre, min. \$25, max. \$200) *CASH*

PETITION CONTACT PERSON Katrina Clifton  
PHONE 320-267-7853 FAX \_\_\_\_\_ EMAIL tripleburner5@gmail.com  
ADDRESS 32862 River Oaks Lane  
CITY St. Cloud STATE Mn ZIP 56303

Reason for requesting annexation:

Complete the attached petition form and include a site drawing or survey of the property proposed for annexation.

Katrina Clifton  
Signature of Contact Person for Petition

8-29-2016  
Date

K. Burner  
Legal description

W/7/2016  
Date

Sept 12th  
2 checks \$450.00 + \$25.00

In the matter of the Petition of certain persons for annexation pursuant to Minnesota Statute, Section 414

PETITIONERS STATE:

1. That we, the undersigned, are 100 % of the owners of this following described property lying in the Town of LeSauk, County of Stearns, State of Minnesota. The number of petitioners required by the statute or orderly annexation agreement to commence this proceeding is \_\_\_\_\_, and the number of petitioners who have signed this petition is \_\_\_\_\_.
2. That said property is unincorporated, abuts does not abut (circle one) upon the limits of the City of Sartell, and is not included within any other municipality.
3. That said property is unplatted (circle one) platted (circle one)
4. The said property of such area is 1 acres.
5. The reason for the requested annexation is to obtain City services, which may include municipal water and/or sewer service. If all forms of municipal utility service are not readily available at the time of annexation, this petition will also constitute a petition of record in favor of the installation of municipal utility services at such time as the City of Sartell determines it feasible. We understand that when municipal utility service is made readily available to the property(s), the property(s) is required to connect to the service(s) and to pay the applicable fees in accordance with City policy as of the date of connection. We understand that we are responsible to hire and pay a private excavator to install private service line(s) to the public line(s).
6. The population of the area to be annexed is 2 persons.
7. That the postal designation for the annexed area will be Sartell (56377). You will need to remove the blue township address marker upon annexation.
8. The parcel number (s) of the area to be annexed is 17.09253.0000

PETITIONERS REQUEST: That Pursuant to M.S. 414, said property be annexed to and included within the City of Sartell and the postal designation for this property shall be Sartell, MN 56377.

Dated: 9-19-2016

SIGNATURE OF PROPERTY OWNERS: LAND DESCRIPTION AND SURVEY OF EACH LOT:

*[Handwritten signature]*  
*\* [Handwritten signature]*

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# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>November 28, 2016</b>	Agenda Item No. <b>7a</b>
Agenda Section <b>Public Hearings</b>	Item <b>Public Hearing – Fees and Capital Plans</b>	

## BACKGROUND:

At your regular meeting this evening, the Council is holding a public hearing on your proposed Fee Schedule and Financial Management Plan update. You will take public testimony at the public hearing, **but you are not asked to take final action on either item at this meeting.** In reviewing the capital improvement plans within your Financial Management Plan, the Council is statutorily required to consider these issues:

- The condition of the City’s existing infrastructure, including the projected need for repair or replacement;
- The likely demand for the improvement;
- The estimated cost of the improvement;
- The available public resources;
- The level of overlapping debt in the city;
- The relative benefits and costs of alternative uses of the funds;
- Operating costs of the proposed improvements; and
- Alternatives for providing services most efficiently through shared facilities with other cities or local government units.

**Fee Schedule Issues:** Proposed fee schedule changes are redlined in the attachment and most are self-explanatory as being necessary to cover our costs, but here are additional details on a few of them:

We wanted to make it a little easier for our Pinecone Road sign to highlight community events. We think it both helps rotate new information as well as get the word out on events designed to bring the community together at fundraisers or Church festivals or other events. The rates proposed cover our staff time.

You will recall we are changing our due dates for dog licenses to April 1<sup>st</sup> so the front office workload is spread more equally throughout the year. We started the process last year by reducing the license fees because they would cover less than a full year, and now your 2017 fee schedule puts them back to prior full year rates and the licensing year will run for one full year.

We would like Council discussion of the resident and non-resident cemetery rates. Council member Hennes raised this question when you were discussing the new cemetery ordinance, and we think there is merit to removing this rate differential and we’d like Council input.

We are adjusting a few inspections rates to cover our costs, and due to the demand for recreational field space, we’ve added a rental line item for the field at Northside Park.

Attached is a water/sewer rate study completed by one of our neighboring cities comparing 2016 rates. As you can see, Sartell remains very competitive in your rate structure. You are also one of only two area cities without a street light utility – St. Cloud, St. Augusta, Sauk Rapids and St. Joseph also utilize a separate street light utility fee not included in this comparison. We are proposing water/sewer increases at 4%, step increases to the

stormwater utility fees, and 3% increases to SAC and WAC charges all in accordance with the City's Financial Management Plan. In the coming months, we will be bringing water meter options back to Council, as well as an informational presentation on your wastewater treatment plant operations. We continue to work diligently to operate these systems effectively and in compliance with increasing mandates, while also trying to hold down costs. At this point, we simply don't see 2017 being a year you can freeze any of your utility rates.

**Financial Management Plan:** Your financial management plan update is attached and highlights include:

**PARKS:** 2017 park plans include adding shade amenities at Fox Run and Celebration pool parks, as well as trees at Celebration and Lions Park, based on 2016 Park Commission recommendations. It also includes benches and windscreen for the new pickleball courts at Val Smith Park and completion of Phase 1 improvements at Lake Francis/Angel of Hope area as approved by the Council in 2015. When/whether to improve tennis courts at Northside and the Wilds, as well as add playground equipment at Pinecone Central are tentative for further discussion by Council in 2017. Decisions on Watab Park shelter will also come back to Council for discussion in 2017, and other City playground upgrades will be development driven using park dedication fees. You also still have decisions to make in 2017 regarding further Sauk River Regional Park expenditures since there is still State funding available for expenditure on that Park.

**UTILITIES:** The engineers will be delivering their report on options for the utilities crossing the river in the next couple of months. Plans and timing for that upgrade will be determined by the Council, as will any water meter replacement program. Our only other major capital expenses anticipated are water storage tank rehabs planned for East tank in 2018 and Huntington tank in 2022, and another St. Cloud sewer project planned for 2018. I will invite the St. Cloud utility operators to update the Council in 2017 – they do a great job of planning and implementing our shared sewer infrastructure projects.

**BUILDINGS:** No new public facilities buildings are planned in 2017, but the community center construction will be completed in 2017, and planning for a new public safety facility or facilities will start in 2017.

**VEHICLES/EQUIPMENT:** We have standard vehicle rotations planned annually, with major upgrades or replacements as follows:

Fire Department Engine 22 Pumper is scheduled for replacement in 2020, but Department will be discussing with Council whether replacing this with a significantly more expensive platform truck makes sense – those discussions are anticipated to be part of the facilities discussion so you can combine your necessary bonding for building and major equipment needs.

Public Works has plow truck rotations in 2017, 2020, and 2022, and will also be reviewing when to add another plowing route (and necessary truck) over the next winter season. Your street sweeper rotations occur in 2018 and 2024, ditch cutter in 2021, and loader in 2023.

Street plans are 4<sup>th</sup> Avenue in 2017, and Pinecone Road improvements out to new high school site is planning for 2017 with construction in 2018 and 2019, including improvements to 27<sup>th</sup> Street North from Pinecone Road to County Road 1. There is some chance the 23<sup>rd</sup> Street South connection could be added to one of these other projects depending on how final project budgets come in. East Side streets are also in planning phase but work may not begin until 2019 depending on final plans and timing for the County's planned improvements to County Road 29. Once we get through those major projects, we do have funding options (street fund, sales tax, MSA) for Council to prioritize next round of street priorities, including maintenance and overlays on existing streets as well as needs for reconstruction or new roads (19<sup>th</sup> Avenue, 15<sup>th</sup> Street North extension, etc.).

**ATTACHMENTS:** Utility cost comparison, 2017 fee schedule and financial management plan update

**COUNCIL ACTION REQUESTED:** Public hearing and discussion only – no action requested this evening.

## 2016 W & S Rate Study

	St. Joseph	Sauk Rapids	Sartell	Waite Park	St. Augusta	St. Cloud
<b><u>WATER:</u></b>						
If you use 12,000 gals in 2 months	\$ 45.60	\$ 35.94	\$ 38.33	\$ -	\$ 91.28	\$ 51.96
Water Line Charge for 2 months	\$ 23.00	\$ -	\$ -	\$ -	\$ -	\$ -
Base Fee/Fixed Fee for 2 months	\$ -	\$ 19.00	\$ -	\$ -	\$ -	\$ -
Wellhead Protection Fee for 2 months	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MN Dept Health Fee for 2 months	\$ 1.10	\$ 1.06	\$ -	\$ 1.06	\$ 1.06	\$ 1.06
<b>Total Water Fees</b>	<b>\$ 69.70</b>	<b>\$ 56.00</b>	<b>\$ 38.33</b>	<b>\$ 1.06</b>	<b>\$ 92.34</b>	<b>\$ 53.02</b>
<b><u>SEWER:</u></b>						
If you use 12,000 gals in 2 months	\$ 40.20	\$ 55.80	\$ 68.81	\$ -	\$ 104.90	\$ 47.04
Base Fee/Fixed Fee for 2 months	\$ -	\$ 2.00	\$ -	\$ -	\$ -	\$ -
Fixed Debt Service Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Line Charge for 2 months	\$ 29.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Sewer Fees</b>	<b>\$ 69.20</b>	<b>\$ 57.80</b>	<b>\$ 68.81</b>	<b>\$ -</b>	<b>\$ 104.90</b>	<b>\$ 47.04</b>
<b><u>STORM WATER:</u></b>						
Residential fee for 2 months	\$ 7.20	\$ 5.50	\$ 13.00	n/a	n/a	\$ 4.80
	<b>\$ 146.10</b>	<b>\$ 119.30</b>	<b>\$ 120.14</b>	<b>\$ 1.06</b>	<b>\$ 197.24</b>	<b>\$ 104.86</b>
<i>Total cost for 12,000 gallons used for 2 months.</i>						

CITY OF SARTELL

Fee Schedule

Type	Fees 2016	Proposed 2017	Comments
<b>ADMINISTRATIVE</b>			
Photocopies (first 100 pages)	\$.25/page	\$.25/page	
Photocopies (after 100 pages)	\$.15/page	\$.15/page	PLUS \$16/hour
Data Retrieval for public data requests	Salary & benefit costs of lowest cost employee able to do the data retrieval	Salary & benefit costs of lowest cost employee able to do the data retrieval	
Municipal election filing fee	\$5	\$5	
Fax Machine Usage	\$1 per page	\$1 per page	For non-City of Sartell government faxes
Returned check	\$30	\$30	
Council Meeting DVD	\$5	\$5	
Notary Fee - per document	\$1	\$1	
Turf Grass & Vegetation Maint Fine	\$50	\$50	<b>per lot</b> penalty if not paid w/in 30 days
Pinecone Road Sign Rental - top sign panel - announcements	\$7	<b>\$5 per day or \$15 per week</b>	Community events, subject to City approval; plus tax
— Plus set up/admin fee	\$10	\$10	administrative fee, plus tax
Pinecone Road Sign Rental - bottom sign panel - advertisements	\$2,400/year \$1,500/6 mos \$900/3 mos \$350/1 mo \$100/week	\$2,400/year \$1,500/6 mos \$900/3 mos \$350/1 mo \$100/week	Plus tax; all signs subject to City approval
Plus set up/admin fee	\$50 set up; \$15 per change	\$50 set up; \$15 per change	Plus tax
Electrical Affidavit Books	\$25 pickup;+postage to ship	\$25 pickup;+postage to ship	1 book
	\$50 pickup; + postage to ship	\$50 pickup; + postage to ship	2 books
	\$75 pickup; + postage to ship	\$75 pickup; + postage to ship	3 books

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Special Assessment Search	\$100 pickup; + postage to ship	\$100 pickup; + postage to ship	4 books
Municipal Subsidy Application	\$15; \$20 same day \$5,000	\$15; \$20 same day \$5,000	Written request required; per parcel Deposit, <b>plus actual costs</b>
<b>ANIMALS</b>			
Dog License - 4 mos. or older	\$20	<b>\$30</b>	Current rabies vaccine - unspayed
Dog License - 4 mos. or older	\$10	<b>\$15</b>	Current rabies vaccine - spayed
Dog License - purchased after <b>April 1</b>	\$30	<b>\$40</b>	Current rabies vaccine - unspayed
Dog License - purchased after <b>April 1</b>	\$15	<b>\$25</b>	Current rabies vaccine - spayed
Duplicate dog license	\$5	\$5	
Impounding Fee - per licensed animal	\$50 + impound fees	\$50 + impound fees	1st offense/license year
or animal not requiring license	\$60 + impound fees	\$60 + impound fees	2nd offense/license year
	\$85 + impound fees	\$85 + impound fees	3rd offense/license year
Impounding Fee - per unlicensed dog or non-resident animal *	\$70 + impound fees	\$70 + impound fees	1st offense/license year
* must get dog license prior to release if City resident	\$85 + impound fees	\$85 + impound fees	2nd offense/license year
	\$115 + impound fees	\$115 + impound fees	3rd offense/license year
Potentially Dangerous Dog License	\$100	\$100	per year - in addition to dog license
Dangerous Dog License	\$100	\$100	per year - in addition to dog license & potentially dangerous dog license
Kennel License (only grandfathered in) - due December 31st annually	\$65	\$65	Annual fee - each dog must also be separately licensed
<b>CEMETERY</b>			
Cemetery Lot - resident	\$500	\$500	
Cemetery Lot - non-resident	\$750	\$750	
Open & Close Grave ( <b>Summer Rates</b> )	Per contract + \$100	Per contract + \$100	Contract pricing subject to change
Adult	\$600	\$600	Includes \$100 admin
Infant (up to 3 feet)	\$375	\$375	Includes \$100 admin

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Cremation	\$375	\$375	Includes \$100 admin
Open & Close Grave <b>(Winter Rates)</b>	Per contract + \$100	Per contract + \$100	Contract pricing subject to change
Adult	\$725	<b>\$750</b>	Includes \$100 admin
Infant (up to 3 feet)	\$500	\$500	Includes \$100 admin
Cremation	\$500	\$500	Includes \$100 admin
Private Family Mausoleum Interment	\$300	\$300	Contract pricing
Sunday or holiday burial surcharge	\$75	\$75	
Monument, Marker, Mausoleum Foundation	\$50	\$50	
Locate Fee			
<b>COMPOST</b>			
Sticker Fee - Sartell City residents	\$30	\$30	first vehicle per household
	\$5	\$5	each additional vehicle per household
Sticker Fee - Non-residents	\$60	\$60	per vehicle; limited to residents of LeSauk Township and cities of St. Joseph, Sauk Rapids, Waite Park & St. Cloud
Replacement sticker fee (for lost or damaged compost permits - both resident and non-resident)	\$5	\$5	
Sticker Fee - manufactured home park property owners	\$100	\$100	per Park per vehicle
<b>DEVELOPMENT RELATED</b>			
Blasting Permit	\$250	\$250	Plus engineering
State Surcharge	Actual surcharge cost added to each permit	Actual surcharge cost added to each permit	
Building Permit Fees	\$34	\$34	\$0 -\$2,000
	\$57	\$57	\$2,001 - \$10,000
	\$115	\$115	\$10,001 - \$25,000
	\$0.006	\$0.006	\$25,001 - \$50,000
	\$0.006	\$0.006	\$50,001 - \$75,000

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
	\$0.006	\$0.006	\$75,001 - \$100,000
	\$0.006	\$0.006	\$100,001 - \$500,000
	\$0.006	\$0.006	\$500,001 - \$1,000,000
	\$6,000 + \$0.005 x value > \$1 million	\$6,000 + \$0.005 x value > \$1 million	\$1,000,000+
Inspections - other than normal business hours	\$60	<b>\$80</b>	per hour - 1 hr min
Inspections - other/miscellaneous/re-inspections	\$30	<b>\$50</b>	per hour - 1 hr min
Building Plan Review Fee	65% of permit fee 25% of permit fee 50% of permit fee 25% of permit fee	65% of permit fee 25% of permit fee 50% of permit fee 25% of permit fee	Comm/Ind/Multi-Family Only New Single Family Construction Only Other residential (additions, decks, etc) Residential - similar plans
House/Large Object Moving Permit	Based upon valuation; \$100 minimum \$100	Based upon valuation; \$100 minimum \$100	Moves to/from City - applications at City Hall Pass thru City only - apply at Police Dept
Demolition Permit	\$50 minimum	\$50 minimum	Based upon same valuation as bldg permit
Land Disturbance Permit	\$50	\$50	Single Family Residential (principal structure only) Comm/Ind/Multi-Family/Development Sites
Shingle Replacement Permit	\$75	\$75	
Window Replacement Permit	\$70	\$70	
Door Replacement Permit	\$70	\$70	
Siding Replacement Permit	\$70	\$70	

