

**AGENDA**  
**SARTELL CITY COUNCIL**  
**Monday, December 14, 2015**  
**Sartell City Hall**  
**6:00 P.M.**

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**1. PLEDGE OF ALLEGIANCE**

**2. AGENDA REVIEW AND ADOPTION**

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

**4. SPECIAL PRESENTATIONS**

**5. APPROVAL OF CITY COUNCIL MINUTES**

- a. November 16, 2015 – Special Joint Meeting with LeSauk
- b. November 23, 2015 - Regular Meeting
- c. November 24, 2015 – Special Meeting
- d. December 7, 2015 – Special Meeting

**6. CONSENT AGENDA**

- a. Acceptance of Building Permit Activity Report
- b. Acceptance of Inspections Activity Report
- c. Acceptance of Technology Report
- d. Acceptance of Fire Department Report
- e. Approval of Resolution Accepting Donations
- f. Approval of voucher payments
- g. Approval of fund transfers
- h. Approval of Plow Truck Purchase
- i. Approval of Resolution Making Appointments for 2016
- j. Approval of Human Rights JPA
- k. Approval of Roadway Improvement Agreement
- l. Approval of Revised Orderly Annexation Agreement Amendment Resolution
- m. Approval of engineering proposal for City utility crossing
- n. Approval of 2016 Council Meeting Schedule
- o. Approval of 2016 squad car purchase
- p. Approval of Resolution Increasing Fire Relief Benefit
- q. Approval of Resolution Appointing Fire Officers
- r. Approval of Pinecone Road Change Orders, Work Orders and Pay Voucher

**7. PUBLIC HEARINGS**

- a. Right of Way Plat
- b. 2016 Budget and Levy

**8. OLD BUSINESS**

- a. Community Center

**9. NEW BUSINESS**

- a. Liquor License Violations

**10. DEPARTMENT REPORTS**

**a. Police Department**

- Monthly Report

**b. Public Works**

- Monthly Report

**c. City Engineer**

- Monthly Report

**d. Planning & Community Development Director**

- Monthly Report

**e. City Administrator**

- Monthly Report

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

**12. ADJOURN**

**SPECIAL JOINT MEETING  
SARTELL CITY COUNCIL-LESAUK TOWN BOARD  
NOVEMBER 16, 2015**

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Pursuant to due call and notice thereof, a special meeting was held on November 16, 2015 at the LeSauk Town Hall.

<b>City Council Present:</b>	<b>Mayor Nicoll, Councilmembers Hennes, Peterson &amp; Braig Lindstrom</b>
<b>City Council Absent:</b>	<b>Lynch</b>
<b>Town Board Present</b>	<b>Westerlund, Krehbiel and Heim</b>
<b>Town Board Absent:</b>	<b>None</b>
<b>Also Present:</b>	<b>Mary Degiovanni, City Administrator Anita Rasmussen, Community Development Director Ken Heim, Fire Chief Jim Sattler, Fire Chief Elect</b>

**CALL TO ORDER**

Mayor Nicoll called the meeting to order at 6:35 p.m.

**AGENDA REVIEW AND APPROVAL**

A motion was made by Peterson and seconded by Braig Lindstrom to approve the agenda as presented. The motion carried unanimously.

**2016 FIRE SERVICES BUDGET**

The 2016 budget was discussed, along with the Fire Protection Service Agreement and the way Township invoices are calculated, including administrative fees. The Township proposed a flat annual rate and there was discussion about whether it would need periodic review. After discussion, a motion was made by Braig Lindstrom and seconded by Krehbiel to amend the Fire Protection Service Agreement to provide for an annual Township cost of \$40,000, payable in two installments annually, through the remaining term of the contract. This would not include building related expenses, which will continue to be invoiced according to the Government Center ownership. The motion carried unanimously.

Fire Marshal services were also discussed and Degiovanni agreed to bring back more information and options for Township consideration.

**FUTURE MEETINGS**

Rasmussen circulated a map of the City and Town boundaries and provided samples of other cities' orderly annexation agreements. Those present felt additional meetings were not needed on the topic at this time and communication between the City and Town has been good.

**ADJOURN**

A motion was made by Hennes and seconded by Krehbiel to adjourn the meeting at 7:15 PM.  
The motion carried unanimously.

Minutes By:

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Mary Degiovanni, City Administrator

**CITY COUNCIL MEETING  
MINUTES OF NOVEMBER 23, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on November 23, 2015 in the Council Chambers of Sartell City Hall. Mayor Sarah Jane Nicoll called the meeting to order at 6: 00 p.m.

COUNCIL PRESENT: Mayor Nicoll, Council Members: Braig-Lindstrom, Hennes, Lynch, Peterson  
COUNCIL ABSENT: None  
ALSO PRESENT: Mary Degiovanni, City Administrator  
Anita Rasmussen, Community Development Director  
Mike Nielson, Engineer  
Jim Hughes, Police Chief  
Brad Borders, Public Works Director  
Judy Molitor, Secretary

**PLEDGE OF ALLEGIANCE**

**AGENDA REVIEW AND ADOPTION**

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AMENDING THE AGENDA TO ADD A DISCUSSION ON THE PARKING LOT AT BERNICK'S ARENA. THE MOTION WAS SECONDED BY MEMBER PETERSON. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:**

**AYE: MAYOR NICOLL, COUNCIL MEMBERS: BRAIG-LINDSTROM, LYNCH, PETERSON**

**NAY: COUNCIL MEMBER HENNES**

**MOTION CARRIED**

**OPEN FORUM/PUBLIC COMMENT**

The following public comments were made:

Joe Perske spoke in favor of moving forward with a GRRL branch in Sartell.

Sebastian Lau, 12 years old, talked about the need for a library in Sartell.

**APPROVAL OF CITY COUNCIL MINUTES**

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES OF NOVEMBER 9, 2015. THE MOTION CARRIED UNANIMOUSLY.**

**CONSENT AGENDA**

- a. Approval of voucher payments
- b. Acceptance of Donations
- c. ~~Approval of 2016 Liquor License Renewals~~
- d. ~~Resolution Establishing a Convention & Visitor's Bureau Advisory Board~~
- e. ~~Authorizing survey Work for East Side Streets project~~
- f. Calling Public Hearing on a Right Of Way Plat
- g. ~~Intersection improvement Agreement~~

Consent Agenda Item “g” was removed with the amended agenda.  
Council member Braig-Lindstrom removed consent agenda items “c” and “d” for separate discussion.  
Council member Hennes removed consent agenda item “e” for separate discussion.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS a, b and f. THE MOTION CARRIED UNANIMOUSLY.**

**Consent Agenda Item c - Approval of 2016 Liquor License Renewals**

Council member Braig-Lindstrom asked about approving Liquor License renewals without completed paperwork included in the Council packet. Degiovanni explained that Council can opt not to approve, or can approve subject to staff’s review/approval of required paperwork for completion.

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEM C.**

**UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:**

**AYE: MAYOR NICOLL, COUNCIL MEMBERS LYNCH, HENNES, PETERSON**

**NAY: COUNCIL MEMBER BRAIG-LINDSTROM**

**MOTION CARRIED**

**Consent Agenda Item d - Resolution Establishing a Convention & Visitor’s Bureau Advisory Board**

Council member Braig-Lindstrom asked for clarification on the rationale for the Advisory Board.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER LYNCH APPROVING CONSENT AGENDA ITEM d. THE MOTION CARRIED UNANIMOUSLY.**

**Consent Agenda Item e - Authorizing Survey Work for East Side Streets project**

Council member Hennes attended the open house informational meeting for the East Side street project and made the following suggestions: Notices to the east side residents should be on City of Sartell letterhead rather than WSB letterhead, we should keep residents well informed with open house meetings (as many as needed) so they can plan ahead for assessment costs, and we should work to ensure residents understand how the assessment policy affects their property.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING CONSENT AGENDA ITEM e. THE MOTION CARRIED UNANIMOUSLY.**

**PUBLIC HEARINGS - None**

**OLD BUSINESS**

**a. Community Center and Library**

**Community Center**

Lyle Mathiasen presented and answered questions on the operations estimates for the Community Center. Council members gave some ideas and discussed hours of operation, snow removal, lawn maintenance, use of building by other organizations and fees to be charged. There was discussion of whether community center operations timing works for creation of a City recreation department, as well

as budgeting for more personnel in the community center. Consensus was to continue discussions with School District about joint recreational operations before deciding whether/when to create a separate City recreation department. Council majority agreed to defer City recreation department discussions to allow time for options to be explored with School District. Staff confirmed that Community Center operational estimates will be plugged into City's Financial Management Plan.