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Replacement Building Inspection Record Card	Deck, roofing, siding, lower level finish, fence, etc card: \$10 Single family or larger projects: \$20	Deck, roofing, siding, lower level finish, fence, etc card: \$10 Single family or larger projects: \$20	
Investigation Fee/Work without a permit	Double Bldg Permit Fee	Double Bldg Permit Fee, <b>minimum \$70</b>	Includes zoning, sign, LD permits
Temporary or Seasonal Structure	\$50	\$50	per event or season
Plumbing Fees-per fixture	\$8.75	\$8.75	
Plumbing Fees-pump discharge	\$30	\$30	
Plumbing Fees-per inspection replace piping	\$30	\$30	
Plumbing Fees-water conditioner-residential	\$30	\$30	
Plumbing Fees-water conditioner-commercial	\$50	\$50	
Plumbing Fees-minimum	\$30	\$30	
Plumbing Fees - backflow preventer (rpz/pvb)	\$30	\$30	
Plumbing (Commercial)	2% x value; \$50 minimum	2% x value; \$50 minimum	
Mechanical (Commercial)	2% x value; \$50 minimum	2% x value; \$50 minimum	
<b>HVAC Plan review (Commercial)</b>	<b>NEW</b>	<b>10% of mechanical permit; \$50 minimum</b>	
Mechanical Fees-per furnace/air handler & ductwork	\$48.50	\$48.50	new installations-residential
Mechanical Fees-per appliance	\$30	\$30	new installations-residential
Mechanical Fees- new gas piping	\$30 minimum; \$11 each opening	\$30 minimum; \$11 each opening	residential
Mechanical Fees-minimum	\$30	\$30	residential
Electrical Fees	Per State fee schedule	Per State fee schedule	

**CITY OF SARTELL**

**Fee Schedule**

Type	Fees 2016	Proposed 2017	Comments
Building Permit Refunds			No refund of permit fees after construction work begins 50% of permit fees will be retained as a processing fee No refund of plan review or land disturbance fees after plans have been reviewed  80% of plan review & land disturbance fees if plan review not completed Refund must be requested before permit application expires (180 days)
Automatic Fire Extinguishing System Inspection Fee	2% of System Cost; \$60 min fee	2% of System Cost; \$60 min fee	
Fire Alarm/Monitoring Installation Permit	2% of System Cost; \$60 min fee	2% of System Cost; \$60 min fee	
Fire Suppression (Hood) Installation Permit	2% of System Cost; \$60 min fee	2% of System Cost; \$60 min fee	
Auto Extinguish, Fire Alarm & Fire Suppression (Hood) Plan Review Fee	65% of permit fee	65% of permit fee	
Zoning Permit	\$40	\$40	
Lawn Irrigation System Permit	\$35	\$35	
Change of Use/Occupancy classification (when no construction being done)	\$30	\$100	per hour - 1 hr min
Driveway curb cut	\$25	\$25	post infrastructure construction
Boat dock permit	\$30	\$30	annual fee
Permanent Sign	\$80	\$80	Building & Planning Staff Approval
Temp Signs 1-4	\$200	\$200	
Temp Signs 5-10	\$400	\$400	
Temp Signs 11-20	\$800	\$800	
Temp Signs - each sign over 20	\$50	\$50	

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Temp Commercial Sign	\$175	\$175	
Community Events Sign	\$35	\$35	Planning Staff Approval
Street sign - installed	\$120	\$120	per sign
Confiscated sign recovery	\$15	\$15	per sign
Water/Sewer Hookup Inspection - single family	\$50	\$50	each inspection
Water/Sewer Hookup Inspection - Comm/Indus/Institut/Multi-family	\$100	\$100	each inspection
Right of Way Management	\$20	\$20	Annual Registration Fee
	\$35/hole plus \$35 per 100 lineal feet up to 400 feet; \$25 per 100 feet beyond 400	\$35/hole plus \$35 per 100 lineal feet up to 400 feet; \$25 per 100 feet beyond 400	Excavation Permit
	\$50 base fee plus 5 cents per lineal foot for overhead work	\$50 base fee plus 5 cents per lineal foot for overhead work	Obstruction Permit
	\$25	\$25	Permit Extension
	\$20 plus \$10 per day	\$20 plus \$10 per day after	Delay Penalty Fee
Water Trunk Charge, attached Ex A sample	\$2,546	\$2,546	Per acre - paid at time of final plat signing
Sewer Trunk Charge, attached Ex A sample	\$2,546	\$2,546	Per acre - paid at time of final plat signing
Storm Trunk Charge, attached Ex A sample	\$0.100	\$0.100	Per square foot - single family residential
	\$0.134	\$0.134	Per square foot - multi family residential
	\$0.201	\$0.201	Per square foot - commercial/industrial
Park Dedication-Single Family	1,150 sq ft or \$978	1,150 sq ft or \$978	per unit: paid or dedicated at final plat
Park Dedication-Multiple Family	900 to 1,150 sq ft or \$765 to \$978	900 to 1,150 sq ft or \$765 to \$978	per unit, depending on on-site park amenities provided: paid or dedicated at site plan approval
Park Dedication - Commercial/Industrial	5% land or cash equiv \$1.64 per sq ft	5% land or cash equiv \$1.64 per sq ft	Cash or land - Council discretion: paid at final plat

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Special Meeting of Council, Planning Comm or Park Board	\$400	\$400	
Public Hearing Continuation requested by applicant	\$100	\$100	
Wetland delineation review	\$400 base fee + \$0.10 per lineal foot of wetland boundary	\$400 base fee + \$0.10 per lineal foot of wetland boundary	\$200 and lineal footage fee to engineer
Wetland Application (WCA Permit)	\$700	\$700	\$500 to engineer
Wetland No-Loss & Exemption Determination	\$300	\$300	\$200 to engineer
Wetland Banking Application	\$1,700	\$1,700	\$1,500 to engineer
EAW Review	\$1,500	\$1,500	\$1,200 to engineer
AUAR/EIS Review	\$1,500	\$1,500	plus reimbursables, including engineering
Annexation Petition	\$450	\$450	Plus State fees
Conditional Use Permit Application	\$425	\$425	Includes recording fee
Interim Use Permit Application	\$425	\$425	Includes recording fee
Land Use Plan/Map Amendment	\$775	\$775	
Site plan review for commercial and industrial sites less than 1 acre	\$1,500	\$1,500	\$1,100 to engineer; each revision/resubmittal will require \$1,000 addl fee (\$800 to engineer)
Site plan review for commercial and industrial sites of 1 to 5 acres	\$2,000	\$2,000	\$1,500 to engineer; each revision/resubmittal will require \$1,500 addl fee (\$1,100 to engineer)
Site plan review for all residential projects (except single family detached) and all commercial and industrial sites larger than 5 acre site	\$3,000	\$3,000	\$2,000 to engineer; each revision/resubmittal will require \$2,000 addl fee (\$1,400 to engineer)
Review Certificate of survey/Minor Subdivision	\$425	\$425	
Planning Commission Sketch Plan/Concept Plan review	\$400	\$400	\$300 to engineer

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
New or Revised Grading or drainage plans review	\$500 base fee + \$10 per lot	\$500 base fee + \$10 per lot	All fees to engineer
Residential Preliminary Plat Review - first 80 lots	\$800 + \$35 per lot + \$90 County Fee	\$800 + \$35 per lot + \$90 County Fee	\$400 to Engineer first 10 lots; \$35 per lot 10-80;
Residential Preliminary Plat Review - each addl lot over 80	\$20	\$20	per lot fee to Engineer
Comm/Ind Preliminary Plat Review - first 10 lots	\$800 + \$200 per lot + \$90 County fee	\$800 + \$200 per lot + \$90 County fee	per lot fee to Engineer
Comm/Ind Preliminary Plat Review - each addl lot over 10	\$50	\$50	per lot fees to Engineer
Residential PUD/ESA preplat - first 80 lots	\$900 + \$35 per lot	\$900 + \$35 per lot	Plus \$90 County fee; \$400 plus per lot fee to engineer
Residential PUD/ESA preplat - each lot over 80	\$15	\$15	per lot fee to Engineer
Comm/Ind PUD/ESA preplat - first 10 lots	\$900 + \$200 per lot	\$900 + \$200 per lot	Plus \$90 County fee; per lot fee to engineer
Comm/Ind PUD/ESA preplat - each lot over 10	\$50	\$50	per lot fee to Engineer
Final Plat	\$600	\$600	\$500 to engineer
Vacation Petition	\$525	\$525	Includes County fees
Variance Petition	\$375	\$375	Includes County fees
Zoning Change	\$775	\$775	
<b><i>FIRE DEPARTMENT</i></b>			
Sale of consumer fireworks - inside a building	\$100	\$100	Annual
Sale of consumer fireworks - outside a building	\$350	\$350	Annual
Pyrotechnic Displays - seasonal	\$250 plus FD equip itemized below	\$250 plus FD equip itemized below	Plus fire dept standby fees; May 1st through October 31st
Pyrotechnic Displays - single event	\$150 plus FD equip itemized below	\$150 plus FD equip itemized below	Plus fire dept standby fees
Fire Safe House	\$25	\$25	per rental - Mutual Aid members
	\$150	\$150	per rental - non Mutual Aid members
Engine pumper/ladder	\$350 per hour	\$350 per hour	Includes 4 firefighters

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Tenders/tanker	\$250 per hour	\$250 per hour	Includes 2 firefighters
Air Van/cube	\$300 per hour	\$300 per hour	Includes 4 firefighters
Rescue squad/truck	\$250 per hour	\$250 per hour	Includes 3 firefighters
Brush rig/All terrain 6x6	\$200 per hour	\$200 per hour	Includes 2 firefighters
Brush rig/boat	\$225 per hour	\$225 per hour	Includes 2-3 firefighters
Brush rig	\$175 per hour	\$175 per hour	Includes 2 firefighters
Fire Lock Boxes	\$175 surf mount; \$205 recess	\$175 surf mount; \$205 recess	
Fire Watch	\$100/hr	\$100/hr	2 hour minimum; owner given 45 min to have rep on site
<b>Fire Lane Watch</b>	<b>New</b>	<b>\$55/hour</b>	<b>3 hour min</b>
Flammable Fluids	\$184	\$184	per site - bulk
	\$106	\$106	gas stations dispensing
	\$45	\$45	miscellaneous
High Piled Storage	\$50	\$50	Over 500 square feet
Hood/grease duct cleaning	\$50	\$50	
Tanks - removal or installation	\$50 + 65% plan review	\$50 + 65% plan review	
Natural Resource Mgmt Burn Permit	\$30	\$30	1 to 5 acres
	\$50	\$50	Over 5 acres
Tents/Temp Membrane Structures	\$50	\$50	per Fire Code
Daycare/Foster - other State Inspec	\$50	\$50	
Repetitive False Alarms	\$350	\$350	More than 3 in calendar year
<b>LICENSES</b>			
Billiard & pool table	\$15 per location plus \$15 per table	\$15 per location plus \$15 per table	Annual fee
Cigarettes	\$225	\$225	per year
Contractors- commercial	\$60	\$60	Cert of insurance & \$25,000 bond or copy of
HVAC	\$60	\$60	Cert of insurance & \$25,000 bond or copy of
Sign Installers	\$60	\$60	Cert of insurance & \$25,000 bond or copy of

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Home Occupations- first year	\$125	\$125	Need Permit from Zoning Administrator
Home Occupations- renewal	\$80	\$80	
Junk Dealer	\$1,000	\$1,000	\$2,000 bond
Plumber's License Verification Fee	\$10	\$10	
Mechanical amusement devices - per machine	\$15 per location plus \$15 per machine	\$15 per location plus \$15 per machine	Annual fee
Refuse hauler license - first vehicle	\$400	\$400	Cert. Of Insur.-liability & wkrs comp
Each additional vehicle	\$200	\$200	
Transient Merchant	\$80	\$80	per day
Transient Merchant - non profit	\$10	\$10	per day
Transient Merchant background check	\$15	\$15	per name
Body Art Establishment License Investigation Fee	In state: \$250 + \$50 per person requiring background up to \$500      Out	In state: \$250 + \$50 per person requiring background up to \$500 Out State: \$5,000	On initial application only
Body Art Establishment License	\$250	\$250	Prorated to quarters - no refunds
Excavator's License	\$125	\$125	\$5,000 bond; cert. of insur; per year; no additional ROW annual registration fee required
<b><u>LIQUOR - INTOXICATING</u></b>			Prorated to quarters - no refunds
Investigation Fee	In state: \$250 + \$50 per person requiring background up to \$500      Out State: \$5,000	In state: \$250 + \$50 per person requiring background up to \$500 Out State: \$5,000	On initial application only
On Sale	\$3,000	\$3,000	Copy of liquor liability policy
Off Sale	\$150	\$150	Copy of liquor liability policy
Club On Sale < 200 members	\$300	\$300	Copy of liquor liability policy
201 - 500 members	\$500	\$500	Copy of liquor liability policy
501 - 1,000 members	\$650	\$650	Copy of liquor liability policy

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
1,001 - 2,000 members	\$800	\$800	Copy of liquor liability policy
2,001 - 4,000 members	\$1,000	\$1,000	Copy of liquor liability policy
4,001 - 6,000 members	\$2,000	\$2,000	Copy of liquor liability policy
6,001 + members	\$3,000	\$3,000	Copy of liquor liability policy
2 AM Closing	\$0	\$0	In combination w/base license
Temporary (clubs & non-profits)	\$20	\$20	Copy of liquor liability policy
Consumption & Display	\$300	\$300	Copy of liquor liability policy
Outdoor/Patio License	\$0	\$0	In combination w/base license & CUP
Sunday On Sale	\$200	\$200	Copy of liquor liability policy
<b>LIQUOR - WINE&amp;BEER</b>			Prorated to quarters - no refunds
On Sale - 3.2 Beer	\$150	\$150	Copy of liquor liability policy
Off Sale - 3.2 Beer	\$65	\$65	Copy of liquor liability policy
Temporary 3.2 On Sale - per day	\$20	\$20	Copy of liquor liability policy
On Sale - Wine License	\$200	\$200	Copy of liquor liability policy
<b>MAPS</b>			
Base Map - large	\$25	\$25	
Base Map - 11 x 17	\$10	\$10	
Zoning Map - large	\$50	\$50	
Zoning Map - 11 x 17	\$10	\$10	
Land use plan map - large	\$50	\$50	
Land use plan map - 11 x 17	\$10	\$10	
Copy of any above on a CD	\$5	\$5	
<b>PARKS/PAVILIONS - Rental Fees &amp; Damage Deposits waived for Partner organizations under Agreement with the City; <i>shelter rentals available May 1 thru Sept 30 unless otherwise noted</i></b>			
North Side Park Shelter - resident	\$30	\$30	Rental form & liquor form (if applic.)
North Side Park Shelter - non resident	\$60	\$60	Rental form & liquor form (if applic.)
<b>Northside Park Soccer Field</b>	<b>NEW</b>	<b>\$10</b>	<b>Per hour for reserved use</b>
Lions Park Gazebo - resident	\$25	\$25	Per hour; Rental form & liquor form (if applic.)