### **Library**

Commissioner Mark Bromenschenkel, Chairman of the GRRL Board, and Karen Pundsack, Executive Director of GRRL, responded to questions of the Council about GRRL partnership on a Sartell library. Potential library locations were mentioned, and the Community Center site was not acceptable to GRRL, but Commissioner Bromenschenkel indicated Bernick's Arena site and City Hall site were acceptable.

**A MOTION WAS MADE BY MAYOR NICOLL AND SECONDED BY MEMBER HENNES THAT WE DON'T DISCUSS AS A COUNCIL THE LIBRARY TOPIC, UNLESS REQUESTED BY GREAT RIVER, UNTIL GRRL HAS COMPLETED THEIR ASSESSMENT PLAN.**

Members discussed sales tax projections and flexibility in future bonding for community needs. Commissioner Bromenschenkel thought it would be beneficial for GRRL Board members to see the community center plans. Council member Hennes recommended Council and staff sit down with GRRL and talk about the community center plans as well as the City's growth information. Braig Lindstrom was opposed to presenting those plans to GRRL Board members in case it aggravated the situation and she suggested an amended motion to include a statement that we won't present GRRL with the community center information. Hennes withdrew his recommendation so no amendment to Mayor Nicoll's motion was needed since the motion did not include anything about presenting more information to GRRL. **UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:**  
**AYE: MAYOR NICOLL, COUNCIL MEMBERS LYNCH, HENNES, BRAIG LINDSTROM**  
**NAY: COUNCIL MEMBER PETERSON**  
**MOTION CARRIED**

### **NEW BUSINESS**

#### **a. 2016 COUNCIL BOARD & COMMISSION APPOINTMENTS**

Mayor and Council members made suggested changes to the Board and Commission appointments to be effective in 2016. The consensus resolution for 2016 appointments will be brought back for consent agenda at the December 14<sup>th</sup> meeting.

### **CITY COUNCIL UPDATES**

Council members gave updates on various meetings and community events. In an attempt to have various areas of the City represented on the Council, Council member Braig-Lindstrom asked for consideration of a ward system and seven Council members rather than five. Staff will send statutory requirements to Council and they can bring the topic up if there is interest in pursuing.

### **AMENDED AGENDA ITEM - PINECONE REGIONAL PARK, PARKING LOT UPGRADES**

Council member Braig-Lindstrom amended the agenda to add a discussion on the status of the parking lot upgrades for Pinecone Regional Park. Member Braig-Lindstrom asked about alternative plans for upgrading the parking lot due to concerns about existing floodplain on the site. Council member Hennes

suggested possibly lighting the trail and arena users could park at City Hall and use the trail to the arena. Engineer Nielson suggested the Council wait for the Engineer's study to be completed prior to seeking alternative plans.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 8:11 P.M. THE MOTION CARRIED UNANIMOUSLY.**

**Minutes By:**

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**Judy Molitor, Recording Secretary**

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**Sarah Jane Nicoll, Mayor**

## SARTELL CITY COUNCIL MEETING

**MINUTES OF NOVEMBER 24, 2015**

**SPECIAL MEETING**

Pursuant to due call and notice thereof, a special meeting was held on November 24, 2015 at Sartell City Hall. The meeting commenced at 5:00 PM.

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

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator  
Greg Vandal, Consultant

### **AGENDA**

A motion was made by Lynch and seconded by Braig Lindstrom to adopt the agenda as presented. The motion carried unanimously.

### **GREG VANDAL WORKSHOP**

Greg Vandal introduced himself and asked Council members to give their backgrounds and explain why they choose to serve on the City Council.

Council members discussed what they think the Council does best as a group and what they could most improve. The possibility of having non-voting issue workshops to help build Council relationships was discussed. Another workshop with Greg Vandal was also discussed as an option for Council consideration.

### **ADJOURNMENT**

Upon motion made by Council member Braig Lindstrom and seconded by Council member Peterson, the Mayor adjourned the meeting at 7:14 pm.

Minutes By:

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Mary Degiovanni, City Administrator

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Sarah Jane Nicoll, Mayor

## SARTELL CITY COUNCIL MEETING

**MINUTES OF DECEMBER 7, 2015**

**SPECIAL MEETING**

Pursuant to due call and notice thereof, a special meeting was held on December 7, 2015 at Sartell City Hall. The meeting commenced at 7:00 pm.

COUNCIL PRESENT: Mayor Nicoll, Council members Peterson, Hennes and Lynch

COUNCIL ABSENT: Council member Braig Lindstrom

OTHERS PRESENT: Mary Degiovanni, City Administrator  
Greg Vandal, Consultant

### **GREG VANDAL WORKSHOP**

Greg Vandal provided a power point on the John Carver governance model. Ten principles of Policy Governance were overviewed and members asked questions about practice and policy. Consensus was that the Mayor should address Council issues on a case by case basis, and that occasional workshops would also help ensure the Council continues to apply good governance principles consistently.

### **ADJOURNMENT**

Upon motion made by Council member Lynch and seconded by Council member Hennes, the Mayor adjourned the meeting at 8:52 pm.

Minutes By:

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Mary Degiovanni, City Administrator

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Sarah Jane Nicoll, Mayor

## City of Sartell

## Construction Activity Report November 2015

<b>TOTALS:</b>	<b>Nov-11</b>	<b>Nov-12</b>	<b>Nov-13</b>	<b>Nov-14</b>	<b>Nov-15</b>
Single Family Permits	3	5	6	2	3
Single Family Permits YTD	45	48	70	71	49
Single Family Valuation	\$615,000.00	\$974,800.00	\$1,226,000.00	\$363,600.00	\$596,000.00
Single Family Valuation YTD	\$9,237,400.00	\$10,195,700.00	\$15,678,570.00	\$16,745,700.00	\$11,267,550.00
Residential Remodel Permits	56	32	15	15	16
Residential Remodel Permits YTD	624	880	316	303	254
Residential Remodel Valuation	\$90,500.00	\$118,850.00	\$95,500.00	\$256,710.00	\$248,700.00
Residential Remodel Valuation YTD	\$1,296,216.00	\$1,656,932.00	\$2,698,361.00	\$2,229,660.00	\$2,032,900.00
Commercial Permits	3	6	2	7	4
Commercial Permits YTD	40	46	40	42	28
Commercial Valuation	\$16,000.00	\$44,500.00	\$242,500.00	\$1,757,060.00	\$348,485.00
Commercial Valuation YTD	\$3,820,606.00	\$9,713,270.00	\$11,790,069.00	\$7,780,281.00	\$6,313,185.00
Multi Family Permits	1	0	0	1	0
Multi Family Permits YTD	2	5	15	8	5
Number of Units	0	0	0	0	0
Number of Units YTD	0	38	94	0	0
Multi Family Valuation	\$414,300.00	\$0.00	\$0.00	\$850.00	\$0.00
Multi Family Valuation YTD	\$417,800.00	\$12,299,133.00	\$12,010,100.00	\$141,900.00	\$24,172,400.00
Plumbing Permits	26	25	26	15	22
Plumbing Permits YTD	253	283	362	340	275
Plumbing Valuation	0	0	0	\$11,000.00	\$3,500.00
Plumbing Valuation YTD	0	0	0	\$186,442.00	\$1,316,322.00
Mechanical Permits	26	22	21	12	23
Mechanical Permits YTD	188	214	287	267	193
Mechanical Valuation	0	0	0	\$133,500.00	\$45,960.00
Mechanical Valuation YTD	0	0	0	\$1,027,910.42	\$1,643,795.88
Fire Alarm Permits	0	0	1	1	3
Fire Alarm Permits YTD	9	9	5	3	12
Fire Alarm Valuation	\$0.00	\$0.00	\$24,000.00	\$4,500.00	\$3,600.00
Fire Alarm Valuation YTD	\$68,033.00	\$84,392.80	\$86,794.00	\$13,700.00	\$53,426.00
Sprinkler System Permits	0	1	3	3	2
Sprinkler System Permits YTD	12	20	13	7	20
Sprinkler System Valuation	\$300.00	\$1,020.00	\$141,175.00	\$46,005.00	\$12,555.00
Sprinkler System Valuation YTD	\$133,320.50	\$351,446.00	\$101,591.52	\$52,391.00	\$386,015.00
Zoning Permits	2	1	1	1	0
Zoning Permits YTD	82	120	108	136	139
<b>Total Combined Permits</b>	<b>117</b>	<b>92</b>	<b>75</b>	<b>57</b>	<b>73</b>
<b>Total Combined Permits YTD</b>	<b>1255</b>	<b>1625</b>	<b>1216</b>	<b>1177</b>	<b>975</b>
<b>Combined Permit Valuation</b>	<b>\$1,136,100.00</b>	<b>\$1,139,170.00</b>	<b>\$1,729,175.00</b>	<b>\$2,573,225.00</b>	<b>\$1,258,800.00</b>
<b>Combined Permit Valuation YTD</b>	<b>\$14,973,375.50</b>	<b>\$34,300,873.80</b>	<b>\$42,365,485.52</b>	<b>\$28,177,984.42</b>	<b>\$47,185,593.88</b>

City of Sartell  
 Building Department  
 Inspection Activity  
 November 2015

<b>Building Inspections</b>		<b># of Inspections</b>	<b>YTD Inspections</b>	<b>LYTD</b>
	Residential	133	1590	1697
	Commercial	8	171	154
	Multifamily	21	124	125
	<b>Total</b>	<b>162</b>	<b>1885</b>	<b>1976</b>
<b>Fire Inspections</b>	<b>Type &amp; # of ins expected</b>	<b># of Inspections</b>	<b>YTD Inspections</b>	<b>LYTD</b>
	Business (65)	2	67	59
	Church (3)	0	1	9
	Education (7)	0	2	1
	Factory (1)	0	3	0
	Institution (1)	0	0	1
	Medical (22)	0	24	27
	Multifamily (21)	0	0	2
	Restaurant (8)	8	22	15
	Retail (19)	1	14	14
	Daycare/Foster	2	8	11
	<b>Total (147)</b>	<b>13</b>	<b>141</b>	<b>139</b>
<b>Rental Inspections</b>		<b># of Inspections</b>	<b>YTD</b>	<b>LYTD</b>
	SFD	36	122	122
	Multifamily	8	27	55
	<b>Total</b>	<b>44</b>	<b>149</b>	<b>177</b>
<b>Zoning Inspection</b>		<b># of Inspections</b>	<b>YTD</b>	<b>LYTD</b>
	Shed	6	24	17
	Fence	3	25	20
	Lawn Irrigation	1	2	2
	Curb Cut	0	4	7
	Pool	0	0	0
	Decks	0	2	0
	Parking Pad	0	5	0
	Land Disturbance	0	0	0
	<b>Total</b>	<b>10</b>	<b>28</b>	<b>40</b>
<b>Fire Response</b>		<b>Responses</b>	<b>YTD</b>	<b>LYTD</b>
	Fire	2	11	10
	Emer. Response	3	7	4
	CO	0	2	0
	Gas Leak	0	3	3
	Alarm	0	5	1
	Other	0	2	2
	<b>Total</b>	<b>5</b>	<b>30</b>	<b>20</b>
<b>Fire Department</b>		<b>Responses</b>	<b>YTD</b>	<b>LYTD</b>
	Truck Check	2	10	6
	Mtg.	0	12	5
	Fire Flows	0	5	1
	Other	5	67	27
	<b>Total</b>	<b>7</b>	<b>94</b>	<b>39</b>
<b>Emer. Mgmt.</b>				<b>LYTD</b>
		0	0	0
<b>Complaints</b>				<b>LYTD</b>
		0	0	0
<b>Hazardous and/or sub standard buildings</b>				<b>LYTD</b>
		0	1	1
<b>Meetings</b>				<b>LYTD</b>
				0

## **I.T. Department Monthly Update**

**Submitted by Rebecca Wicklund**

**November 2015**

### **I.T. and Technology**

**General:** City staff is still working on phone bids. Due to scheduling conflicts, we moved our bid presentation date to the week of November 30 to December 4<sup>th</sup>. Three companies have signed up to give us their phone presentations.

**Council Chambers:** We have finished up the 2015 upgrades to the Council Chambers. As a continuation to upgrades in the council chambers, in 2016 I plan to be looking into upgrading the microphone and sound system in the chambers. You may notice that our microphones are working better due to Touchpoint Technologies tweaking the levels of our current system, but not at top quality. Better quality microphones would give you the ability to be able to sit back in your seats and be heard very clearly rather than having to always put your face right in front of the microphone in order to be heard. So hopefully by early next year, I should have a quote available for your approval.

**Police Department:** Amber Molitor and I did a presentation to the SALT group on how to use SeeClickFix. A few of them had been asking on how this program works.

### **SeeClickFix**

The November SeeClickFix monthly report is attached.



# Sartell, MN

## Between Nov 01, 2015 and Nov 30, 2015

12 issues were opened

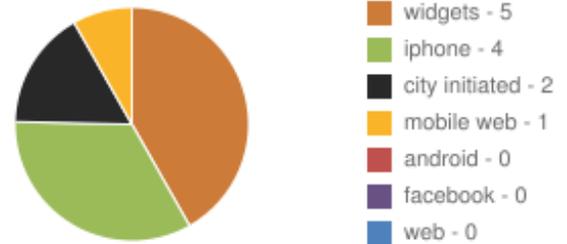
1 issues were acknowledged

9 issues were closed

The average time to acknowledge was 7.7 days.

The average time to close was 1.7 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Other	4	0	3	0.0	0.2
Public Safety Concern	2	1	2	7.7	5.9
Parking Issue	3	0	0	0.0	0.0
Construction Issues	1	0	1	0.0	0.0
Dead Animal Collection	1	0	1	0.0	0.1
Street Cleaning Request	1	0	1	0.0	0.0
Sidewalk/Bike Path Issue	0	0	1	0.0	2.4
Abandoned Items	0	0	0	0.0	0.0
Broken Glass	0	0	0	0.0	0.0
Building without a Permit	0	0	0	0.0	0.0
Burning/Fire Pit Issue	0	0	0	0.0	0.0
Fallen Tree	0	0	0	0.0	0.0
Fire Hydrant Issue	0	0	0	0.0	0.0
Garbage Issues - Public Property	0	0	0	0.0	0.0
Garbage Issues- Private Property	0	0	0	0.0	0.0
Graffiti	0	0	0	0.0	0.0
High Grass/Weeds	0	0	0	0.0	0.0
Icy Road Condition	0	0	0	0.0	0.0

Illegal Signs	0	0	0	0.0	0.0
Low Water Pressure	0	0	0	0.0	0.0
Missing Street Sign	0	0	0	0.0	0.0
Noise Issues	0	0	0	0.0	0.0
Park Issue/Maintenance	0	0	0	0.0	0.0
Pothole	0	0	0	0.0	0.0
Rental Property Issues	0	0	0	0.0	0.0
Request Street Lights	0	0	0	0.0	0.0
Request Street Signs	0	0	0	0.0	0.0
Sediment and Erosion Control	0	0	0	0.0	0.0
Sewer/Water Backup	0	0	0	0.0	0.0
Snow Plow Issue	0	0	0	0.0	0.0
Special Request	0	0	0	0.0	0.0
Street Light Out	0	0	0	0.0	0.0
Street Light Stuck On	0	0	0	0.0	0.0
Street Repair	0	0	0	0.0	0.0
Traffic Signal Issue	0	0	0	0.0	0.0
Unoperable Vehicles on Private Property	0	0	0	0.0	0.0
Zoning Issues	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City boundary	12	1	9	7.7	1.7



# Sartell Fire Department

Proudly Serving The City of Sartell since 1920

## Monthly Report for November, 2015

### Meetings & Drills

11/17/2015 Monthly Department Drill: Department toured Eagle Creek Renewable Energy Dam and Power plant. The Department also toured Merrill Corp.