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Lions Park Gazebo - non resident	\$50	\$50	Per hour; Rental form & liquor form (if applic.)
Watab Creek Park Shelter - resident	\$40	\$40	Rental form & liquor form (if applic.)
Watab Creek Park Shelter - non resident	\$80	\$80	Rental form & liquor form (if applic.)
Val Smith Park Shelter - resident	\$50	\$50	Rental form & liquor form (if applic.)
Val Smith Park Shelter - non resident	\$100	\$100	Rental form & liquor form (if applic.)
Pine Cone Regional Park Shelter resident - May 1 - Oct 31	\$40	\$40	Rental form & liquor form (if applic.)
Pine Cone Regional Park Shelter - non resident - May 1 - Oct 31	\$80	\$80	Rental form & liquor form (if applic.)
Rental Cancellation Fee	\$15	\$15	Full rental forfeited unless 14 day prior
Damage Deposit	\$100	\$100	required on all parks
<b>POLICE</b>			
Photocopies (first 100 pages)	\$.25/page	\$.25/page	
Photocopies (after 100 pages)	\$.15/page	\$.15/page	PLUS \$16/hour
Fax Machine Usage	\$1 per page	\$1 per page	
VHS copies	\$25	\$25	per copy
DVD/CD Copies	\$5	\$5	per copy
Background Checks	\$15	\$15	(per name - each check for non-rental licensed properties)
PBT Samples	\$10	\$10	
Fingerprinting	\$15	\$15	
Paper Service Fee	\$45	\$45	
Repetitive False Alarms	\$80 for 2nd; \$155 for 3rd and subsequent	\$80 for 2nd; \$155 for 3rd and subsequent	within 1 year period
Impounded Vehicle Storage Fee	\$25	\$25	per day
Firearms storage fee	\$2/day	\$2/day	\$500 maximum
Prohibited Parking	\$25	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking on Wrong Side of Street	\$25	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking Violation - Fire Hydrant/Lane	\$25	\$25	Plus \$5 late fee if not paid w/in 7 days

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Forfeiture processing administrative fee	\$65	\$65	
Winter Parking Violation	\$25	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking Variance Permit	\$25	\$25	Parking variance for up to 14 days
<b>PUBLIC SAFETY</b>			
Extraordinary events/demand on public services and/or intentional false alarms or arson response	Case by Case Basis	Case by Case Basis	Charges to recipient of services for arson, intentional false alarms, or extended emergency response/response causing extraordinary costs to the City will be determined using the City's fee schedule rates for equipment and actual costs for personnel
<b>SPECIAL EVENTS - WAIVED FOR SUMMERFEST &amp; APPLE DUATHLON; Street barricade &amp; block party permit fees are waived for National Night Out provided PD approves street closure plans and applicant picks up barricades from PW Dept.</b>			
Special Event Permit/Block Party	\$20	\$20	Requires Council approval - add additional charges which may apply as itemized below
Special Event Services - licensed police officer	\$55/hour or actual cost on holidays	\$55/hour or actual cost on holidays	3 hour min
Special Event Services - reserve officer	\$20/hour	\$20/hour	3 hour min; May be used in conjunction with licensed officer
Special Event Services - squad car	\$25	\$25	Per event - In addition to officer fees
Noise Exemption	\$50	\$50	
Private Parking Lot Utilization w/liquor	\$25	\$25	
Pyrotechnic Displays	See FD fees	See FD fees	
Street Closure- barricades	\$40	\$40	
No Parking Signs	\$25	\$25	Required for all road races
Parade/Race on Street	\$50	\$50	
<b>PUBLIC WORKS</b>			
Dump truck (w/operator)	\$160	\$160	per hour; 1 hour minimum
Tractor (w/operator)	\$160	\$160	per hour; 1 hour minimum

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Sweeper (w/operator)	\$170	\$170	per hour; 1 hour minimum
Wheel Loader (w/operator)	\$160	\$160	per hour; 1 hour minimum
Skid Loader (w/operator)	\$110	\$110	per hour; 1 hour minimum
Riding mower/snowblower (w/operator)	\$95	\$95	per hour; 1 hour minimum
Pickup Truck (w/operator)	\$95	\$95	per hour; 1 hour minimum
Jetter (w/operator)	\$170	\$170	per hour; 1 hour minimum
Vac machine (w/operator)	\$220	\$220	per hour; 1 hour minimum
Tree Spade (w/operator)	\$160	\$160	per hour; 1 hour minimum
Picnic Tables	\$50	\$50	Per hour, per City staff person; Only available in off season (Oct-March)
Additional Admin Fee	\$40	\$40	add to equip rental for turf ordinance
Additional Personnel Fee to increase above 1	\$50	\$50	per hour additional to all above
<b>RENTAL DWELLINGS</b>			
License fee - First Unit	\$102	\$102	
License fee - Each additional unit	\$51	\$51	
License fee - First Unit - crime free unit	\$26	\$26	
License fee - Each addl unit - crime free units	\$12	\$12	
Additional Inspections	\$75	\$75	per inspection: license fee covers bi-annual inspection and one re-inspection only
<b>UTILITY SERVICE FEES</b>			
<b>Sanitary Sewer Service Rates:</b>			
<b>Service Charge</b>			
Residential & churches, convents, elem & high schools, mobile homes, nursing homes & nursing apartments	\$4.29 per 100 cubic feet	\$4.47 per 100 cubic feet	Based upon bi-monthly water usage except months of June-Sept based upon winter water use per City ordinance
Residential	\$46	\$46	Bi-monthly flat sewer rate where un-metered
Commercial	\$4.29 per 100 cubic feet	\$4.47 per 100 cubic feet	Volume calculated as 100% of the current bi-monthly water usage

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Large industrial - Dezurik, Verso, Grede	\$4.29 per 100 cubic feet	<b>\$4.47</b> per 100 cubic feet	Volume calculated at 100% of sewage discharge into system per charge from treating agency
Excess Sewer Strength beyond domestic strength	actual	actual	
Sewer Availability Charge (SAC)	\$2,814	<b>\$2,898</b>	per unit; see minimums below;- year end permits & plan review must be paid w/in 30 days of permit approval to lock rates
<b>Water Service Rates:</b>			
Service Charge	\$14.34	<b>\$14.94</b>	Minimum charge - first 600 c.f. above 600 c.f.
	\$2.39 per 100 cubic feet	<b>\$2.49</b> per 100 cubic feet	
Service Charge - seniors 65 + old; <b>only for pre-2009 accounts which were grandfathered in</b>	\$7.17	<b>\$7.47</b>	Minimum charge <b>for pre-2009 grandfathered in only</b> - first 600 c.f.; over 600 c.f. at same rates as above
Construction water turn-on fee	\$20	\$20	of past-due balance: higher of the two Charged if property red tagged for late payment - in addition to initial delinquent payment fee of \$10 or 10%
Delinquent payment fee	\$10 or 10%	\$10 or 10%	
Red Tag fee	\$10	\$10	
Water turn on after shut-off for non-payment	\$50	\$50	
Water turn on after shut-off for non-payment: after hours	\$70	\$70	
Requested water turn-on/off	\$15	\$15	Two hour minimum charge
Requested water turn-on/off: after hours	\$50/hour	\$50/hour	
Water tap in	\$175	\$175	
Water Availability Charge (WAC)	\$3,497	<b>\$3,602</b>	per unit; see minimums below; plus State sales tax; year end permits & plan review must be paid w/in 30 days of permit approval to lock rates

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>Fees 2016</b>	<b>Proposed 2017</b>	<b>Comments</b>
Water Meter Charge	actual cost of meter	actual cost of meter	
Meter Access Charge	\$25	\$25	Charged monthly until City can access meter
Unauthorized hydrant access	\$500	\$500	
Hydrant Permit	\$30	\$30	
Safe Water Act	\$6.36	\$6.36	Once per year State charge
<b>Storm Sewer Utility Rates:</b>			
Storm Utility - Single Family Res	\$13.50	\$14.00	4 units or less; per account per billing
Storm Utility - Commercial/Multi/Other	\$31.00	\$32.00	5 or more resid/all C/I; per account per bi-monthly billing

**Exhibit A**

Sample Trunk Charge Calculations

Sample Parcel:

Total Parcel Area	20.0 Acres
Dedicated Right of Way	4.0 Acres
Delineated Wetlands	1.5 Acres
Existing Water Body easement (ditch, pond, etc.)	0.5 Acres

Trunk Sanitary Sewer Charges:

20.0 AC x \$ Current Rate = Trunk Sanitary Sewer Charge\*

Trunk Water Main Charges:

20.0 AC x \$ Current Rate = Trunk Water Main Charge\*

Trunk Storm Sewer Charges:

(20.0 AC – 4.0 AC – 1.5 AC – 0.50 AC) x \$ Current Rate = Trunk Storm Sewer Charge\*

\*If over-sizing of the lateral utility lines is required of the Developer, those costs are deducted from the trunk charges due. Estimated costs of over-sizing will be based upon the current project cost estimate, or by a reasonable estimate of the City Engineer.



**Financial Management Plan**  
of the  
**City of Sartell**

**Adopted: December <>, 2016**



## *Financial Management Plan*

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### **Executive Summary**

It has been said that if you don't know where you are going, then any path will do. This Financial Management Plan (FMP) plots Sartell's course to give staff, elected officials, and citizens a multi-year view of the City, its plans, and the fiscal impacts.

The City's ability to provide the infrastructure which maintains our diversified tax base has been instrumental in the City's bond rating. The FMP is a comprehensive financial planning document to ensure the City's financial ability to carry out the vision for Sartell's future. The FMP is a working, flexible document that should be the basis or reference point for all major decisions the City makes. It guides the City toward a strong financial future by managing debt and keeping the tax rate and future tax levy increases both predictable and manageable.

In the process of completing the plan, staff and Ehlers identified these issues as noteworthy:

1. The City's use of a Capital Improvement Plan with annual transfers from the General Fund for capital improvements has been very successful. Funds currently receiving regular funding transfers include the Fire Equipment Fund, Police Equipment Fund, Public Works Equipment Fund, Building Fund, Technology Fund, Park Fund, Emergency Management Fund, and Street Fund. **Continued annual transfers will reduce the City's reliance on debt and save borrowing costs over the longer term.**
2. We recognize that there are many variables that impact future tax rate so we do not intend for any of our exhibits to agree upon actual future fund balances or tax rates – they are simply working tools to help us plan projects and analyze impacts of decisions. This Plan shows projected tax rates, but actual tax rates will depend upon actual growth in both revenues and expenditures, as well as any changes in State funding. If existing tax base values increase or additional development occurs above the amount projected, this will increase the fee revenues and tax base above estimates, resulting in less risk to taxpayers on existing infrastructure debt and the ability to move forward with priority projects on an earlier timeline and/or a reduction in the projected tax rates. Conversely, if existing tax base values decrease or development does not happen as predicted, shortfalls in fee revenues may require the City's use of general tax levy to make up any debt service deficiencies and projects will need to be delayed or completely eliminated or projected tax rates increased. **Each major construction project considered by the Council must be weighed against the risk of revenue shortfalls.**
3. The City's Financial Policies provide for maintaining a 40% to 60% fund balance reserve in the General Fund. The FMP does not currently project maintaining that fund balance, but historically has achieved it through higher than anticipated revenues and/or lower than projected expenses. **If that trend does not continue, the City will need to primarily rely on the general property tax to maintain the general fund balance up to the target level (assuming levy limits don't prevent this).**
4. Levy Limits may restrict some of the planned expenditures on this plan, including the annual transfers made to various capital funds to reduce future borrowing needs. Since levy limits exempt debt levies, but not planned capital funding to avoid that debt, **levy limit rules will be**



## ***Financial Management Plan***

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**monitored annually for adjustments needed to this Plan, including shifting from capital funding to debt service levies.**

5. Although not directly funded through tax dollars, the City's utility and other non-tax supported funds are an instrumental part of the City's financial and capital planning. Shortfalls in projected revenues into these funds can place a demand on the City's tax levy if needed to fund debt service shortfalls on major water/sewer infrastructure. Likewise, revenues in some non-tax levy supported funds such as the beautification or economic development fund can reduce demand on tax levies by providing services or amenities using non-tax dollars. Details about and impact estimates on the various City funds are outlined within this Plan. **All of the City's funds need to be monitored as many of them impact each other when they exceed or fall short of projections. Utility Fund projections and rate increases depend upon meeting growth projections and will be updated annually for Council review.**

## **Overview**

Financial planning for cities often takes an incremental approach by utilizing budgeting and financial reporting focusing on one year periods. In reality, a single year cannot capture the true financial implications of long term decisions. Current financial conditions grow out of historical trends. Financial needs, threats and opportunities lie beyond the end of the next fiscal year. Allocating monies for one project may eliminate resources needed for others. In reality, effective financial planning requires a historical context, a comprehensive approach and a long-term view. The City of Sartell has a strong history of linking planning and finance to provide a comprehensive examination of the financial issues facing the City of Sartell. Revenues control many municipal actions. Is funding available? Are the taxpayer/user impacts acceptable? The answers to these questions often shape spending decisions. This plan focuses on the following primary revenue sources for the City:

1. Property taxes and other revenues derived from property valuation
2. Revenues received from the State and other units of government
3. Fees collected by the City for various purposes

Expenditures result from City decisions to meet community needs. The support of community needs falls into three broad categories:

1. The wide range of services financed through the General Fund and Equipment Funds
2. Investments to build and maintain the infrastructure required to support community development
3. Providing public buildings, parks, recreational facilities, and other facilities desired by the residents

Debt ties to both revenues and expenditures. The ability to borrow money allows the City to finance capital investment that cannot be paid for with current revenues. Debt creates a demand on future revenues that competes with services for available funds. Being able to borrow, at the appropriate time and level, at the lowest interest rate possible, allows the most efficient management of the tax levy.



## ***Financial Management Plan***

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Planning must recognize that the environment for funding municipal activities will change and that the community will change. The form and pace of development influences the demand for public services and facilities and development also shapes the revenue base drawn upon to finance municipal activities. The demographic makeup of the City influences the need for services and the ability to pay and as the community ages, an older population seeks different services and facilities. An aging physical environment requires more investment in rehabilitating existing infrastructure and greater attention to potential community redevelopment.

The other important change factor is legislative change. Many of the essential powers and resources of the City are derived from the State. The property tax system, aid programs, debt authority, and economic development tools are among the essential financial resources derived from the State.

This report compiles the results of this planning process and describes a continuing approach for comprehensive financial management.

## **Objectives for the Plan**

The objectives sought by the City through financial management are as follows:

1. Enhance the City Council's policy-making ability by providing accurate information on the costs of various service levels, public facilities and infrastructure.
2. Assist with sound management of the City government by providing accurate information on financial condition.
3. In combination with the Comprehensive Plan goals, provide sound principles to guide the City Council and staff in making decisions that impact the financial future of the community.
4. Set forth operational principles which minimize the cost of local government, to the extent consistent with services desired by the public, and which minimize financial risk.
5. Employ revenue policies and forecasting tools to prevent overly optimistic expectations of revenues; which distribute the costs of municipal services fairly; and which provide adequate funds to operate desired programs.
6. Protect and enhance the City's credit rating.
7. Provide a systematic process for evaluating the effect of proposed significant projects.
8. Stabilize the City's tax rate at a comfortable level.

Through this process we have examined the current and future ability to meet these objectives to answer the question "How do we get there?" The City's FMP and Comprehensive Plan will provide a road map into the future and a framework for future decision making.



## ***Financial Management Plan***

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### **Assumptions for Financial Planning Process**

The following assumptions were utilized to develop the FMP. The model for the FMP was constructed using the revenues and expenditures necessary to maintain services provided to citizens, including factoring in the added parks, streets and community facilities approved in recent years or planned in future years. It is a snap shot of the costs of government to fund the desired service levels.

### **Growth Projections**

Sartell will continue to grow and the City's infrastructure needs to provide for future growth. The City has made growth assumptions based upon platted lots and site plan submittals in order to estimate the revenue impact of projected new growth. For the FMP, the growth assumptions are summarized as follows:

- a. 100 new homes a year in 2017-2025. These new homes are estimated to have an average value of \$220,000.
- b. Approximately 900 new multi-family units between 2017 and 2025.
- c. 50,000 square feet of new commercial growth per year (includes medical, office, retail, etc.).
- d. Existing property valuation changes of 3% per year.

### **General Fund Operating Needs**

Cities provide services primarily through their employees – public safety, public works and administrative services. Therefore, one primary use of general fund dollars is salaries. Sartell is a growth community and will require additional staff. Expenditures necessary to continue existing city services are built into the plan as presented, including additional staffing which is planned out long term but scrutinized for necessity on an annual basis.

### **General Fund Balance**

The City's Financial Policies provide for maintaining the General Fund balance at 40% to 60% of the general fund budget. There are many excellent reasons for maintaining a fund balance reserve in this range. In Minnesota, cities typically receive the majority of their revenues, property taxes, at two intervals during the year; in July and December. This means that the City needs to have adequate reserves on hand, at year end, in order to continue city operations and services through the first six months of the following year. The percentage range targeted by the City of Sartell is within the recommended standards set by the Government Finance Officers Association (GFOA). At the end of 2015, the City's unassigned General Fund Balance was \$3,190,074, or 65.05% of General Fund expenditures for 2015 and 50.6% of budgeted 2016 General Fund expenditures. Absent a well thought out financial plan, the City's fund balance goal may not be able to be maintained given future pressures on spending and revenues. As stated, a reserve is not consistently budgeted in the Plan but will be monitored annually to see if the necessary growth in the general fund balance is realized through lower than projected expenses and/or higher than projected revenues. If not, a higher levy or spending cuts will need to be considered to maintain a healthy operating reserve.