### Monthly Incidents:

15-0000136	11/03/15	21:19	Mutual Aid
15-0000137	11/06/15	05:00	Building Fire
15-0000138	11/07/15	10:01	False Alarm
15-0000139	11/07/15	13:48	False Alarm
15-0000140	11/10/15	05:37	Lift Assist
15-0000141	11/10/15	16:30	Grass Fire
15-0000142	11/12/15	13:34	False Alarm
15-0000143	11/13/15	16:41	Building Fire
15-0000144	11/14/15	21:58	Lift Assist
15-0000145	11/16/15	06:25	C.O.2. Alarm
15-0000146	11/18/15	00:41	Truck Fire
15-0000147	11/18/15	08:41	Fuel Spill
15-0000148	11/18/15	10:25	False Alarm
15-0000149	11/19/15	09:02	M.V.A.
15-0000150	11/19/15	15:24	Lift Assist
15-0000151	11/22/15	12:15	Good Intent
15-0000152	11/23/15	00:08	Building Fire
15-0000153	11/23/15	19:35	Burnt Food
15-0000154	11/25/15	11:55	Good Intent
15-0000155	11/27/15	05:59	Gas Leak

**15-0000156 11/29/15 11:56 Cancelled by PD**

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Year to Date comparison from 2014 (109) incidents 2015 (156) incidents

Respectfully Submitted By

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

**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):

- \$425 from Julie Jacobs/Sand Volleyball players toward Park Fund
- \$250 from Stearns Electric Trust Association for PD Reserve Officer program
- \$25 from Dean and Kathy Taylor for DARE

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

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF DECEMBER, 2015.**

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

**ATTEST:**

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

**SEAL**

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ABLE TREE SERVICE</b>					
		1215PW01	201585	\$1,250.00	TREE REMOVAL/TRIMMING
<b>Search Name ABLE TREE SERVICE</b>				\$1,250.00	
<b>Search Name ALL CARE TOWING INC</b>					
		1215PD01	169023	\$44.00	DUI TOWING
<b>Search Name ALL CARE TOWING INC</b>				\$44.00	
<b>Search Name AMERICAN PAYMENT CENTERS</b>					
		1215ADM01	15-11931	\$75.00	PAYMENT BOX SERVICE
		1215ADM01	15-11931	\$75.00	PAYMENT BOX SERVICE
<b>Search Name AMERICAN PAYMENT CENTERS</b>				\$150.00	
<b>Search Name AMERICAN TEST CENTER INC</b>					
		1215FD01	2152717	\$941.50	LADDER TESTING-FD #28
<b>Search Name AMERICAN TEST CENTER INC</b>				\$941.50	
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>					
		1215PW01	2200719251	\$13.46	UNIFORMS
		1215PW01	2200719251	\$38.73	UNIFORMS
		1215PW01	2200719251	\$27.67	UNIFORMS
		1215PW01	2200719251	\$109.29	MATS,TOWELS,MOPS-MAINT
		1215PW01	2200719251	\$6.60	UNIFORMS
		1215PW01	2200719253	\$35.00	TOWELS,MATS,MOPS-MAINT
		1215ADM01	2200719269	\$44.69	TOWELS,MATS-HALL
		1215PW01	2200721650	\$45.12	TOWELS,MOPS,MATS-PLANTS
		1215PW01	2200721651	\$50.85	TOWELS,MOPS,MATS-PLANTS
		1215PW01	2200721652	\$45.76	TOWELS,MOPS,MATS-PLANTS
		1215PW01	2200721655	\$6.60	UNIFORMS
		1215PW01	2200721655	\$38.73	UNIFORMS
		1215PW01	2200721655	\$12.58	MATS,TOWELS,MOPS-MAINT
		1215PW01	2200721655	\$13.46	UNIFORMS
		1215PW01	2200721655	\$27.67	UNIFORMS
		1215PW01	2200724402	\$27.67	UNIFORMS
		1215PW01	2200724402	\$52.65	MATS,TOWELS,MOPS-MAINT
		1215PW01	2200724402	\$6.60	UNIFORMS
		1215PW01	2200724402	\$38.73	UNIFORMS
		1215PW01	2200724402	\$13.46	UNIFORMS
		1215PD01	2200724403	\$55.05	TOWELS,MATS-PD
		1215ADM01	2200724410	\$45.83	TOWELS,MATS-HALL
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>				\$756.20	
<b>Search Name ANDERSON METAL FABRICATING</b>					
		1215PW01	1396	\$115.00	REPAIRS-PLOW
<b>Search Name ANDERSON METAL FABRICATING</b>				\$115.00	
<b>Search Name APEX MASONRY &amp; CONCRETE LLC</b>					
		1215ADM01	1	\$6,460.00	MILL ART PROJECTS
<b>Search Name APEX MASONRY &amp; CONCRETE LLC</b>				\$6,460.00	
<b>Search Name AT&amp;T MOBILITY</b>					
		1215PW01	287256356792X11	\$30.00	IPAD-JOHN
		1215PW01	287256356792X11	\$13.39	PHONE SERV
		1215PW01	287256356792X11	\$98.34	PHONE SERV
<b>Search Name AT&amp;T MOBILITY</b>				\$141.73	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name AUTO VALUE PARTS STORES</b>					
		1215PW01	7293944	\$74.95	REPAIRS-TRAILER
<b>Search Name AUTO VALUE PARTS STORES</b>					
				\$74.95	
<b>Search Name BEHRENBRINKER, STEPHEN C</b>					
		1215ADM01	12-2015	\$3,381.25	ASSESSING SERV-DEC
<b>Search Name BEHRENBRINKER, STEPHEN C</b>					
				\$3,381.25	
<b>Search Name BENTON COUNTY RECORDER</b>					
068233	11/20/2015	1115PPD03	1	\$20.00	NOTARY RECORDING-SCHUPP
<b>Search Name BENTON COUNTY RECORDER</b>					
				\$20.00	
<b>Search Name BENTON TROPHY &amp; AWARDS INC</b>					
		1215ADM01	150161	\$371.00	PLAQUE-HEIM
<b>Search Name BENTON TROPHY &amp; AWARDS INC</b>					
				\$371.00	
<b>Search Name BROCK WHITE CO, LLC</b>					
		1215ADM01	12620751-00	\$26.36	REPAIRS-HALL
<b>Search Name BROCK WHITE CO, LLC</b>					
				\$26.36	
<b>Search Name CDW GOVERNMENT, INC.</b>					
		1215ADM01	BGL7962	\$54.72	IPAD KEYBOARD
<b>Search Name CDW GOVERNMENT, INC.</b>					
				\$54.72	
<b>Search Name CENTRAL HYDRAULICS INC</b>					
		1215PW01	0071801	\$1,923.65	REPAIRS-PLOW
<b>Search Name CENTRAL HYDRAULICS INC</b>					
				\$1,923.65	
<b>Search Name CENTRAL LOCKSMITHS</b>					
		1215PD01	125492	\$16.25	KEYS-PD
<b>Search Name CENTRAL LOCKSMITHS</b>					
				\$16.25	
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
		1215PW01	00055702	\$18.00	CYLINDER RENTAL
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
				\$18.00	
<b>Search Name CHARTER COMMUNICATIONS</b>					
068311	11/30/2015	1115PPD03	835230105015776	\$88.52	INTERNET/TV-FD
068311	11/30/2015	1115PPD03	835230105017363	\$63.70	TV-PD
068311	11/30/2015	1115PPD03	835230105018283	\$70.00	INTERNET-HALL
068311	11/30/2015	1115PPD03	835230105018283	\$27.60	TV-HALL
068311	11/30/2015	1115PPD03	835230105018589	\$64.99	INTERNET-PLANTS
068311	11/30/2015	1115PPD03	835230105019398	\$72.74	INTERNET/TV-MAINT
068311	11/30/2015	1115PPD03	835230105019617	\$74.99	INTERNET-PLANTS
<b>Search Name CHARTER COMMUNICATIONS</b>					
				\$462.54	
<b>Search Name CLIMATE AIR INC</b>					
		1215PW01	36083	\$867.90	REPAIRS-W PLANT
<b>Search Name CLIMATE AIR INC</b>					
				\$867.90	
<b>Search Name COLONIAL LIFE</b>					
068307	11/23/2015	1115PPD03	3506136-1201549	\$89.10	PAYROLL DEDUCTION-NOV
068307	11/23/2015	1115PPD03	3506136-1201549	\$53.00	PAYROLL DEDUCTION-NOV
<b>Search Name COLONIAL LIFE</b>					
				\$142.10	
<b>Search Name CONNEXUS ENERGY</b>					