## **Financial Management Plan**

### **Financing Capital Investment**

Capital investment forms the foundation of the community. Infrastructure, such as roads and utility services, provides the capacity for land to develop. Although many elements of the local infrastructure are built by developers, the City assumes the on-going responsibility for maintenance and many of these maintenance costs are borne by the property tax levy through additional General Fund costs or additional debt levies. As Sartell ages, maintenance needs and expenses will increase. Public facilities and equipment shape the service capacity of the City. Given the cost of many capital improvements, planning is needed to meet needs in a timely manner without placing too great of a financial burden on the community. City staff has prepared a capital improvement plan for infrastructure and equipment needs that looks out five years or longer. To better understand the capital plans, a list of City funds and their purposes is described along with the capital plans:

**Fund 101 - General Fund:** All operational revenues (tax levy, licenses and permits, etc) go into this Fund to pay the general operations expenses of the City (police protection, fire department operations, public works services, etc). While most equipment needs of City departments are managed through separate equipment funds itemized later in this FMP, there are two City vehicles planned for rotation under the General Fund:

<b>Equipment</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
<b>Fire Inspections Vehicle: 2012 Chev Pickup</b>	2027	\$25,000	General Fund
<b>Building Official Vehicle: 2005 Chev Trailblazer</b>	2020	\$25,000	General Fund

**Fund 211, 260-267 - Park Funds:** The City’s various park funds have been funded by developer park dedications and Roundup dollars or other donations. The City also makes transfers into Fund 211 using general fund and beautification fund in some years to help fund general park improvement needs. However, this amount will not be sufficient to replace playground equipment as current equipment ages beyond its useful life and the Council will need to determine a funding method for eventual replacement of aging equipment. This plan dedicates future golf course lease revenues toward recreational field needs. Park dedication funds can be used for capital equipment replacement, but in fully developed areas of the City, dedication funds are not a viable source of future revenues. An alphabetical listing of City parks and capital plans follows and cash flows for each Park fund are shown on Exhibit C (the cash flow exhibit does not include greenways dedicated to the City and used as greenspace or ponding only):

<b>Facility</b>	<b>District #</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
<b>Avalon</b>	Neighborhood - 4	Greenway only		
<b>Celebration Pond</b>	Neighborhood - 4	Greenway only		



## **Financial Management Plan**

<b>Celebration Park</b>	Regional - 4	2005 Playground Equipment Existing Wading Pool & Shelter Add trees/shade features	2017 add trees or pool shade features	Regional Park Fund?
<b>Creekview Park</b>	Neighborhood - 3	2010 Playground Equipment		
<b>Cypress Park</b>	Neighborhood - 4	1998 Playground Equipment 2003 Park Shelter		
<b>Eastside Kiddie Park</b>	Neighborhood - 6	2008 Playground Equipment		
<b>Fox Run Park</b>	Neighborhood - 4	2006 Playground Equipment 2017 Add shade shelter Phase 2 Playground Equip	2017: \$5,000+ Phase 2 Equip: date uncertain	2017: General Park Fund Uncertain Equip Date: Park District 4, as funds are available
<b>Geoffrey Park</b>	Neighborhood - 3	2006 Playground Equipment Phase 2 Playground Equip if demand increases	Phase 2 as needed	Park District 3, as funds are available
<b>Huntington Park</b>	Neighborhood - 1	2007 Playground Equipment 2008: Trail 2013: Girl Scouts Exercise Equip		
<b>Lake Francis</b>	Regional – 1	2016/17 Trails, Angel of Hope, Fountains, etc		Park District 1 Fund, defer assess; and private fundraising
<b>Linear Park</b>	Regional - 2&5	Existing gazebo, benches, plantings		
<b>Lions Community Park</b>	Regional - 2	2007 Playground Equipment; irrigation added in 2014 Add trees 2017	2017 add trees	2017 General Park Fund
<b>Madison Crossing Park</b>	Neighborhood - 3	2013: Playground equipment moved from Pinecone Regional		
<b>Meadow Lake Park</b>	Neighborhood - 2	2001 Playground Equipment		
<b>Morning Star Park</b>	Neighborhood - 5	1996 Playground Equipment 2003 Park Shelter		
<b>Natures Edge Park</b>	Neighborhood - 2	1996 Playground Equipment		
<b>Newport</b>	Neighborhood - 4	Greenway only		



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<b>North Side Park</b>	Regional - 5	1995 Playground equip; 2002 Disc Golf; existing Champion Field; existing Tennis Courts Champion Field concession/restrooms – 2014 2017 tennis court maint and/or field maint?		2014: Sales tax 2017: Park District 5
<b>Oak View Pond</b>	Neighborhood - 6	Greenway only		
<b>Pinecone Central Park</b>	Regional - 4	2015 dog park 2017 – 20???: Add parking; complete additional fields 2017 Add playground equipment?		Sales Tax & private fundraising
<b>Pinecone Regional Park</b>	Regional - 3	2004 Outdoor Rink/ Shelter 2016 Add more parking; 2017? Add 2 <sup>nd</sup> sheet of ice; new park name Skatepark location?		2016: Park District 3 & Sales Tax; private fundraising for 2 <sup>nd</sup> sheet of ice
<b>Pine Lakes (formerly referred to as FranGen)</b>	Neighborhood - 3	Greenway only		
<b>Pine Tree Pond Park</b>	Neighborhood - 4	1998 Playground Equipment 2010 playground upgrades		
<b>Rolling Meadows Parks East, North &amp; West</b>	Neighborhood - 2	2010 Swings, etc		
<b>Sabre Oaks Park</b>	Neighborhood - 2	1997 Playground Equipment & 2003 Park Shelter		
<b>Sandstone Parks East &amp; West</b>	Neighborhood - 3	Existing Playground Equipment		
<b>Sartell Heights</b>	Neighborhood - 2	Greenway only		
<b>Sartell Rotary Riverside Park</b>	Regional - 2	Add more parking and improve access if demand increases		Park Funds as available
<b>Sartell Veterans Park</b>	Regional - 2	1991 Gazebo		
<b>Sauk River Regional Park</b>	Regional - 1	Pedestrian bridge, shelter or other improvements; Additional Land Acquisition?		State funds
<b>Stonebrook Estates</b>	Neighborhood - 4	Greenway only		



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Tiffany Meadows	Neighborhood - 4	Greenway only		
Val Smith Park	Regional – 6	1993 Picnic shelter; 1994 BB & Tennis courts; 1999 & 2001 playground equip; 2006-2009 ballfield improvements, bleachers 2014/15 New Shelter 2016 Pickleball courts		2014/15 Sales Tax  2016 Park and Beautification Funds
Watab Creek Parks North & South	Regional – 2	1998/99 playground equip; existing wading pool, shelter, poolhouse, tennis courts Future: Access, parking & shelter upgrades		Sales tax & Park District 2 Fund?
Wilds Parks North & South	Neighborhood - 4	1999 Playground Equipment 2017: convert tennis courts to pickleball & basketball?		Park District 4 funds

**Fund 221 - Beautification Fund:** The City’s water tower lease revenues go into this Fund, and it has traditionally subsidized the City’s beautification efforts, including some items that would otherwise be taxpayer funded through the general fund, such as park mowers, seasonal staff, and landscaping supplies. Spreadsheet projections of the Beautification Fund are attached as Exhibit D.

**Fund 223 - Lodging Tax:** 95% of the lodging tax revenues are required to be used to fund local convention or tourism bureau for the purpose of marketing and promoting the City as tourist or convention center; the City established its own CVB advisory board in 2016 to make spending recommendations in 2017 and beyond.

**Fund 224 - Economic Development Fund:** Funded by a general fund transfer years ago, this fund was used for a number of economic development loans to private business which have been repaid. It has since funded economic development initiatives and annual economic development efforts like the developer summit, CMBA home show and MNCAR.

**Fund 227 - PEG Fund:** This fund is comprised of cable fees and restricted to use to capital expenses toward government channel broadcasts.

**Utility Funds:** The City has established rate structures with the goal of having the appropriate charges pay for their fair share of infrastructure improvements. Each type of utility fund is described below, and our utility infrastructure capital plans follow. Cash flow spreadsheets for SAC, WAC and each utility fund are attached as Exhibits F1-F3 showing the future rate increases as currently projected.

**Fund 225 - SAC Fund:** Sewer Access Charges are used for treatment plant capacity, lift stations, and some major conveyance lines.



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**Fund 226 - WAC Fund:** Water Access Charges are used for new construction or expansion of treatment plants, wells, water storage, and related facilities.

**Fund 601 - Water Utility Fund:** Bi-monthly water charges are used to pay general operational charges for the City’s water system, as well as repair and rehabilitation of water facilities required due to depreciation or updated requirements, and not due to new growth capacity demands.

**Fund 602 - Sewer Utility Fund:** Bi-monthly sewer charges are used to pay general operational charges for the City’s sewer system, as well as repair and rehabilitation of sewer facilities required due to depreciation or updated requirements, and not due to new growth capacity demands.

**Fund 603 Stormwater Utility Fund:** Bi-monthly storm charges are used to pay general operational charges for the City’s stormwater system, as well as repair and rehabilitation of storm facilities required due to depreciation or updated requirements, and not due to new growth capacity demands.

Trunk Fund projections are not made within this FMP since the comprehensive plan updates project trunk needs and they are installed as development occurs, and such development will be paying the trunk fees necessary to make the improvements:

**Fund 229 - Water Trunk Fund:** Water trunk fees are used for installation or expansion of trunk lines.

**Fund 230 - Stormwater Trunk Fund:** Stormwater trunk fees are used for installation or expansion of stormwater trunk systems.

**Fund 231 - Sewer Trunk Fund:** Sewer trunk fees are used for installation or expansion of trunk lines.

<b>Utility Facility</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
<b>Add 1 MGD Storage</b>	2028 (w/2 wells below)	\$2,000,000	15 year DS WAC fund
<b>2002 North Water Treatment Plant: 4.0 MGD</b>	2035 Expansion (w/1 MG storage addn) – <b>MAY BE DONE AT SW OR EAST PLANT INSTEAD</b>	\$6,200,000	20 year DS WAC Fund
<b>Add 1 MGD Storage (w/WTP expansion above)</b>	2035	\$2,000,000	20 year DS WAC fund
<b>1992 East Water Treatment Plant: 2.0 MGD</b>	WSB estimates \$2 million over next 20 years to keep current plant running; Expansion is development driven and uncertain		
<b>6 MGD WTP, Wells 14, 15 &amp; 16, and SW Trunk Watermain</b>	2007/2008	\$12 million	20 year DS WAC fund



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Utility Facility	Year of Install/Replace	Cost Estimate	Source of Funds
Well #1 – located remote from WTP	1957: 300 gpm	No longer in use	Wells #2, #4, & 5 abandoned
Well #3 – treated by East WTP	1979: 750 gpm		
Well #6 - located remote from WTP – was only used during peak	1985: 300 gpm	REMOVED	IN 2010
Well #7 – treated by East WTP	1989: 1000 gpm		
Well #8 – treated by East WTP	1989: 1000 gpm		
Well #9 and #10- no longer used – had been leased from Dave Traut			
Well #11 – treated by North WTP	2000: 1300 gpm		
Well #12 – treated by North WTP	2001: 1300 gpm		
Well #13 – treated by North WTP	2004: 1300 gpm		
Add 2 Wells	2028 (w/ 1 MGD storage above)	\$1,200,000	15 year DS WAC fund
400,000 Gallon Northwest Water Storage Tank	Mid 80's Construction 2010 Maintenance 2012 Rehab 2027 Rehab	2010: \$75,000 2012: \$486,000 2027: \$800,000	Water Utility Fund
400,000 Gallon East Water Storage Tank	1987 Construction 2005 Maintenance 2018 Rehab	2018: \$800,000	Water Utility Fund – combine with other bonding
500,000 Gallon Water Storage Tank – Huntington 1 <sup>st</sup>	1999 Construction 2022 Rehab	2022: \$800,000	Water Utility Fund – combine with other bonding
Ditches and Ponds	Annual survey for needs		
St. Cloud WWTP	2010; Timing of 2 <sup>nd</sup> expansion uncertain based on growth	2010: \$9,400,000 Future Exp: \$1,800,000	DS for expansion through SAC fund; rehab through Sewer Utility Fund (i.e. user rates); some SAC DS covered with levy in early years repaid starting in 2031
Sewer Interceptor System Rehab Projects – through St. Cloud bonds	2010, 2011, 2016 and 2018		Sewer Utility Fund
Additional Conveyance Capacity from St. Cloud & Forcemain	2022 or later	\$3,100,000	DS from levy with interfund loan repay from SAC starting in 2031
LS #1 Heims Mill Lift Station (pumps are replaced from ops budget)	2006 Upgrade & forcemain	\$2,560,000	20 year DS SAC Fund
LS #2 SuperAmerica Lift Station (pumps are replaced from ops budget)	2009 Pump Replacement; 2018/19 Rebuild w/East Side work	2018/19: \$600,000	20 year DS combined with East Side streets?
LS #3 Riverside/7 <sup>th</sup> Lift Station (pumps are replaced from ops budget)	2015 Upgrade	\$50,000	SAC Fund



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<b>Utility Facility</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
<b>LS #4 Watab Creek Lift Station (east of Rolling Green) (pumps are replaced from ops budget)</b>		Rotational rehab	Sewer Utility Fund
<b>LS #5 3<sup>rd</sup> Ave. N. Lift Station</b>	Eliminated with	2008 street	reconstruction project
<b>LS #6 Ridge Road Lift Station (pumps are replaced from ops budget)</b>	Control panel work in 2015	\$28,000	SAC Fund
<b>LS #7 Riverside 1500 Block Lift Station (pumps are replaced from ops budget)</b>		Rotational rehab	Sewer Utility Fund
<b>LS #8 15<sup>th</sup> Ave./3<sup>rd</sup> St Lift Station (pumps are replaced from ops budget)</b>		2016 rehab	Sewer Utility Fund
<b>LS #9 7<sup>th</sup> Ave. S/Edinburgh Lift (pumps are replaced from ops budget)</b>		2017 rehab	Sewer Utility Fund
<b>LS #10 (former LS#1) (pumps are replaced from ops budget)</b>		Rotational rehab	Sewer Utility Fund
<b>LS #11 27<sup>th</sup> St. – Water Plan (pumps are replaced from ops budget)t</b>	Old #11 Elim; this is new #11 Countryside	\$900,000 for LS/ main to Countryside?	
<b>LS #12 Watab Creek Lift Station (west of Pine Cone) (pumps are replaced from ops budget)</b>	2014 Upgrade	\$75,000	SAC Fund
<b>LS #13 (New – Bakers Lake – development driven)</b>	2022?	\$532,000	SAC Fund
<b>Upgrade River utility crossings</b>	Combine w/East Side streets	\$600,000?	Street or utility funds

**Fund 241 - Sales Tax Fund:** Community Center, Pinecone Road phase 1, and Pinecone Regional Park parking lot projects implemented; balance of sales tax extension revenues will be monitored to ensure allocation between transportation and community amenity improvements as authorized by the 2014 ballot questions. Extension collection estimates can be updated annually and growth in the early years may change the projections so Council can update capital plans based on updated projections.

**Fund 402 - PIR Fund:** The City maintains a Public Improvement Revolving Fund in order to cash flow public improvement projects prior to bond funds being received or to entirely finance small projects without bonding.

**Fund 410 - Building Fund:** The City strives to provide adequate City buildings including City Hall/administration buildings, public safety buildings, and public works facilities. Most park buildings are included within the parks section, but the community center is added here since it is a major building initially funded with sales tax. Facilities such as water treatment plants are financed with development and utility fees analyzed under another section of this Plan. City Hall was newly constructed in 2001 and the Public Works campus underwent new construction in 2005/2006. The Fire Station and Police Station are planned for review in 2017 for space needs to be addressed in or before 2020. Review of public works building space needs will be included in that review in case existing spaces can be rehabbed for



## **Financial Management Plan**

public works use if any public safety facilities are relocated. An annual transfer into this Fund from the General Fund is maintained to fund future City building needs in the most cost effective manner. A list of major buildings and capital plans follows and the cash flow for this Fund is attached as Exhibit H:

Facility	Year of Install/Replace	Cost Estimate	Source of Funds
<b>City Hall (New in 2001)</b>	Future expansion needs not reviewed yet		20 year tax levy debt service
<b>Police Station (2002 remodel)</b>	2020	Combined with Fire Hall?	Building Fund/Tax Levy
<b>Fire Station: Sartell/LeSauk Government Center</b>	2020	Combined with Police?	Building Fund/Tax Levy
<b>Public Works Building</b>	2006	\$2,200,000	20 year Bldg Fund debt
<b>Public Utilities Building</b>	Acquired in 2005		
<b>Community Center</b>	2016/17	\$11 million	Sales Tax
<b>Compost Site Storage Bldg</b>	Unscheduled		

**Equipment Funds:** Annual transfers into the City’s equipment funds from the General Fund make up the major funding sources for each fund, although sales of used equipment and any eligible grant funds are also sources. All departments have fleets of vehicles for which the City has set up planned rotation/replacement schedules. The City’s strategy to replace the equipment based upon these schedules achieves the most cost effective timing of replacement (while there is still a small value to recoup and/or before repair costs outweigh the savings of continuing to use old equipment) and staggers purchases so that there are always some new, extremely reliable models as others in the fleet age and become less reliable. When purchases are not staggered, too large a share of the fleet ages simultaneously increasing risk of multiple breakdowns and loss of service. It also causes a budgetary strain when too large a percentage of the fleet requires replacement within a short time period. To best accomplish the equipment rotation, department heads make a recommendation on actual purchase based upon how the equipment is performing at the planned replacement time.

The City has used interfund loans to fund some capital purchases. Internal borrowing has the advantage of flexible repayment schedules and eliminating financing costs. However, internal borrowing is a limited resource because it is contingent on the cash flow needs of the contributing fund. The City will continue to evaluate the use of debt to purchase capital equipment as needed. The goal of our equipment funds is to build and maintain a cash balance sufficient to minimize borrowing, especially for smaller purchases. To this end, the FMP shows sufficient transfers in order to build the ending cash balances; however, various funds periodically show deficits since we hope to achieve some savings over estimates and we plan to use those savings to increase fund balances. The annual monitoring of this Plan will allow for flexibility to reduce spending if funds do not achieve these savings and increases in funding are not available within our tax rate goals.



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**Fund 412 - Police Equipment Fund:** The Police Department equipment plan rotates the most heavily used patrol vehicles when they are 3 to 4 years old and still have some re-sale value but at the point they would begin incurring higher maintenance costs. It also rotates other lower mileage vehicles out when they are 8 to 10 years old and some used squads may replace these lower priority vehicles. Replacements are budgeted to factor in trade-ins and use of some quality used vehicles. They also manage timing on replacement of speed trailers, opticoms, squad video cameras, and other essential equipment utilizing their equipment fund. The cash flow for this Fund showing budgeted rotations and additions is attached as Exhibit I:

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
Squad video cameras	2014/2020		Police Equip Fund
1992 Polaris Indy Snowmobile (Fixed asset PDV11); Squad #32	No schedule to	replace w/new – circulate	used or forfeiture
1994 Ford F350 (Fixed asset PDV 19); Mobile Command #29	2018?	\$25,000	Police Equip Fund
2008 Dodge Grand Caravan (Fixed asset PDV 46); DARE Unit	Miller donates for Dare van	We pay maintenance	Police Ops Budget – maintenance
Squad cars and other PD administrative vehicles	Rotated on a 3 to 10 year basis	\$25,000 to \$30,000 replacements, plus equipment as needed	Police Equip Fund

**Fund 413 - Fire Equipment Fund:** The Fire Department plans to replace vehicles when they are approximately 30 years old. A list of equipment and capital plans follows and the cash flow for this Fund is attached as Exhibit J:

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
Extricator (Jaws of Life)	2022	\$40,000	Fire Equip Fund
Extricator (Jaws of Life)	2011-2014	\$32,000	2011: \$5,000 ops & \$3,000 Equip Fund; 2012-2014: \$8,000/year from Equip
Thermal Imaging Unit	2010	\$8,500	Insurance coverage replaced after damage
2 <sup>nd</sup> Thermal Imaging Unit	2015	\$9,000	Fire Equip Fund
3 <sup>rd</sup> Thermal Imaging Unit	2015	\$9,000	Fire Equip Fund
Rescue #29 2001 Ford F-350 Rescue Truck	2031	\$72,366	Fire Equip Fund
Ladder #28: 2000 Freightliner Pumper Ladder Truck	2030	\$752,827	Fire Equip Fund
2013 Futura Mark 2 Boat	2014	\$2,500	Fire Equip Fund
2014 Rescue One Boat & Trailer	2014	\$15,500	Fire Equip Fund
Unit 25: 1995 Freightliner Tanker	2025	\$222,342	Fire Equip Fund



**Financial Management Plan**

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
Unit 26: 1991 Ford F350 4x4 Pickup Grass Rig	2021	\$100,000	DNR: truck Equip: Fire Equip Fund
Engine 22: 1990 Freightliner Pumper	This is scheduled for 2020, but consider platform truck	\$600,000 – consider replacing with platform truck instead at higher cost – up to \$2 million	Platform not in plan currently – consider combining with borrowing for new public safety facilities
Unit 20: 1988 GMC Value Van	2015 rehab	\$50,000	Fire Equip Fund
Unit 23: 1985 Ford Tanker	WILL NOT BE REPLACED	BUT WILL BE	MAINTAINED
Old #27: DNR owned 1977 Dodge Brush Rig			
2008 Ford F350 Pickup Grass Rig	2038	\$90,288	Fire Equip Fund
Engine 24: 2007 Spartan Pumper Fire Truck	2037	\$730,686	Fire Equip Fund
1919 Model T Truck	WILL NOT	BE	REPLACED
2000 Builtright Trailer - MPCA	2030	\$5,244	Fire Equip Fund
Unit #17: Polaris 6x6	2036	\$22,605	Fire Equip Fund
2004 Rance Trailer for 6 x 6	2034	\$5,269	Fire Equip Fund
Pagers	Routine replacement	Annually budgeted	Fire Equip Fund
Gas Meters			Fire Ops Budget
Fire Hoses	Routine replacement	Annually budgeted	Fire Ops Budget
Turnout Gear & Class A uniforms	Routine replacement	Annually budgeted	Fire Ops Budget
Airpacks (20 new in 2008)	Routine replacement starting in 2017	\$5,000 each	Fire Equip Fund

**Fund 414 - Public Works Equipment Fund:** In Public Works, the City has 6 plow trucks and also utilizes two loaders to serve some of the plowing needs, as well as a rotation of 1 ton pickups with plows. The fleet of pick-up trucks and other utility vehicles are rotated to add or replace two vehicles most years. Water/sewer utility funds are used for some pick-up purchases so that those funds pay their fair share of vehicle needs. A flat “equipment replacement” line item is also allocated annually to replace plow attachments, sanders, or other smaller capital items on an as needed basis. A list of equipment and capital plans follows and the cash flow for this Fund is attached as Exhibit K:

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
2016 Mack Plow Truck PWV 050	2032	\$250,000	PW Equip Fund
2011 Freightliner Plow Truck PWV 044	2028	\$250,000	PW Equip Fund
2007 Sterling Plow Truck PWV 032	2024	\$250,000	PW Equip Fund



**Financial Management Plan**

<b>Equipment</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
2005 Sterling Plow Truck PWV 027	2022	\$250,000	PW Equip Fund
2003 Sterling Plow Truck PWV 003	2020	\$250,000	PW Equip Fund
2000 Sterling Plow Truck PWV 006	2017	\$195,000	PW Equip Fund
2015 GMC Sierra 1500 PWV 053	2025	\$30,000	PW Equip Fund
2014 Ford F350 Pickup PWV 049	2024	\$30,000	PW Equip Fund
2012 Chev Silverado ¾ ton w/plow PWV 045	2019	\$30,000	PW Equip Fund
2012 GMC Sierra ½ ton PWV 046	2024	\$35,000	Water/Sewer
2010 Chev 2500 Express Van PWV 040	2026	\$40,000	PW Equip Fund
2010 Silverado 3500 w/plow PWV 041	2018	\$30,000	PW Equip Fund
2010 GMC Canyon PWV 042	2022	\$30,000	PW Equip Fund
2008 Chevy Silverado ¾ ton PWV 037	2020	\$30,000	PW Equip Fund
2008 Chevy Silverado ¾ ton w/plow PWV 038	2017	\$30,000	PW Equip Fund
2007 Dodge Utility Truck PWV 033	2019	\$50,000	Water/Sewer
2007 GMC Sierra ½ ton PWV 031	2019	\$30,000	PW Equip Fund
2005 Chevy Silverado 1 ton w/plow PWV 029	2025	\$30,000	PW Equip Fund
2004 Chevy ¾ ton w/plow PWV 020	2024	\$30,000	PW Equip Fund
2003 Silverado	2023	\$30,000	PW Equip Fund
2003 Chevy ½ ton PWV 025	2023	\$30,000	PW Equip Fund
2000 Chevy ½ ton PWV 005	2021	\$28,000	Water/Sewer
1998 Chevy S-10 PWV 030	2020	\$28,000	Water/Sewer
1996 Chevy 1-ton PWV 007	Won't be	Replaced	
1979 Chevy Step Van PWV 015	Indefinite-alum body		PW Equip Fund
2008 Elgin Sweeper PWV 034	2024/2036	\$250,000	PW Equip Fund
2004 Elgin Sweeper PWV 021	2018/2030	\$190,000	PW Equip Fund
2011 PJ Trailer PWV 043	2031	\$10,000	Beautification
2008 PJ Trailer for Parks PWV 035			PW Equip Fund
2003 DCT Trailer PWV 026			PW Equip Fund
1988 Felling Trailer PWV 011			PW Equip Fund
2015 Bobcat w/attachments		\$27,000	Water/Sewer Fund
2014 JD Gator PWV 047			PW Equip Fund
2008 246C Cat Skidsteer			PW Equip Fund
2008 JD Wheel Loader PWV 039	2023	\$250,000	PW Equip Fund
2007 JD 5425 Tractor – Ditch cutter	2021	\$60,000	PW Equip Fund
2013 Wildcat Pothole patcher			PW Equip Fund
2016 Freightliner Jet Vac SW E 007			Sewer Fund

**Fund 415 - Technology Fund:** The City has a goal of sufficient funding for technology purchases to allow us to make the most efficient upgrades. However, most computers and tablets are below our



## Financial Management Plan

capitalization threshold and so they are not itemized here. Instead, decisions on rotation of such items is made within each department, but the cash flow resulting in the Fund is attached as Exhibit L.

**Fund 416 – Emergency Management Fund:** The emergency management fund is utilized for periodic purchases of sirens. A list of equipment and capital plans follows and the cash flow for this Fund is attached as Exhibit M:

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
East Side Siren	2019	\$20,000	Emergency Mgmt Fund
1996 Rotating Siren			
2001 127DB Rotating Siren			
2002 128 DB Rotating Siren			
2006 Celebration Park Siren			
SW Water Treatment Plant Siren & upgrades	1. 2013 2. 2016	1. \$53,224 2. \$18,000	Emergency Mgmt Fund

**Fund 417 - Street Fund:** The design of a street maintenance plan involves two key elements — street condition and affordability. The goal will be to have the best possible street system with the monies that are available to support street maintenance activities. The City invested in a Pavement Management System to help us grade street conditions and determine which streets are best suited to sealcoating, overlay or total reconstructs. Beginning in 2017, the City will allocate our cable and utility franchise fees directly into the Street fund. Additional funds available for street projects include sales tax, MSA, and general fund/tax levy dollars. The City’s anticipated projects are also included below and the cash flow for this Fund is attached as Exhibit N.

Project	Year of Install/Replace	Cost Estimate	Source of Funds
Pinecone Road Phase 1	2015	\$5,500,000	Abatement with sales tax reimbursement
County Road 1/Heritage/LeSauk Roundabout	2016	\$3,000,000	Street reconstruct bonds repaid w/MSA
4 <sup>th</sup> Ave. S (Heritage to 2 <sup>nd</sup> St. S.)	2017	\$4,000,000	APO funds, street fund, MSA & trunk funds?
Priority Reconstructs #1: East Side Streets	2018-2020	\$8,349,000	Assessment & Street Funds – no budget yet from utilities
Pinecone Road Phases 2 & 3	2018	\$5,000,000?	Sales Tax, MSA or street funds
27 <sup>th</sup> Street North	Combine with another project to complete by 2019	\$750,000	Sales Tax, MSA or street funds
Evergreen/LeSauk	Unscheduled	\$1,000,000?	Undetermined
Rest of 50 <sup>th</sup> Ave. reconstruct	Unscheduled - potential State bonding could make it priority	\$4,000,000?	Undetermined
23 <sup>rd</sup> Street extension – 50 <sup>th</sup> to PCR	Legislative funding request made as part of 4 <sup>th</sup> /50 <sup>th</sup>	\$1,322,000	Undetermined



## Financial Management Plan

Project	Year of Install/Replace	Cost Estimate	Source of Funds
19 <sup>th</sup> Ave. South (need North added?)	Unscheduled	\$2+ million	Undetermined
15 <sup>th</sup> Street North extension	Unscheduled	Undetermined	Undetermined
13 <sup>th</sup> Avenue North extension	Unscheduled	Undetermined	Undetermined
Dehler extension to 50 <sup>th</sup>	Unscheduled	\$1,292,000	Undetermined
Dehler extension 50 <sup>th</sup> to PCR	Unscheduled	\$2,435,000	Undetermined
Roberts Road West (PCR to west of CR 4)	Unscheduled	\$4.6+ million	Undetermined
Roberts Road East (Heritage to CR 1)	Unscheduled	\$2+ million	Undetermined

**Debt Service Funds:** The City has numerous debt service funds, with a separate fund maintained for each debt issuance into which all corresponding revenues are deposited and reserved for use to pay the related debt service.

**TIF Funds:** The City’s TIF District funds are restricted to use as outlined in each respective tax increment financing plan.

**Other Capital and Special Revenue Funds:** The City has a number of annual capital funds which are used to track that year’s capital infrastructure projects such as street reconstruction or development projects. We also have a few special revenue funds for which the revenues are restricted to a specific purpose such as forfeiture funds, youth programs fund, and cemetery fund.

## Fiscal Consultant Recommendations/Findings

Ehlers & Associates worked closely with staff on this Plan at its 2009 inception and made the following recommendations/findings which the City has followed since 2009:

**Recommendation #1** – *The City needs to adopt and implement the Financial Management Plan as presented.*

Based upon this FMP, the City has a mechanism to fund its operations and many capital spending priorities while maintaining a tax rate that is still stable and builds the long-term financial health of the City. The City’s commitment to this process should result in:

- ✓ Less “paycheck to paycheck” or “year to year” thinking, giving staff, elected officials and citizens the “big picture” multi-year view of the community, its future plans and their fiscal impacts
- ✓ Making future projects less controversial
- ✓ Making difficult decisions easier for elected officials
- ✓ Getting projects planned and completed with a thorough planning process in place

The City has a goal of building capital fund balances sufficiently to allow for purchases without borrowing as well as to provide for contingencies and the flexibility to respond to unforeseen events. The



## ***Financial Management Plan***

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current fund projections include replacing and maintaining only those capital items that are currently used for the existing level of service.

***Recommendation #2*** – *The City needs to annually update the FMP with input from City staff, Council members, and the community at large.*

The FMP is a working, flexible document that should be the basis or reference point for all major decisions the City makes and periodic review of the City's financial plan is important. However, implementing the financial management plan is an on-going activity for staff and the Council. At a minimum, Ehlers recommends that the City:

- ✓ Prepare annual financial management documents as recommended by GFOA best practices (Annual Budget, Comprehensive Annual Financial Report)
- ✓ Continue to prepare annual funding projections and plans for the capital funds
- ✓ Prepare annual update of growth projections
- ✓ Conduct periodic review of all non-tax revenues (monitor new legislation and legal challenges to cities' use of fees for certain revenues, including building permits and conduct review and adjustment of all other fees and charges in intervals of not more than three years)
- ✓ Prepare annual projections of property valuations, tax levies and tax rates so impacts on all taxpayers can be identified before budget and levy decisions are made.
- ✓ Conduct annual review of outstanding debt to determine necessary revenue adjustments and potential to call or refinance bonds.

***Recommendation #3*** – *The City needs to monitor future City budget approvals using the FMP in order to maintain the 50% Fund Balance Reserve goal. If revenues do not exceed forecasts and/or expenditures are not maintained at or below budget, additional tax levies will be needed to maintain the Fund Balance Reserve goal.*

The General Fund balance is an important tool for financial management and should not be used to offset ongoing deficiencies in operating revenues. The General Fund balance is designed to assist the City in meeting its cash flow management needs, protect the City from unanticipated changes in revenues and expenditures and is an important factor in maintaining the City's existing bond rating (the rating agency looks at both the size and the trends). In addition, the Office of the State Auditor looks at General Fund balance as a percent of expenditures to determine whether cities are taxing and saving appropriately.