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1215PW01	712517-296959	\$3,586.25	STREET LIGHTS
<b>Search Name CONNEXUS ENERGY</b>				\$3,586.25	
<b>Search Name CONTINENTAL RESEARCH CORP</b>					
		1215PW01	427886-CRC-1	\$329.00	SUPPLIES-SHOP
<b>Search Name CONTINENTAL RESEARCH CORP</b>				\$329.00	
<b>Search Name CRESCENT ELECTRIC SUPPLY</b>					
		1215ADM01	S501261771.001	\$246.61	BULBS-HALL
		1215PW01	S501301767.001	\$154.19	BULBS-MAINT
		1215ADM01	S501328552.001	\$13.55	BULBS-HALL
<b>Search Name CRESCENT ELECTRIC SUPPLY</b>				\$414.35	
<b>Search Name DEPARTMENT OF FINANCE/TREASURY</b>					
		1215PD01	14908706	\$26.00	SEIZED PROPERTY
<b>Search Name DEPARTMENT OF FINANCE/TREASURY</b>				\$26.00	
<b>Search Name DIAMOND VOGEL</b>					
		1215PW01	813125282	\$77.90	REPAIRS-STRIPER
<b>Search Name DIAMOND VOGEL</b>				\$77.90	
<b>Search Name EARTH SCIENCE ASSOCIATES INC</b>					
		1215PW01	2097	\$2,480.00	GREDE LANDFILL
<b>Search Name EARTH SCIENCE ASSOCIATES INC</b>				\$2,480.00	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
002697E	11/24/2015	1115PPD03	11-20-2015	\$1,391.64	11/20 EMPLOYEE MEDICARE
002697E	11/24/2015	1115PPD03	11-20-2015	\$1,391.64	11/20 EMPLOYER MEDICARE
002697E	11/24/2015	1115PPD03	11-20-2015	\$3,386.14	11/20 EMPLOYEE FICA
002697E	11/24/2015	1115PPD03	11-20-2015	\$9,684.59	11/20 FED TAX W/HELD
002697E	11/24/2015	1115PPD03	11-20-2015	\$3,386.14	11/20 EMPLOYER FICA
002703E	12/2/2015	1215PPD01	11-30-2015	\$191.10	11/20 EMPLOYEE MEDICARE
002703E	12/2/2015	1215PPD01	11-30-2015	\$697.86	11/20 EMPLOYER FICA
002703E	12/2/2015	1215PPD01	11-30-2015	\$191.10	11/20 EMPLOYER MEDICARE
002703E	12/2/2015	1215PPD01	11-30-2015	\$697.86	11/20 EMPLOYEE FICA
002703E	12/2/2015	1215PPD01	11-30-2015	\$388.32	11/20 FED TAX W/HELD
002714E	12/8/2015	1215PPD01	12-04-2015	\$9,745.96	12/04 FED TAX W/HELD
002714E	12/8/2015	1215PPD01	12-04-2015	\$3,456.11	12/04 EMPLOYER FICA
002714E	12/8/2015	1215PPD01	12-04-2015	\$1,393.02	12//04 EMPLOYER MEDICARE
002714E	12/8/2015	1215PPD01	12-04-2015	\$1,393.02	12/04 EMPLOYEE MEDICARE
002714E	12/8/2015	1215PPD01	12-04-2015	\$3,456.11	12/04 EMPLOYEE FICA
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>				\$40,850.61	
<b>Search Name ELECTRIC MOTOR SERVICE, INC</b>					
		1215PW01	IN0210877	\$27.14	REPAIRS-WATER
<b>Search Name ELECTRIC MOTOR SERVICE, INC</b>				\$27.14	
<b>Search Name EMPOWER RETIREMENT</b>					
002700E	11/23/2015	1115PPD03	11-20-2015	\$2,415.38	11/20 PAYROLL DEDUCTION
002700E	11/23/2015	1115PPD03	11-20-2015	\$184.62	11/20 EMPLOYER CONTR TO PENSION-A
002699E	11/23/2015	1115PPD03	11-20-2015	\$2,593.80	11/20 PAYROLL DEDUCTION
002713E	12/7/2015	1215PPD01	12-04-2015	\$184.62	12/04 EMPLOYER CONTR TO PENSION-A
002713E	12/7/2015	1215PPD01	12-04-2015	\$2,418.69	12/04 PAYROLL DEDUCTION
002712E	12/7/2015	1215PPD01	12-04-2015	\$2,587.48	12/04 PAYROLL DEDUCTION
<b>Search Name EMPOWER RETIREMENT</b>				\$10,384.59	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name EVOQUA WATER TECHNOLOGIES LLC</b>					
		1215PW01	902415166	\$8,615.74	BIOXIDE
<b>Search Name EVOQUA WATER TECHNOLOGIES LLC</b>				\$8,615.74	
<b>Search Name FASTENAL COMPANY</b>					
		1215PW01	MNSU151924	\$178.30	SHOP SUPPLIES
<b>Search Name FASTENAL COMPANY</b>				\$178.30	
<b>Search Name FERGUSON WATERWORKS #2516</b>					
		1215PW01	0173522	\$5,153.89	3" METERS
		1215PW01	WL000798	\$2,066.00	2" METER
<b>Search Name FERGUSON WATERWORKS #2516</b>				\$7,219.89	
<b>Search Name FORNEY, WALTER/MEGAN</b>					
		1215ADM01	1905 1TH ST S	\$447.12	OVERPAY UTIL BILL
<b>Search Name FORNEY, WALTER/MEGAN</b>				\$447.12	
<b>Search Name GATR OF SAUK RAPIDS</b>					
		1215PD01	01P149297	\$25.86	REPAIRS-SQUADS
		1215PW01	01P149307	\$32.06	REPAIRS-BASEBALL EQUIP
		1215FD01	01P149891	\$54.00	REPAIRS-FD #28
		1215FD01	01P149895	\$44.26	REPAIRS-FD #28
		1215PW01	01P150211	\$8.58	REPAIRS-WW VEHICLE
		1215PW01	01P150432	\$47.47	REPAIRS-DUMP TRUCK
<b>Search Name GATR OF SAUK RAPIDS</b>				\$212.23	
<b>Search Name GENERAL RENTAL CENTER</b>					
		1215PW01	1143554	\$110.00	CENTRAL PARK-SOCCOR FIELDS
		1215PW01	1143584	\$60.00	EAGLE SCOUT PROJECT
<b>Search Name GENERAL RENTAL CENTER</b>				\$170.00	
<b>Search Name GOPHER STATE ONE-CALL INC</b>					
		1215PW01	150143	\$352.45	LOCATES-NOV
<b>Search Name GOPHER STATE ONE-CALL INC</b>				\$352.45	
<b>Search Name GRAINGER, W.W. INC.</b>					
		1215FD01	9896409688	\$41.40	TOOLS-FD
		1215PW01	9903103720	\$242.04	OSHA SAFETY SUPPLIES-WATER
		1215PW01	9903103738	\$235.56	OSHA SAFETY SUPPLIES-WATER
		1215PW01	9903103746	\$36.08	OSHA SAFETY SUPPLIES-WATER
		1215PW01	9907244553	\$87.68	OSHA SAFETY SUPPLIES-WATER
<b>Search Name GRAINGER, W.W. INC.</b>				\$642.76	
<b>Search Name GRANITE ELECTRONICS INC</b>					
		1215FD01	110000453-1	\$2,500.00	PAGERS-FD
		1215FD01	110000455-1	\$89.95	PAGER CASES
		1215FD01	153000697-1	\$164.00	REPAIRS-FD PAGERS
		1215FD01	153000760-1	\$60.80	REPAIRS-FD PAGERS
<b>Search Name GRANITE ELECTRONICS INC</b>				\$2,814.75	
<b>Search Name GRANITE WATER WORKS</b>					
		1215PW01	91309	\$1,190.97	REPAIRS-HYDRANTS
<b>Search Name GRANITE WATER WORKS</b>				\$1,190.97	
<b>Search Name HANDYMAN S INC.</b>					
		1215PW01	416186	\$255.51	REPAIRS-UTIL TRUCK