It will become increasingly difficult to fund operations if the fund balance reserve is not maintained. The Financial Management Plan needs to be used as the roadmap for the Council to determine financial direction for the City. This FMP is a valuable tool to help the City maintain the Fund Balance goal of 50%. The City has done an excellent job in the past of creating and maintaining a strong balance in the General Fund. However, this will need to be monitored closely for necessary budget adjustments annually as there may be fewer contingency dollars remaining available each year.



## ***Financial Management Plan***

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### **Policy Decisions**

The City Council is responsible for shaping the City. Elected officials are charged with the task of determining the vision for the city and city staff has the responsibility for carrying it out. An overriding policy decision facing the Council will be to determine the level of service provided to the citizens combined with the level of infrastructure capital and maintenance investment that is desirable, appropriate and affordable.

Any expansion of service will need to be funded through increased property taxes unless another permanent funding source is determined by the City prior to adding the service. The following table shows the impact of different levels of spending decisions on home with a market value of \$225,000.

<b>Expenditure Level</b>	<b>Additional Taxes</b>	<b>Additional Tax Rate</b>
\$50,000	\$8	0.36%
\$100,000	\$16	0.73%
\$150,000	\$24	1.98%

Based on payable 2016 tax capacity

This graph tells us that a home with a market value of \$225,000 will pay an additional \$8 annually in property taxes if \$50,000 is added to the property tax levy, using the payable 2016 tax capacity.

### **Conclusion**

The net result of this process is a unified planning document that incorporates the City's budget, annual financial report, capital improvement program, and planning for growth into one tool for projecting City taxes and their impact on property tax rates and taxpayers. This process should give City officials confidence in their ability to provide services for the citizens of Sartell at a reasonable rate.



## *Financial Management Plan*

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### **List of Exhibits**

- A Financial Management Plan Summary Spreadsheet
- B RESERVED
- C Park Funds
- D Beautification Fund
- E RESERVED
- F1-F3 SAC, WAC & Utility Funds
- G RESERVED
- H Building Fund
- I Police Equipment Fund
- J Fire Equipment Fund
- K Public Works Equipment Fund
- L Technology Fund
- M Emergency Management Fund
- N Street Fund



**City of Sartell  
Financial Management Plan Summary  
Exhibit A**

Inflation Assumptions	2.50%	2.50%	2.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	2.00%	2.50%	2.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<b>GENERAL FUND (101 and 102)</b>										
59										
60 <b>TOTAL OTHER GENERAL LEVIES</b>	467,467	467,467	467,467	456,234	445,000	445,000	445,000	445,000	445,000	445,000
61 <b>DEBT SERVICE LEVIES</b>										
62 <b>TOTAL GO-EXISTING AND NEW SPECIAL LEVIES</b>										
63 EDA Lease Revenue (City Hall/PD)	235,000	235,000	235,000	235,000	55,000	0	0	0	0	0
64 2007 DS Fund 332 (thru 2016); Fund 334 (2017-19)	315,434	315,434	315,434	315,434	0	0	0	0	0	0
65 2008 DS Fund 333 (thru 2015)/Fund 334 (2016-19)	193,152	193,152	193,152	193,152	0	0	0	0	0	0
66 Public Safety Facility Debt					400,000	400,000	400,000	400,000	400,000	400,000
67 SAC Debt Levy - partial plant & 2022? upgrades				0	0	240,000	240,000	240,000	240,000	240,000
68 <b>TOTAL DEBT SERVICE LEVIES</b>	<b>743,586</b>	<b>743,586</b>	<b>743,586</b>	<b>743,586</b>	<b>455,000</b>	<b>640,000</b>	<b>640,000</b>	<b>640,000</b>	<b>640,000</b>	<b>640,000</b>
69										
70 <b>TOTAL TAX LEVIES</b>	5,588,914	5,895,999	6,624,124	6,953,368	7,180,319	7,721,271	8,174,774	8,552,882	8,925,733	9,280,470
71										
72										
73 <b>NET LEVY TO TAXPAYERS</b>	5,588,914	5,895,999	6,624,124	6,953,368	7,180,319	7,721,271	8,174,774	8,552,882	8,925,733	9,280,470
74										
75 <b>Percent Increase in Net Levy</b>	9.44%	5.49%	12.35%	4.97%	3.26%	7.53%	5.87%	4.63%	4.36%	3.97%
76										
77										
78 EXISTING TAX BASE	13,496,711	14,175,798	14,915,157	15,736,502	16,639,137	17,568,851	18,526,456	19,512,790	20,528,714	21,575,115
79 NEW CONSTRUCTION TAX CAP	266,200	304,937	363,000	418,000	418,000	418,000	418,000	418,000	418,000	418,000
80										
81										
82 <b>TOTAL TAX CAPACITY</b>	13,762,911	14,480,735	15,278,157	16,154,502	17,057,137	17,986,851	18,944,456	19,930,790	20,946,714	21,993,115
83										
84 <b>TAX RATE ON TAX CAPACITY</b>	40.609%	40.716%	43.357%	43.043%	42.096%	42.927%	43.151%	42.913%	42.612%	42.197%
85 <b>TAX RATE % CHANGE</b>	4.20%	0.27%	6.49%	-0.72%	-2.20%	1.98%	0.52%	-0.55%	-0.70%	-0.97%
86										
87 Existing Tax Base Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
88 Total Tax Base Increase	5.03%	5.22%	5.51%	5.74%	5.59%	5.45%	5.32%	5.21%	5.10%	5.00%
89 % from New Growth	2.03%	2.22%	2.51%	2.74%	2.59%	2.45%	2.32%	2.21%	2.10%	2.00%

**CITY OF SARTELL FINANCIAL MANAGEMENT PLAN**

**Exhibit C**

**Sartell Park Funds**

	<u>Revenues</u>	<u>Expenditure</u>	<u>Balance</u>	
<b>Fund 211 - Park Fund</b>				<b><u>Greenways only</u></b>
2016 Starting Balance			\$12,861	Avalon (4)
2016 LeSauk Township Contribution	\$20,000		\$32,861	Celebration Pond (4)
2016 Val Smith courts		\$20,000	\$12,861	Newport (4)
2016 Roundup Contributions	\$3,000		\$15,861	Oakview Pond (6)
2016 Pinecone Regional Park - wetland mitigation engineer		\$3,000	\$12,861	Pine Lakes (3)
2017 Roundup Contributions	\$3,000		\$15,861	Sartell Heights (2)
2017 Fox Run & Celebration pool shade shelters (also 260)		\$10,000	\$5,861	Stonebrook Estates (4)
2017 Tree plantings - Celebration and Lions		\$4,000	\$1,861	Tiffany Meadows (4)
2017 Non-Election Year Levy	\$18,000		\$19,861	
2017 Pickleball benches & windscreen		\$5,000	\$14,861	
2018 Beautification Fund Transfer	\$20,000		\$34,861	
2018 Roundup Contributions	\$3,000		\$37,861	
2018 Trees, Benches, Trash receptacles		\$5,000	\$32,861	
2019 Roundup Contributions	\$3,000		\$35,861	
2019 Non-Election Year Levy	\$20,000		\$55,861	
2019 Trees, Benches, Trash receptacles		\$5,000	\$50,861	
2020 Beautification Fund Transfer	\$20,000		\$70,861	
2020 Roundup Contributions	\$3,000		\$73,861	
2020 Trees, Benches, Trash receptacles		\$5,000	\$68,861	
<hr/>				<b><u>Parks</u></b>
<b>Fund 260 - Regional Parks - Also see local sales tax funds for other planned regional park imp</b>				
2016 Starting Balance			\$7,665	Sartell Veterans (District 2)
2016 Park Dedications (Arbor Trails, Kornovich)	\$8,020		\$15,685	Watab Creek North & South (District 2)
2016 Val Smith courts		\$10,000	\$5,685	Rotary Riverside Park (District 2)
2017 Reker apart park ded (20%)			\$5,685	Northside (District 5)
2017 Celebration Pool shade features - w/park ded funds above?			\$5,685	Val Smith (District 6)
				Pine Cone Regional Park (District 3)
				Pinecone Central Park (District 4)
				Linear Park (District 2 & 5)
				Sauk River Regional Park (District 1)
				Lions Park (District 2)
				Celebration Park (District 4)
				Lake Francis (District 1)
<hr/>				<b><u>Parks</u></b>
<b>Fund 261- District 1</b>				
2016 Starting Balance			\$176,883	Huntington
2016 Park Dedication - Kornovich	\$17,200		\$194,083	
2016 Sauk River Park State reimb from prior	\$9,750		\$203,833	
2016/17 Lake Francis/Angel of Hope Improvements		\$165,000	\$38,833	
<hr/>				<b><u>Parks</u></b>
<b>Fund 262 - District 2</b>				
2016 Starting Balance			\$113,172	Sabre Oaks
2016 Park Dedication - single family lot	\$783		\$113,955	Rolling Meadows East, North & West
2017 Watab Park shelter		\$100,000	\$13,955	Nature's Edge
Sartell Rotary Park - parking/access if/when needed?			\$13,955	Meadowlake
<hr/>				<b><u>Parks</u></b>
<b>Fund 263 - District 3</b>				
2016 Starting Balance			\$36,011	Geoffrey
2016 Arbor Trails park ded (80%)	\$14,083		\$50,094	Creekview Park

2016 Pinecone Regional Park parking lot	\$100,000	(\$49,906)	Sandstone East & West
2017 Reker apt ded (80%)		(\$49,906)	Madison Crossing
2017 Skatepark if determined feasible at this site	\$50,000	(\$99,906)	
		(\$99,906)	
<b>Fund 264 - District 4</b>			<b><u>Parks</u></b>
2016 Starting Balance		\$14,702	Fox Run
2017 Wilds Court recommendations from Park Comm	\$10,000	\$4,702	Wilds North & South
20?? Fox Run Phase 2 Equip		\$4,702	Cypress PineTree Pond
<b>Fund 265 - District 5</b>			<b><u>Parks</u></b>
2016 Starting Balance		\$44,078	Morningstar
2017 Northside tennis court or soccer field improvements?		\$44,078	
		\$44,078	
<b>Fund 266 - District 6</b>			<b><u>Parks</u></b>
2016 Starting Balance		\$62,163	Eastside Kiddie
2016 Val Smith Courts	\$60,000	\$2,163	
		\$2,163	
<b>Fund 267 - Recreational Field Fund</b>			
2016 Starting Balance		\$11,870	
2016 Golf Course Lease 1st half	\$12,500	\$24,370	
2016 Golf Course Lease 2nd half	\$12,500	\$36,870	
2016 Turf Improvement Proposal		\$22,000	\$14,870
2016 Design Tree & iiW Planning Proposal		\$7,800	\$7,070
2017 Golf Course Lease	\$25,750	\$32,820	

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit D

### Beautification Fund

	Expenses	Revenues	Balance
2014 Starting Balance			\$66,636
2014 Tower Revenues		\$134,152	\$200,788
2014 Trails & Paths	\$4,200		\$196,588
2014 Operating, flags & prairie maint	\$43,000		\$153,588
2014 Donations, etc		\$600	\$154,188
2014 Election Year Transfer to Park Fund	\$20,000		\$134,188
2014 Grant Writing Consultant	\$27,500		\$106,688
2014 Parks/Trails -Pinecone Interfund	\$45,000		\$61,688
2014 Tower ESCROW Funds		\$23,500	\$85,188
2014 Mower Trade Ins	\$8,125		\$77,063
2015 Tower Revenues		\$145,619	\$222,682
2015 Dog Park	\$7,107		\$215,575
2015 SPEND ESCROWED FUNDS	\$7,950		\$207,625
2015 Benches, Garbage rec, etc	\$4,418		\$203,207
2015 Val Smith	\$1,600		\$201,607
2015 Operating, supplies, etc.	\$48,256		\$153,351
2015 Parks/Trails - Pinecone Interfund	\$29,732		\$123,619
2015 John Deere Commercial mower	\$50,400		\$73,219
2015 Mower Trade Ins	\$28,900		\$44,319
2016 Tower Revenues		\$145,000	\$189,319
2016 Operating, flags & prairie maint	\$60,000		\$129,319
2016 ProFields Contract	\$7,500		\$121,819
2016 Mower trades/sales		\$41,000	\$162,819
2016 Val Smith Park Courts	\$19,021		\$143,798
2016 Mower Lease/purchase	\$34,354		\$109,444
2017 Tower Revenues		\$145,000	\$254,444
2017 PCR Roundabout Landscaping	\$75,000		\$179,444
2017 Solar Lease Revenues		\$20,000	\$199,444
2017 Operating, flags & prairie maint	\$75,000		\$124,444
2017 Trail sealcoat/crackseal - 7th Street North	\$60,000		\$64,444
2017 Mower Trade Ins	\$35,000		\$29,444
2018 Tower Revenues		\$145,000	\$174,444
2018 Solar Lease Revenues		\$25,000	\$199,444
2018 Operating, flags & prairie maint	\$80,000		\$119,444
2018 Trail sealcoat/crackseal	\$45,000		\$74,444
2018 Election Year Transfer to Park Fund	\$20,000		\$54,444
2018 Mower Trade Ins	\$35,000		\$19,444
2019 Tower Revenues		\$145,000	\$164,444
2019 Solar Lease Revenues		\$29,000	\$193,444
2019 Operating, flags & prairie maint	\$80,000		\$113,444
2019 Trail sealcoat/crackseal	\$55,000		\$58,444
2019 Mower Trade Ins	\$40,000		\$18,444
2020 Tower Revenues		\$145,000	\$163,444
2020 Solar Lease Revenues		\$29,000	\$192,444
2020 Operating, flags & prairie maint	\$80,000		\$112,444
2020 Trail sealcoat/crackseal	\$0		\$112,444
2020 Election Year Transfer to Park Fund	\$20,000		\$92,444
2020 Mower Trade Ins	\$40,000		\$52,444

CITY OF SARTELL FINANCIAL MANAGEMENT PLAN											
Exhibit F1		Estimated ENR			3.00%						
SAC Fund											
	EST #	SAC	Other	Annual SAC	Misc	Fund 315	Fund 331	To Fund 602	2022 or later		
YEAR	NEW UNITS	PER UNIT	FUNDS	REVENUE	Cash Projects	2006 LS #1	Refin LS #1	PFA Loan WWTP Exp	projects SC WWTP	BALANCE	
2005	413	actuals shown for 2005-2014						Reduction			
2006	410	\$1,300						2021 done	Uncertain		
2007	135	\$1,550						with\$240 levy	when this will		
2008	275	\$1,850			May				actually occur -		
2009	363	\$2,100			transfer				pushed back		
2010	109	\$2,300			these				for our own plan		
2011	94	\$2,500							ADJUST TO ACTUAL		
2012	117	\$2,500	400,000	292,500	0	155,000		452,000	0	(350,114)	
2013	189	\$2,575	400,000	485,388	0	155,000		450,000	2,200	(264,614)	
2014	89	\$2,652	414,018	236,050	72,495	100,000	55,000	450,000	169	13,574	
2015	200	\$2,732	262,000	546,364	81,635	0	155,000	450,000	0	(14,022)	
2016	220	\$2,814	133,000	619,030	0	0	150,000	450,000	0	107,706	
2017	300	\$2,898	47,500	869,456	0	0	150,000	540,000	0	259,736	
2018	175	\$2,985	50,000	522,398	200,000	0	150,000	540,000	0	486,692	
2019	150	\$3,075	50,000	461,203	0	0	150,000	540,000	0	169,090	
2020	150	\$3,167	150,000	475,039	0	0	150,000	540,000	0	92,000	
2021	150	\$3,262	150,000	489,290	0	0	150,000	300,000	0	(9,708)	
2022	150	\$3,360	150,000	503,969	0	0	150,000	300,000	0	Monitor and adjust	
2023	150	\$3,461	150,000	519,088	0	0	150,000	300,000	200,000	(74,669)	
2024	150	\$3,564	150,000	534,660	0	0	150,000	300,000	200,000	interfund loans	
2025	150	\$3,671	150,000	550,700	0	0	150,000	300,000	200,000	114,621	
2026	150	\$3,781	150,000	567,221	0	0	150,000	300,000	200,000	318,590	
2027	150	\$3,895	150,000	584,238	0	0		300,000	200,000	337,677	
2028	150	\$4,012		601,765	0	0		300,000	200,000	372,338	
2029	150	\$4,132		619,818	0	0		300,000	200,000	423,038	
2030	150	\$4,256		638,412	0	0		300,000	200,000	490,259	
2031	150	\$4,384	(300,000)	657,565	0	0		300,000	200,000	724,497	
2032	150	\$4,515	(300,000)	677,292	0	0		0	200,000	826,262	
2033	150	\$4,651	(300,000)	697,610	0	0		0	200,000	946,079	
2034	150	\$4,790	(300,000)	718,539	0	0		0	200,000	1,084,492	
2035	150	\$4,934	(300,000)	740,095	0	0		0	200,000	1,084,492	
2036	150	\$5,082	(300,000)	762,298	0	0		0	200,000	942,057	
2037	150	\$5,234	(300,000)	785,167	0	0		0	200,000	1,119,348	
2038	150	\$5,391	(300,000)	808,722	0	0		0	0	1,316,959	

*This assumes repayment of "other funds" starting in 2031 which could go to 101 or 602 actual payments determined on actual loan amortization*

2039	150	\$5,553	(300,000)	832,983	0	0	0	0	3,364,762	<i>for both Other funds</i>
2040	150	\$5,720	(300,000)	857,973	0	0	0	0	3,922,735	<i>and PFA Loan</i>
2041	150	\$5,891	(300,000)	883,712	0	0	0	0	4,506,447	
2042	150	\$6,068	(300,000)	910,223	0	0	0	0	5,116,671	
2043	150	\$6,250	(300,000)	937,530	0	0	0	0	5,754,201	
2044	150	\$6,438		965,656	0	0	0	0	6,719,857	
2045	150	\$6,631		994,626	0	0	0	0	7,714,482	
2046	150	\$6,830		1,024,464	0	0	0	0	8,738,947	
2047	150	\$7,035		1,055,198	0	0	0	0	9,794,145	
2048	150	\$7,246		1,086,854	0	0	0	0	10,881,000	
2049	150	\$7,463		1,119,460	0	0	0	0	12,000,460	
2050	150	\$7,687		1,153,044	0	0	0	0	13,153,503	
<b>Misc Projects:</b>										
2007	LS #1 Odor Control & 1/3 Zakrashek land									
2009	Misc rev & expense plus LS #2 rehab									
2011	LS #7									
2014	LS #12 - replace pumps rather than rebuild PLUS final WWTP close out payment									
2015	LS #6 - control panel rehab \$28,500 & LS #3 upgrade \$51,500 PLUS WWTP Closeout payment									
2018	LS #2 include rebuild with East Side project & borrow instead									
2025	LS #13 - development driven									

CITY OF SARTELL FINANCIAL MANAGEMENT PLAN											
Exhibit F2		Estimated ENR		3.00%							
WAC Fund											
					6 MGD	6 MGD	1 MG		WTP &		
	EST #	WAC	Other	Annual WAC	WTP, Main	WTP, Main	Tank	2 Wells	Storage		
YEAR	NEW UNITS	PER UNIT	FUNDS	REVENUE	& 3 wells	& 3 wells	2028	2028	2035	BALANCE	
					319	320					
2005	416	actuals shown for 2005-2014									
2006	412	\$2,200									
2007	140	\$2,350									
2008	286	\$2,500									
2009	363	\$2,700									
2010	111	\$2,900									
2011	94	\$3,100		291,400	0	77,000	0	0	0	108,185	
2012	119	\$3,100	400,000	368,900	305,000	550,000	0	0	0	22,085	
2013	187	\$3,200	400,000	598,400	305,000	550,000	0	0	0	165,485	
2014	89	\$3,296	414,500	293,344	305,000	550,000	0	0	0	18,329	
2015	201	\$3,395	262,000	682,371	305,000	550,000	0	0	0	107,700	
2016	220	\$3,497	133,000	769,280	300,000	550,000	0	0	0	159,980	
2017	300	\$3,602	47,500	1,080,488	300,000	550,000	0	0	0	437,968	
2018	175	\$3,710	50,000	649,193	300,000	550,000	0	0	0	287,162	Monitor and adjust
2019	150	\$3,821	50,000	573,145	300,000	595,000	0	0	0	15,307	interfund loans
2020	150	\$3,936	280,000	590,339	305,000	595,000	0	0	0	(14,354)	
2021	150	\$4,054	300,000	608,050	305,000	595,000	0	0	0	(6,304)	
2022	150	\$4,175	300,000	626,291	305,000	595,000	0	0	0	19,987	
2023	150	\$4,301	300,000	645,080	305,000	595,000	0	0	0	65,067	
2024	150	\$4,430	300,000	664,432	305,000	595,000	0	0	0	129,499	
2025	150	\$4,562	300,000	684,365	305,000	595,000	0	0	0	213,864	
2026	150	\$4,699	300,000	704,896	305,000	595,000	0	0	0	318,760	
2027	150	\$4,840	300,000	726,043	305,000	595,000	0	0	0	444,804	
2028	150	\$4,985		747,824	305,000	595,000	0	0	0	292,628	
2029	150	\$5,135		770,259	0	615,000	200,000	155,000	0	92,887	
2030	150	\$5,289	(300,000)	793,367	0	0	200,000	155,000	0	231,254	
2031	150	\$5,448	(300,000)	817,168	0	0	200,000	155,000	0	393,422	
2032	150	\$5,611	(300,000)	841,683	0	0	200,000	155,000	0	580,105	
2033	150	\$5,780	(300,000)	866,933	0	0	200,000	155,000	0	792,038	<i>This assumes repayment</i>
2034	150	\$5,953	(300,000)	892,941	0	0	200,000	155,000	0	1,029,979	<i>of "other funds" starting</i>
2035	150	\$6,132	(300,000)	919,730	0	0	200,000	155,000	0	1,294,709	<i>in 2031 which could</i>

2036	150	\$6,315	(300,000)	947,322	0	0	200,000	155,000	675,000	912,031	<i>go to 101 or 601;</i>
2037	150	\$6,505	(300,000)	975,741	0	0	200,000	155,000	675,000	557,772	<i>actual payments</i>
2038	150	\$6,700	(300,000)	1,005,013	0	0	200,000	155,000	675,000	232,785	<i>determined on</i>
2039	150	\$6,901	(300,000)	1,035,164	0	0	200,000	0	675,000	92,949	<i>actual loan</i>
2040	150	\$7,108	(300,000)	1,066,219	0	0	200,000	0	675,000	(15,832)	<i>amortization</i>
2041	150	\$7,321	(300,000)	1,098,205	0	0	200,000	0	675,000	(92,627)	
2042	150	\$7,541	(300,000)	1,131,151	0	0	200,000	0	675,000	(136,476)	
2043	150	\$7,767	(300,000)	1,165,086	0	0	200,000	0	675,000	(146,390)	
2044	150	\$8,000	(300,000)	1,200,039	0	0	0	0	675,000	78,649	
2045	150	\$8,240	(300,000)	1,236,040	0	0	0	0	675,000	339,689	
2046	150	\$8,487	(300,000)	1,273,121	0	0	0	0	675,000	637,810	
2047	150	\$8,742	(300,000)	1,311,315	0	0	0	0	675,000	974,124	
2048	150	\$9,004		1,350,654	0	0	0	0	675,000	1,649,778	
2049	150	\$9,274		1,391,174	0	0	0	0	675,000	2,365,952	
2050	150	\$9,553		1,432,909	0	0	0	0	675,000	3,123,861	

**City of Sartell Financial Management Plan  
Exhibit F3**

**Combined Utility Funds**

		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	Growth/Inflate										
# of Residential Meters	2.00%	4535	4625	4718	4812	4908	5007	5107	5209	5313	5419
# of Commercial Meters	2.00%	252	257	262	267	272	278	283	289	295	301
Annual Residential Water Use (in hundred cubic feet: i.e. 149	130										
Annual Commercial Water Use (in hundred cubic feet)	600										
Annual Residential Sewer Use (in hundred cubic feet)	78										
Annual Commercial Sewer Use (in hundred cubic feet)	500										
Rate Increase											
Water per 100 c.f.	4.00% after 2014	\$2.39	\$2.49	\$2.59	\$2.69	\$2.80	\$2.91	\$3.02	\$3.15	\$3.27	\$3.40
Sewer per 100 c.f.	4.00% after 2014	\$4.29	\$4.47	\$4.64	\$4.83	\$5.02	\$5.22	\$5.43	\$5.65	\$5.88	\$6.11
Residential Storm monthly		\$6.75	\$7.00	\$7.25	\$7.50	\$7.75	\$7.75	\$7.75	\$7.75	\$7.75	\$7.75
Commercial/Multi Storm monthly		\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50
Operating Expense Inflation	5.00%										

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>REVENUES</b>										
Residential Water Revenues	1,409,080	1,494,752	1,585,633	1,682,040	1,784,308	1,892,794	2,007,875	2,129,954	2,259,456	2,396,830
Commercial Water Revenues	360,711	382,642	405,907	430,586	456,765	484,537	513,996	545,247	578,398	613,565
<b>Subtotal Water Revenue (inc. penalty, wellhead, etc but not LBG Admin)</b>	<b>1,769,791</b>	<b>1,877,394</b>	<b>1,991,540</b>	<b>2,112,625</b>	<b>2,241,073</b>	<b>2,377,330</b>	<b>2,521,872</b>	<b>2,675,202</b>	<b>2,837,854</b>	<b>3,010,396</b>
Residential Sewer Revenues	1,518,746	1,611,086	1,709,040	1,812,950	1,923,177	2,040,106	2,164,145	2,295,725	2,435,305	2,583,371
Commercial Sewer Revenues	539,978	572,809	607,635	644,580	683,770	725,343	769,444	816,226	865,853	918,497
<b>Subtotal Sewer Revenue (inc penalty, etc)</b>	<b>2,058,724</b>	<b>2,183,895</b>	<b>2,316,675</b>	<b>2,457,529</b>	<b>2,606,947</b>	<b>2,765,449</b>	<b>2,933,589</b>	<b>3,111,951</b>	<b>3,301,158</b>	<b>3,501,868</b>
Storm Revenues	414,078	437,775	462,253	487,536	513,645	523,918	534,396	545,084	555,986	567,106
<b>Subtotal Storm Revenue (inc. penalty, etc)</b>	<b>414,078</b>	<b>437,775</b>	<b>462,253</b>	<b>487,536</b>	<b>513,645</b>	<b>523,918</b>	<b>534,396</b>	<b>545,084</b>	<b>555,986</b>	<b>567,106</b>

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>EXPENDITURES</b>										
Water Operating (FT employee adds in bold)	987,000	<b>1,199,985</b>	1,259,984	1,322,983	1,389,133	1,458,589	1,531,519	1,608,095	1,688,499	1,772,924
Water Debt Service 411/Refinance #328	305,000	305,000	305,000	305,000	305,000	305,000	0	0	0	0
Water share of 2008 Street Debt Serv (#320)	69,522	69,522	69,522	0	0	0	0	0	0	0
Water debt shortfalls and transfers out	0	0	0	0	0	0	0	0	0	0
Water share of Heritage/Roberts/50th #325	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000 Thru 2030
DS 316, Refin #332	117,000	117,000	0	0	0	0	0	0	0	0
<b>Convert to auto meter readers</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>300,000 ??</b>						
Leak Survey	0	0	0	0	0	0	0	0	0	0
Bobcat w/attachments	0	0	0	0	0	0	0	0	0	0
Tower Mixers - North, Huntington and East Towers	45,500	0	0	0	0	0	0	0	0	0
NW Water Tank Maintenance/Other capital	0	0	0	0	0	0	0	0	0	0 <b>Need again 2027</b>
East Water Tank Repair/Paint	0	0	<b>800,000</b>	0	0	0	0	0	0	0 <b>Borrow in 2018</b>
Well Rehab rotation annually	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Huntington Water Tank Cleaning 2014/Rehab 2020	0	0	0	0	0	0	<b>800,000</b>	0	0	0 <b>Borrow in 2022</b>
Water share Central Park Drive	0	0	0	0	0	0	0	0	0	0
Expense adjust to actual	0	0	0	0	0	0	0	0	0	0
Adjust to actual year end balance	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Water Expenses</b>	<b>1,674,022</b>	<b>1,866,507</b>	<b>2,909,506</b>	<b>2,102,983</b>	<b>2,169,133</b>	<b>2,238,589</b>	<b>2,806,519</b>	<b>2,083,095</b>	<b>2,163,499</b>	<b>2,247,924</b>

Sewer Operating	1,058,843	1,111,785	1,167,375	1,225,743	1,287,030	1,351,382	1,418,951	1,489,899	1,564,394	1,642,613
Sewer Debt Service 315/New Fund 331	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000 Thru 2025
Sewer share of 2008 Street Debt Serv (#320)	50,000	50,000	50,000	0	0	0	0	0	0	0
Sewer share of Heritage/Roberts/50th #325	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000 thru 2030
St. Cloud 1999 biosolids repair bonds	42,460	42,460	42,460	0	0	0	0	0	0	0
St. Cloud 2010 Sewer Intercept bonds	59,440	59,440	59,440	59,440	0	0	0	0	0	0
St. Cloud 2011 Sewer Intercept bonds	25,410	25,410	25,410	25,410	25,410	0	0	0	0	0 ends 2020
St. Cloud Main Lift rehab 2016	0	24,500	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000 Thru 2026
St. Cloud Biosolids 2018 (NR2 Project)	142,000	280,000	0	390,000	390,000	390,000	390,000	390,000	390,000	390,000 Thru 2038
Various manhole repairs/replacements annually	0	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Transfer to DS 303/Refinanced to #326	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	0 Thru 2024
LS #3, #8 & #9 rehab	45,500	50,000	0	0	0	0	0	0	0	0
LS rehab on a rotating basis	0	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

**City of Sartell Financial Management Plan  
Exhibit F3**

**Combined Utility Funds**

		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	Growth/Inflate										
# of Residential Meters	2.00%	4535	4625	4718	4812	4908	5007	5107	5209	5313	5419
# of Commercial Meters	2.00%	252	257	262	267	272	278	283	289	295	301
Annual Residential Water Use (in hundred cubic feet: i.e. 149	130										
Annual Commercial Water Use (in hundred cubic feet)	600										
Annual Residential Sewer Use (in hundred cubic feet)	78										
Annual Commercial Sewer Use (in hundred cubic feet)	500										
Rate Increase											
Water per 100 c.f.	4.00% after 2014	\$2.39	\$2.49	\$2.59	\$2.69	\$2.80	\$2.91	\$3.02	\$3.15	\$3.27	\$3.40
Sewer per 100 c.f.	4.00% after 2014	\$4.29	\$4.47	\$4.64	\$4.83	\$5.02	\$5.22	\$5.43	\$5.65	\$5.88	\$6.11
Residential Storm monthly		\$6.75	\$7.00	\$7.25	\$7.50	\$7.75	\$7.75	\$7.75	\$7.75	\$7.75	\$7.75
Commercial/Multi Storm monthly		\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50
Operating Expense Inflation	5.00%										

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>REVENUES</b>										
Sewer share Central Park Drive	0	0	0	0	0	0	0	0	0	0
Expense adjust to actual	0	0	0	0	0	0	0	0	0	0
Bobcat w/attachments	0	0	0	0	0	0	0	0	0	0
Replace 2003 Jet Vac	0	0	0	0	0	0	0	0	0	0
WWTP Expansion Debt - user share (\$450,000 from SAC transfer in not shown)	300,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000 Thru 2030
Adjust to actual year end balance										
<b>Subtotal Sewer Expenses</b>	<b>1,928,653</b>	<b>2,188,595</b>	<b>2,000,685</b>	<b>2,356,593</b>	<b>2,358,440</b>	<b>2,397,382</b>	<b>2,464,951</b>	<b>2,535,899</b>	<b>2,610,394</b>	<b>2,508,613</b>
Storm Operating	91,350	95,918	100,713	105,749	111,036	116,588	122,418	128,539	134,966	141,714
Storm Debt Service #322	57,000	0	0	0	0	0	0	0	0	0
Storm share of 2008 Street Debt Serv (#320)	34,578	34,578	34,578	0	0	0	0	0	0	0
Various Ditch, Pond & Catch Basin R&M	30,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Consultants & repairs on Highway 15 Storm (after \$280,000 reimb)	0	0	0	0	0	0	0	0	0	0
Storm share of Heritage/Roberts/50th #325	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000 Thru 2026
Storm share Central Park Drive/then #326	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	0	0 Thru 2023
Expense adjust to actual	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Storm Expenses</b>	<b>342,928</b>	<b>300,496</b>	<b>305,291</b>	<b>275,749</b>	<b>281,036</b>	<b>286,588</b>	<b>292,418</b>	<b>298,539</b>	<b>249,966</b>	<b>256,714</b>