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1215PW01	416261	\$17.94	REPAIRS-UTIL TRUCK
<b>Search Name HANDYMAN S INC.</b>				\$273.45	
<b>Search Name HELENA CHEMICAL COMPANY</b>					
		1215PW01	134728490	\$241.98	CHEMICALS-PARKS
<b>Search Name HELENA CHEMICAL COMPANY</b>				\$241.98	
<b>Search Name HENNEPIN TECHNICAL COLLEGE</b>					
068315	12/7/2015	1215PPD01	27098	\$120.00	7914,7912 REGIS-DEATH INVEST
<b>Search Name HENNEPIN TECHNICAL COLLEGE</b>				\$120.00	
<b>Search Name HOME DEPOT CRC</b>					
068313	12/4/2015	1215PPD01	2012067	\$31.21	REPAIRS-HALL
<b>Search Name HOME DEPOT CRC</b>				\$31.21	
<b>Search Name HUGHES, JAMES J.</b>					
		1215PD01	112315	\$115.00	EMERGENCY MANAGEMENT CONF EXP
<b>Search Name HUGHES, JAMES J.</b>				\$115.00	
<b>Search Name INDEPENDENT SCHOOL DISTRCT 748</b>					
		1215ADM01	2015	\$2,000.00	2015 EXTRA PROGRAMMING
		1215ADM01	2015	\$22,000.00	2015 SUMMER REC PROGRAMMING
<b>Search Name INDEPENDENT SCHOOL DISTRCT 748</b>				\$24,000.00	
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>					
		1215PD01	IN0988539	\$423.87	OFFICE SUPPLIES-PD
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				\$423.87	
<b>Search Name INTEGRA TELECOM</b>					
		1215ADM01	13462963	\$77.48	PHONE SERVICE
		1215ADM01	13462963	\$80.46	PHONE SERVICE
		1215ADM01	13462963	\$360.33	PHONE SERVICE
		1215ADM01	13462963	\$114.03	PHONE SERVICE
		1215ADM01	13462963	\$193.74	PHONE SERVICE
		1215ADM01	13462963	\$38.03	PHONE SERVICE
		1215ADM01	13462963	\$38.03	PHONE SERVICE
		1215ADM01	13462963	\$193.74	PHONE SERVICE
		1215ADM01	13462963	\$114.03	PHONE SERVICE
		1215ADM01	13462963	\$38.74	PHONE SERVICE
		1215ADM01	13462963	\$58.11	PHONE SERVICE
		1215ADM01	13462963	\$9.70	PHONE SERVICE
		1215ADM01	13462963	\$9.70	PHONE SERVICE
		1215ADM01	13462963	\$38.09	PHONE SERVICE
		1215ADM01	13462963	\$202.97	PHONE SERVICE
		1215ADM01	13462963	\$193.74	PHONE SERVICE
<b>Search Name INTEGRA TELECOM</b>				\$1,760.92	
<b>Search Name INTELECONNECT INC</b>					
		1215PW01	2298	\$17.00	WIRELESS MANAGEMENT
		1215PW01	2298	\$17.00	WIRELESS MANAGEMENT
		1215PD01	2298	\$17.00	WIRELESS MANAGEMENT
<b>Search Name INTELECONNECT INC</b>				\$51.00	
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>					
		1215PD01	1717	\$21.46	SHELL HOLSTER
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>				\$21.46	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name INTERSTATE POWER SYSTEMS INC</b>					
		1215PW01	1649029	\$79.18	REPAIRS-TRAILER
<b>Search Name INTERSTATE POWER SYSTEMS INC</b>					
				\$79.18	
<b>Search Name KEEPRS INC</b>					
		1215PD01	288334-01	\$56.87	UNIFORMS-RESERVES
		1215PD01	290707	\$104.86	UNIFORMS-RESERVES
<b>Search Name KEEPRS INC</b>					
				\$161.73	
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>					
		1215PD01	12-2015	\$705.00	UNION DUES-DEC
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>					
				\$705.00	
<b>Search Name LAWSON PRODUCTS INC</b>					
		1215PW01	9303717887	\$155.98	SHOP SUPPLIES
		1215PW01	9303724505	\$304.93	SUPPLIES-SHOP
<b>Search Name LAWSON PRODUCTS INC</b>					
				\$460.91	
<b>Search Name LEGGETTE BRASHERS &amp; GRAHAM INC</b>					
		1215PW01	201511308	\$3,727.46	DEZURIK LAGOON #3
		1215PW01	201511310	\$9,490.43	LANDFILL ANNUAL G-W MONITORING
<b>Search Name LEGGETTE BRASHERS &amp; GRAHAM INC</b>					
				\$13,217.89	
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>					
		1215PW01	0240880-IN	\$46.75	WINTER GLOVES
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>					
				\$46.75	
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
		1215PW01	1150142	\$213,923.00	JET VAC
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
				\$213,923.00	
<b>Search Name MARCO INC</b>					
	068310	11/30/2015	1115PPD03 292092962	\$92.00	COPY MACHINE-FD
	068310	11/30/2015	1115PPD03 292286655	\$568.64	COPY MACHINE/PRINTERS-HALL
<b>Search Name MARCO INC</b>					
				\$660.64	
<b>Search Name MARNANTELI S</b>					
	068309	11/24/2015	1115PPD03 11-24-15	\$42.00	SPECIAL CC MEETING
			1215FD01 6855-1	\$135.00	MEALS-HOUSE FIRE
<b>Search Name MARNANTELI S</b>					
				\$177.00	
<b>Search Name MARUDAS PRINT SERVICES</b>					
		1215ADM01	382751	\$140.29	W2/1099/W3
<b>Search Name MARUDAS PRINT SERVICES</b>					
				\$140.29	
<b>Search Name MATVEYEV, ALEKSANDR</b>					
		1215ADM01	1512 COUGAR LN	\$30.13	OVERPAY FINAL UTIL BILL
<b>Search Name MATVEYEV, ALEKSANDR</b>					
				\$30.13	
<b>Search Name MELROSE ELECTRIC INC</b>					
	068236	11/23/2015	1115PPD03 8	\$281.25	BERNICKS ARENA
<b>Search Name MELROSE ELECTRIC INC</b>					
				\$281.25	
<b>Search Name MID MN CODE ENFORCEMENT INC</b>					
		1215ADM01	NOV-15	\$1,250.00	BLDG INSPECTIONS-NOV
<b>Search Name MID MN CODE ENFORCEMENT INC</b>					
				\$1,250.00	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
		1215ADM01	11-2015	\$1,740.00	BLDG INSPECTIONS-NOV
<b>Search Name MIDSTATE INSPECTION SERV INC</b>				\$1,740.00	
<b>Search Name MN BENEFIT ASSOCIATION</b>					
		1215ADM01	483-112015	\$1,511.51	PAYROLL DEDUCTIONS-NOV
<b>Search Name MN BENEFIT ASSOCIATION</b>				\$1,511.51	
<b>Search Name MN DEPT OF HEALTH</b>					
		1215ADM01	2015/2016-2	\$7,166.00	SAFE WATER ACT
<b>Search Name MN DEPT OF HEALTH</b>				\$7,166.00	
<b>Search Name MN DEPT OF REVENUE</b>					
002696E	11/20/2015	1115PPD03	11-20-2015	\$4,060.51	11/20 STATE TAX W/HELD
002701E	11/30/2015	1115PPD03	11-30-2015	\$248.65	11/20 STATE TAX W/HELD
002710E	12/4/2015	1215PPD01	12-04-2015	\$4,053.35	12/04 STATE TAX W/HELD
<b>Search Name MN DEPT OF REVENUE</b>				\$8,362.51	
<b>Search Name MN DEPT OF TRANSPORTATION</b>					
		1215PW01	00000314246	\$26,261.41	POTHOLE PATCHING
<b>Search Name MN DEPT OF TRANSPORTATION</b>				\$26,261.41	
<b>Search Name MN HOME IMPROVEMENTS INC</b>					
068312	12/3/2015	1215PPD01	1132015	\$10,002.00	SMALL CITIES DEV GRANT-BARTELL
<b>Search Name MN HOME IMPROVEMENTS INC</b>				\$10,002.00	
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
		1215ADM01	75241215	\$80.00	PAYROLL DEDUCTION-NOV
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>				\$80.00	
<b>Search Name MN STATE FIRE DEPARTMENT ASSN</b>					
		1215FD01	2016	\$315.00	2016 MSFDA DUES
<b>Search Name MN STATE FIRE DEPARTMENT ASSN</b>				\$315.00	
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>					
		1215ADM01	12-2015	\$1,124.00	UNION DUES-DEC
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>				\$1,124.00	
<b>Search Name MOLITOR EXCAVATING INC</b>					
		1215PW01	239-15	\$3,663.68	REPAIRS-STORM SEWER
<b>Search Name MOLITOR EXCAVATING INC</b>				\$3,663.68	
<b>Search Name MRZENA, KEVIN DBA</b>					
		1215FD01	6604	\$13,345.00	NIGHT SCAN LIGHT-FD #24
<b>Search Name MRZENA, KEVIN DBA</b>				\$13,345.00	
<b>Search Name MUSTANG SIGNS &amp; GRAPHICS</b>					
		1215PD01	16525	\$1,500.00	GRAPHICS-DARE SQUAD
<b>Search Name MUSTANG SIGNS &amp; GRAPHICS</b>				\$1,500.00	
<b>Search Name MVTL LABORATORIES INC</b>					
		1215PW01	784181	\$124.68	TESTING
		1215PW01	785273	\$124.68	TESTING
<b>Search Name MVTL LABORATORIES INC</b>				\$249.36	
<b>Search Name NEMETH, DARREL INC</b>					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1215ADM01	11-2015	\$2,720.00	ELEC INSPECTIONS-NOV
<b>Search Name NEMETH, DARREL INC</b>				\$2,720.00	
<b>Search Name O REILLY AUTO PARTS</b>					
		1215PW01	1572-460585	\$12.22	REPAIRS-MAINT
		1215PW01	1572-460588	-\$12.22	REPAIRS-MAINT
		1215PW01	1572-466587	\$14.68	REPAIRS-WATER EQUIP
		1215PW01	1572-466728	\$42.24	REPAIRS-BASEBALL EQUIP
		1215PW01	1572-467089	\$50.98	SHOP TOOLS
		1215PD01	1572-467090	\$25.99	REPAIRS-SQUAD
		1215PD01	1572-467243	\$12.67	REPAIRS-SQUAD
		1215PW01	1572-467508	\$21.12	SHOP SUPPLIES
		1215PD01	1572-468033	\$39.99	REPAIRS-SQUAD
		1215PD01	1572-468148	\$70.50	REPAIRS-SQUAD
		1215PW01	1572-468165	\$9.54	REPAIRS-PLOWS
		1215PW01	1572-468184	\$24.37	REPAIRS-WW VEHICLE
		1215PW01	1572-468298	\$51.47	REPAIRS-STREETS VEHICLE
		1215PD01	1572-468583	\$195.99	REPAIRS-SQUAD
		1215PD01	1572-469277	\$65.14	REPAIRS-SQUAD
		1215PD01	1572-469382	-\$70.50	REPAIRS-SQUAD
		1215PW01	1572-469472	\$35.39	REPAIRS-SNOWMOBILE
		1215PW01	1572-469870	\$26.68	SHOP SUPPLIES
		1215PW01	1572-469975	\$9.99	SHOP SUPPLIES
<b>Search Name O REILLY AUTO PARTS</b>				\$626.24	
<b>Search Name OFFICE DEPOT INC</b>					
		1215ADM01	807051601001	\$107.96	OFFICE SUPPLIES
<b>Search Name OFFICE DEPOT INC</b>				\$107.96	
<b>Search Name OXYGEN SERVICE COMPANY</b>					
		1215PD01	03328675	\$53.60	CYLINDER RENTAL
		1215PD01	07934061	\$21.66	MEDICAL OXYGEN
		1215PD01	07935079	\$21.66	MEDICAL OXYGEN
		1215PD01	07937240	\$21.66	MEDICAL OXYGEN
		1215PD01	07937642	\$21.66	MEDICAL OXYGEN
<b>Search Name OXYGEN SERVICE COMPANY</b>				\$140.24	
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>					
		1215ADM01	002413375	\$8.75	POSIBILL VIEW ONLY
		1215ADM01	002413375	\$8.75	POSIBILL VIEW ONLY
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>				\$17.50	
<b>Search Name PROFIELDS LLC</b>					
		1215ADM01	15011	\$1,250.00	INFIELD LIP REPAIRS
<b>Search Name PROFIELDS LLC</b>				\$1,250.00	
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
002695E	11/20/2015	1115PPD03	11-20-2015	\$7,115.05	11/20 EMPLOYER PERA
002695E	11/20/2015	1115PPD03	11-20-2015	\$4,200.99	11/20 EMPLOYER PERA
002695E	11/20/2015	1115PPD03	11-20-2015	\$4,743.38	11/20 EMPLOYEE PERA
002695E	11/20/2015	1115PPD03	11-20-2015	\$3,640.84	11/20 EMPLOYEE PERA
002702E	12/1/2015	1215PPD01	11-30-2015	\$96.26	11/20 EMPLOYER PERA
002702E	12/1/2015	1215PPD01	11-30-2015	\$96.26	11/20 EMPLOYEE PERA
002711E	12/4/2015	1215PPD01	12-04-2015	\$3,691.94	12/04 EMPLOYEE PERA
002711E	12/4/2015	1215PPD01	12-04-2015	\$4,626.66	12/04 EMPLOYEE PERA