Water Fund Increase/Decrease w/o Depreciation	\$95,769	\$10,887	(\$917,966)	\$9,642	\$71,940	\$138,741	(\$284,647)	\$592,107	\$674,355	\$762,471
Sewer Fund Increase/Decrease w/o Depreciation	\$130,071	(\$4,701)	\$315,991	\$100,936	\$248,507	\$368,067	\$468,638	\$576,052	\$690,764	\$993,255
Storm Fund Increase/Decrease w/o Depreciation	\$71,150	\$137,279	\$156,962	\$211,787	\$232,609	\$237,330	\$241,979	\$246,546	\$306,020	\$310,392

<b>YEAR END WATER FUND 601 BALANCE (w/AR &amp; AP)</b>	<b>\$1,440,469</b>	<b>\$1,451,356</b>	<b>\$533,390</b>	<b>\$543,032</b>	<b>\$614,972</b>	<b>\$753,713</b>	<b>\$469,066</b>	<b>\$1,061,173</b>	<b>\$1,735,528</b>	<b>\$2,497,999</b>	Depreciation shortfall: <b>(\$7,302,036)</b>
<b>YEAR END SEWER FUND 602 BALANCE (w/AR &amp; AP)</b>	<b>\$543,860</b>	<b>\$539,159</b>	<b>\$855,150</b>	<b>\$956,086</b>	<b>\$1,204,593</b>	<b>\$1,572,660</b>	<b>\$2,041,298</b>	<b>\$2,617,350</b>	<b>\$3,308,114</b>	<b>\$4,301,369</b>	<b>(\$3,911,827)</b>
<b>YEAR END STORM FUND 603 BALANCE</b>	<b>\$199,334</b>	<b>\$336,613</b>	<b>\$493,575</b>	<b>\$705,362</b>	<b>\$937,971</b>	<b>\$1,175,300</b>	<b>\$1,417,279</b>	<b>\$1,663,825</b>	<b>\$1,969,845</b>	<b>\$2,280,237</b>	<b>(\$2,599,989)</b>

2% inflator or actual	TOTAL DEPRECIATION										
Water Depreciation	978,868	998,445	1,018,414	1,038,782	1,059,558	1,080,749	1,102,364	1,124,411	1,146,900	1,169,838	<b>\$7,917,008</b>
Sewer Depreciation	632,600	645,252	658,157	671,320	684,746	698,441	712,410	726,658	741,192	756,015	<b>\$5,116,419</b>
Storm Depreciation	437,437	446,186	455,110	464,212	473,496	482,966	492,626	502,478	512,528	522,778	<b>\$3,537,960</b>

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit H

### Building Fund 410

Building Fund	Expenses	Revenues	Balance
2016 Beginning Balance			(\$19,709)
2016 Budget Allocation		\$175,000	\$155,291
2016 DS for PS Campus Phase II (#330)	\$145,000		\$10,291
2017 Budget Allocation		\$145,000	\$155,291
2017 Chair Rotations	\$2,000		\$153,291
2017 DS for PS Campus Phase II (#330)	\$145,000		\$8,291
2018 Budget Allocation		\$160,000	\$168,291
2018 Chair Rotations	\$2,000		\$166,291
2018 DS for PS Campus Phase II (#330)	\$145,000		\$21,291
2019 Budget Allocation		\$170,000	\$191,291
2019 Chair Rotations	\$2,000		\$189,291
2019 DS for PS Campus Phase II (#330)	\$145,000		\$44,291
2020 Budget Allocation		\$200,000	\$244,291
2020 Chair Rotations	\$2,000		\$242,291
2020 DS for PS Campus Phase II (#330)	\$145,000		\$97,291
2021 Budget Allocation		\$250,000	\$347,291
2021 DS for PW Addition done in 2020	\$120,000		\$227,291
2021 Chair Rotations	\$2,000		\$225,291
2021 DS for PS Campus Phase II (#330)	\$145,000		\$80,291
2022 Budget Allocation		\$260,000	\$340,291
2022 DS for PW Addition	\$120,000		\$220,291
2022 Chair Rotations	\$2,500		\$217,791
2022 DS for PS Campus Phase II (#330)	\$145,000		\$72,791

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit I

### PD Equipment Fund 412

<b>Police Equipment Fund</b>	<b>Expenses</b>	<b>Revenues</b>	<b>Balance</b>
2016 Beginning Balance			\$35,770
2016 Add 1 Vehicle & Equip	\$50,615		(\$14,845)
2016 Admin fines less misc expenses		\$400	(\$14,445)
2017 Budget Allocation		\$80,000	\$65,555
2017 Transfer from Gen Fund Reserves		\$65,000	\$130,555
2017 Squad Camera Rotation (2)	\$0		\$130,555
2017 4 Vehicle Replacements & Equip	\$120,000		\$10,555
2018 Budget Allocation		\$150,000	\$160,555
2018 Squad Camera Rotation (2)	\$0		\$160,555
2018 Add 1 and 3 Vehicle Replacements & Equip	\$145,000		\$15,555
2019 Budget Allocation		\$150,000	\$165,555
2020 4 Vehicle replacements & Equip	\$125,000		\$40,555
2020 Budget Allocation		\$160,000	\$200,555
2020 Squad Camera Replacement	\$50,000		\$150,555
2020 4 Vehicle replacements	\$135,000		\$15,555
2021 Budget Allocation		\$160,000	\$175,555

**CITY OF SARTELL FINANCIAL MANAGEMENT PL****Exhibit J****FD Equipment Fund 413**

	<b>Expenses</b>	<b>Revenues</b>	<b>Balance</b>
2016 Beginning Balance			\$95,366
2016 Budget Allocation		\$60,000	\$155,366
2016 Rehab Air Van #20 (finals)	\$32,000		\$123,366
2016 Gear Cleaning System - less grant	\$7,800		\$115,566
2016 Pager/Radio Rotation	\$10,000		\$105,566
2017 Budget Allocation		\$65,000	\$170,566
2017 Replace 5 of 20 - 2008 airpacks	\$27,000		\$143,566
2017 Pager/Radio Rotation	\$10,000		\$133,566
2018 Budget Allocation		\$80,000	\$213,566
2018 Replace 5 of 20 - 2008 airpacks	\$27,000		\$186,566
2018 Pager/Radio Rotation	\$10,000		\$176,566
2019 Budget Allocation		\$90,000	\$266,566
2019 Pager/Radio Rotation	\$10,000		\$256,566
2020 Budget Allocation		\$100,000	\$356,566
2020 Replace 5 of 20 - 2008 airpacks	\$27,000		\$329,566
2020 Pager/Radio Rotation	\$10,000		\$319,566
2020 Replace 1990 Freightliner	\$0		\$319,566
2021 Budget Allocation		\$110,000	\$429,566
2021 Replace 1991 Ford F350	\$100,000		\$329,566
2021 Replace 5 of 20 - 2008 airpacks	\$27,000		\$302,566
2021 Pager/Radio Rotation	\$10,000		\$292,566
2022 Budget Allocation		\$110,000	\$402,566

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit K

### PW Equip Fund 414

	Expenses	Revenues	Balance
2016 Beginning Balance			(\$25,273)
2016 Budget Allocation		\$250,000	\$224,727
2016 Balance of plow expenses	\$85,524		\$139,203
2016 One Pickup	\$27,834		\$111,369
2016 Park Trailer	\$2,015		\$109,354
2016 Isuzu Replacement Vehicle	\$15,000		\$94,354
2016 Leaf Vac	\$65,000		\$29,354
2016 Liquid Snow/Ice Unit	\$10,000		\$19,354
2016 Plow replacement	\$6,600		\$12,754
2016 Equipment Replacement (A/C & scaffold)	\$15,000		(\$2,246)
2017 Budget Allocation		\$260,000	\$257,754
2017 Transfer from PIR Fund		\$60,000	\$317,754
2017 1 pickup	\$30,000		\$287,754
2017 Ditch Mower	\$25,000		\$262,754
2017 Fertilizer Spreader	\$10,000		\$252,754
2017 Hot Box	\$35,000		\$217,754
2017 Equipment Replacement (Box/pan brake&weld)	\$12,000		\$205,754
2017 Salt Brine Production System	\$11,000		\$194,754
2017 Replace 2000 Sterling Plow	\$195,000		(\$246)
2018 Budget Allocation		\$270,000	\$269,754
2018 Pickup (from water/sewer)	\$0		\$269,754
2018 Replace 2004 Sweeper	\$190,000		\$79,754
2018 Equipment Replacement	\$10,000		\$69,754
2018 Compost Screen	\$40,000		\$29,754
2019 Budget Allocation		\$275,000	\$304,754
2019 2 Pickups (Plus Utility Truck from W/S)	\$60,000		\$244,754
2019 Equipment Replacement	\$15,000		\$229,754
2020 Budget Allocation		\$300,000	\$529,754
2020 Equipment Replacement	\$15,000		\$514,754
2020 Replace 2003 Sterling Plow	\$250,000		\$264,754
2020 Pickups	\$60,000		\$204,754
2021 Budget Allocation		\$310,000	\$514,754
2021 Replace Ditch Cutter	\$60,000		\$454,754
2021 Equipment Replacement	\$15,000		\$439,754
2021 Pickups	\$60,000		\$379,754
2022 Budget Allocation		\$320,000	\$699,754
2022 Equipment Replacement	\$15,000		\$684,754
2022 Replace 2005 Plow Truck	\$250,000		\$434,754
2022 Pickups	\$60,000		\$374,754
2023 Budget Allocation		\$330,000	\$704,754
2023 Replace 2008 Loader	\$250,000		\$454,754
2023 Equipment Replacement	\$20,000		\$434,754
2023 Pickups	\$60,000		\$374,754
2024 Budget Allocation		\$340,000	\$714,754
2024 Equipment Replacement	\$20,000		\$694,754
2024 Replace 2008 Sweeper	\$250,000		\$444,754
2024 Replace 2007 Plow Truck	\$250,000		\$194,754
2024 Pickups	\$60,000		\$134,754
2025 Budget Allocation		\$350,000	\$484,754
2025 Equipment Replacement	\$20,000		\$464,754
2025 Pickups	\$60,000		\$404,754

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit L

### Technology Fund 415

	Expenses	Revenues	Balance	
2016 Beginning Balance			\$27,946	
2016 Budget Allocation		\$60,000	\$87,946	
2016 Election Equipment	\$4,935		\$83,011	
2016 PD Thermal Imagers	\$7,200		\$75,811	
2016 Water Plant Software Upgrade	\$0		\$75,811	Use Water Fund
2016 PD Computers - grant match	\$10,129		\$65,682	
2016 VOIP Conversion	\$20,000		\$45,682	
2016 Firewall update	\$2,500		\$43,182	
2016 Traffic Counter	\$4,145		\$39,037	
2016 PD add'l computer replacements	\$10,000		\$29,037	
2016 PD Smartphones & Ops for 1 year	\$11,000		\$18,037	
2016 PW Radio replacements	\$3,500		\$14,537	
2016 City Hall Tech Rotations	\$7,500		\$7,037	
2017 Budget Allocation		\$50,000	\$57,037	
2017 Tech Rotations	\$40,000		\$17,037	
2018 Budget Allocation		\$60,000	\$77,037	
2018 Tech Rotations	\$40,000		\$37,037	
2018 Tech/Software Upgrades	\$25,000		\$12,037	
2019 Budget Allocation		\$65,000	\$77,037	
2019 Tech Rotations	\$44,000		\$33,037	
2019 Tech/Software Upgrades	\$25,000		\$8,037	
2020 Budget Allocation		\$70,000	\$78,037	
2020 Tech Rotations	\$48,000		\$30,037	
2020 Tech/Software Upgrades	\$25,000		\$5,037	

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit M

### Civil Defense Fund 416

	Expenses	Revenues	Balance		
2016 Beginning Balance			\$3,815		
2016 Budget Allocation		\$7,000	\$10,815		
2016 SW Water Plant Siren	\$18,170		(\$7,355)		
2016 St. Cloud share of SW siren		\$8,075	\$720		
2016 Siren lightening damage	\$1,000		(\$280)		
2017 Budget Allocation		\$8,000	\$7,720		
2018 Budget Allocation		\$8,000	\$15,720		
2019 Budget Allocation		\$8,000	\$23,720		
2019 East Side Siren upgrade	\$20,000		\$3,720		
2020 Budget Allocation		\$8,000	\$11,720		

<b>CITY OF SARTELL FINANCIAL MANAGEMENT PLAN</b>			
<b>Exhibit N</b>			
<b>Street Fund 417</b>			
	<b>Expenses</b>	<b>Revenues</b>	<b>Balance</b>
2016 Starting Balance			\$486,000
2016 Budget Allocation		\$150,000	\$636,000
2016 From PIR Fund		\$100,000	\$736,000
2016 TH 15/CR 120 DS Fund #329	\$125,000		\$611,000
2016 Damon Farber	\$25,000		\$586,000
2016 Forfeiture receipts		\$18,867	\$604,867
2016 Diverging Diamond	\$12,177		\$592,690
2016 19th Ave. RAB balance	\$5,943		\$586,747
2016 Sealcoat & Misc Engineering	\$11,500		\$575,247
2016 PCR Wetland Delineation	\$8,008		\$567,239
2016 DS for 2006 Projects (#322/334) thru 2019	\$300,000		\$267,239
2016 SRTS Grant match - BALANCE	\$187,000		\$80,239
2017 Budget Allocation (inc sealcoat): franchise fees		\$550,000	\$630,239
2017 City Hall parking lot overlay	\$50,000		\$580,239
2017 Silent Crossing Contribution?	\$42,500		\$537,739
2017 Share of Kwik Trip intersection	\$36,000		\$501,739
2017 City share of 15th Street study	\$16,000		\$485,739
2017 TH 15/CR 120 DS Fund #329 FINAL	\$110,000		\$375,739
2017 Pinecone Road Landscaping	\$75,000		\$300,739
2017 DS for 2006 Projects (#322/334) thru 2019	\$200,000		\$100,739
2018 Budget Allocation (inc sealcoats)		\$700,000	\$800,739
<b>2018 County loan payment for Heritage/LeSauk</b>	<b>\$437,000</b>		\$363,739
2018 TAP match - various sidewalk/crosswalk imp	\$109,794		\$253,945
2018 DS for 2006 Projects (#322/334) thru 2019	\$200,000		\$53,945
2019 Budget Allocation (inc sealcoats)		\$850,000	\$903,945
2019 DS for 2006 Projects (#322/334) FINAL	\$120,000		\$783,945
2019 DS for East Side or 4th/Evergreen	\$600,000		\$183,945
2020 Budget Allocation		\$700,000	\$883,945
2020 DS for East Side & 4th/Evergreen	\$600,000		\$283,945
2021 Budget Allocation		\$750,000	\$1,033,945
2021 DS for East Side & 4th/Evergreen	\$600,000		\$433,945
2022 Budget Allocation		\$850,000	\$1,283,945

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>November 28, 2016</b>	Agenda Item No. <b>9a</b>
Agenda Section: <b>New Business</b>	Item: <b>CVB 2017 Recommendations</b>	
<p><b>RECOMMENDATION:</b> The Sartell Convention &amp; Visitor’s Bureau Advisory Board recommends entering into a service agreement with the Sartell Chamber of Commerce in the annual amount of \$10,000 paid from Sartell’s lodging tax collections in 2017.</p> <p><b>BACKGROUND:</b> The City initiated your Convention &amp; Visitor’s Bureau Advisory Board to offer recommendations to the Council on the expenditure of lodging tax funds for the purpose of marketing and promoting the City as a tourist and convention center in accordance with Minnesota Statutes. The appointed CVB Board consists of Scott Widor, Bill Worzala, Jon Erickson, Jason Mathiasen, Jason Peterson of AmericInn, Sonja Babich, and Brandon Testa. You are anticipated to collect more than \$30,000 in lodging tax during 2017, and the Board recommends an agreement with the Sartell Chamber for you to pay \$10,000 of that total, payable monthly, for services to be provided by the Chamber through a professional position they employ or contract with to include these CVB services:</p> <ul style="list-style-type: none"> <li>• Analyze, recommend and assist in creating and implementing physical displays at key locations such as the ice arena, community center, and hotel</li> <li>• Analyze, recommend and assist in creating and implementing digital brochure and/or targeted marketing, including for sports tournaments</li> <li>• Analyze, recommend and assist in creating and implementing social media presence and marketing</li> <li>• Recommendations on expenditure of additional lodging tax funds would come back to Council based upon the recommendations of the Chamber professional.</li> </ul> <p><b>BUDGET/FISCAL IMPACT:</b> No general fund impacts – the recommendation expends part of your lodging tax collections within statutory guidelines.</p> <p><b>ATTACHMENTS:</b> None.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Motion to authorize the Mayor and City Administrator to enter into a service agreement to be drafted by the City Attorney providing for payment of \$10,000 from the lodging tax funds for 2017 toward the above CVB services.</p>		