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
002711E	12/4/2015	1215PPD01	12-04-2015	\$4,259.95	12/04 EMPLOYER PERA
002711E	12/4/2015	1215PPD01	12-04-2015	\$6,940.00	12/04 EMPLOYER PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$39,411.33	
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>					
068306	11/23/2015	1115PPD03	6512	\$500.00	POSTAGE-HALL
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>				\$500.00	
<b>Search Name QUAM CONSTRUCTION CO INC</b>					
		1215PW01	1897	\$1,100.00	LOCATES-WASTEWATER
<b>Search Name QUAM CONSTRUCTION CO INC</b>				\$1,100.00	
<b>Search Name REPULIC SERVICES #891</b>					
068314	12/7/2015	1215PPD01	0891-000640375	\$114.75	REFUSE SERV-PLANTS
068314	12/7/2015	1215PPD01	0891-000640375	\$195.34	REFUSE SERV-MAINT
068314	12/7/2015	1215PPD01	0891-000640375	\$161.45	REFUSE SERV-HALL
068314	12/7/2015	1215PPD01	0891-000640375	\$33.33	REFUSE SERV-FD
068314	12/7/2015	1215PPD01	0891-000640375	\$213.67	REFUSE SERV-PD
068314	12/7/2015	1215PPD01	0891-000640814	\$1,030.80	REFUSE SERV-COMPOST
<b>Search Name REPULIC SERVICES #891</b>				\$1,749.34	
<b>Search Name RESOURCE TRAINING &amp; SOLUTIONS</b>					
		1215ADM01	25657	\$162.00	2016 MEMBERSHIP
<b>Search Name RESOURCE TRAINING &amp; SOLUTIONS</b>				\$162.00	
<b>Search Name RINKE-NOONAN</b>					
		1215ADM01	248756	\$231.00	AIM/VERSO SITE
		1215ADM01	248757	\$1,047.00	AIM ROAD CONDEMNATION
<b>Search Name RINKE-NOONAN</b>				\$1,278.00	
<b>Search Name ROYAL TIRE INC</b>					
		1215PW01	111-152441	\$129.22	REPAIRS-PARK VEHICLE
		1215PW01	405-593588	\$190.00	REPAIRS-PATCHER
		1215PD01	405-593832	\$987.44	REPAIRS-SQUAD
<b>Search Name ROYAL TIRE INC</b>				\$1,306.66	
<b>Search Name SARTELL HARDWARE HANK</b>					
		1215PW01	62377	\$2.99	WATER PLANT
		1215PW01	62382	\$49.98	WATER PLANT
		1215PW01	62384	\$8.91	WATER PLANT
		1215PW01	62387	\$24.77	SHELVING-COLD STORAGE
		1215PW01	86340	\$4.99	WATER PLANT
		1215ADM01	86975	\$6.99	REPAIRS-HALL
		1215PW01	87060	\$18.97	REPAIRS-DECORATIONS
		1215PD01	87113	\$9.99	REPAIRS-PD BLDG
		1215PD01	87113	\$3.49	REPAIRS-PD BLDG
		1215PW01	87387	\$0.74	REPAIRS-PICNIC TABLE
		1215PW01	87411	\$9.49	GRAFFITI REMOVER
		1215PW01	87416	\$17.97	SPRAY PAINT
		1215PW01	87535	\$6.90	SHELVING-COLD STORAGE
		1215PW01	88019	\$29.98	SNOWBRUSHES
		1215PW01	88155	\$9.99	STREET SIGNS
		1215PW01	88320	\$34.62	SUPPLIES-STREETS
		1215PW01	88349	\$15.99	TIEDOWNS
<b>Search Name SARTELL HARDWARE HANK</b>				\$256.76	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>					
068235	11/20/2015	1115PPD03	11-2015	\$100.00	PAYROLL DEDUCTION-NOV
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>				\$100.00	
<b>Search Name SARTELL NEWSLEADER</b>					
068316	12/7/2015	1215PPD01	37466	\$85.75	PHN-ROW PLAT 4
<b>Search Name SARTELL NEWSLEADER</b>				\$85.75	
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>					
		1215ADM01	12-2015	\$40.00	PAYROLL DEDUCTION-DEC
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>				\$40.00	
<b>Search Name SCHREIFELS, LISA</b>					
		1215ADM01	2015-1002	\$1,356.00	NUISANCE ENFORCEMENT
<b>Search Name SCHREIFELS, LISA</b>				\$1,356.00	
<b>Search Name SCHUPP, PEGGY</b>					
		1215ADM01	11-2015	\$35.66	MISC MILEAGE,SUPPLIES
<b>Search Name SCHUPP, PEGGY</b>				\$35.66	
<b>Search Name SCR INC</b>					
068237	11/23/2015	1115PPD03	8	\$551.75	BERNICKS ARENA
<b>Search Name SCR INC</b>				\$551.75	
<b>Search Name SPRINT</b>					
		1215PD01	584068813-096	\$384.89	CONNECTION CARDS-PD
		1215PD01	852875115-099	\$34.99	IPAD-HUGHES
		1215ADM01	852875115-099	\$34.99	IPAD-INSPECTIONS
		1215PW01	852875115-099	\$34.99	IPAD-BRAD
		1215FD01	890875115-099	\$39.99	CONNECTION CARD-FD
		1215PD01	890875115-099	\$34.99	IPAD-CSO
<b>Search Name SPRINT</b>				\$564.84	
<b>Search Name ST CLOUD AREA CHAMBER OF COMM</b>					
		1215ADM01	2100	\$740.00	2016 MEMBERSHIP
<b>Search Name ST CLOUD AREA CHAMBER OF COMM</b>				\$740.00	
<b>Search Name ST CLOUD AREA CONVENTION/VISIT</b>					
		1215ADM01	10-2015	\$3,040.95	LODGING TAX-OCT
<b>Search Name ST CLOUD AREA CONVENTION/VISIT</b>				\$3,040.95	
<b>Search Name ST CLOUD AREA PLANNING ORGNZTN</b>					
		1215ADM01	7	\$137.58	LESAUK DR CORRIDOR STUDY
<b>Search Name ST CLOUD AREA PLANNING ORGNZTN</b>				\$137.58	
<b>Search Name ST CLOUD STAMP &amp; SIGN INC</b>					
		1215ADM01	184614	\$77.55	NOTARY STAMPS-SCHUPP,HOLLENKAMP
<b>Search Name ST CLOUD STAMP &amp; SIGN INC</b>				\$77.55	
<b>Search Name ST CLOUD TECHNICAL COLLEGE</b>					
		1215PW01	2016	\$90.00	REGIS-MOTOR VEHICLE INSP
<b>Search Name ST CLOUD TECHNICAL COLLEGE</b>				\$90.00	
<b>Search Name ST CLOUD, CITY OF</b>					
		1215PD01	56292	\$10,000.00	4TH QTR LEGAL SERVICES
<b>Search Name ST CLOUD, CITY OF</b>				\$10,000.00	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name STANDARD INSURANCE COMPANY</b>					
068308	11/23/2015	1115PPD03	155531-DEC15	\$91.45	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$353.73	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$35.93	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$53.10	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$28.97	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$15.43	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$81.92	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$5.75	COBRA LIFE INS
068308	11/23/2015	1115PPD03	155531-DEC15	\$461.69	VOLUNTARY INS-NOV
068308	11/23/2015	1115PPD03	155531-DEC15	\$22.87	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$59.84	EMPLOYEE LIFE/LTD INS-DEC
068308	11/23/2015	1115PPD03	155531-DEC15	\$131.16	EMPLOYEE CONTR TO INS-NOV
<b>Search Name STANDARD INSURANCE COMPANY</b>				\$1,341.84	
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>					
		1215PW01	8036941529	\$50.34	OFFICE SUPPLIES-MAINT
		1215ADM01	8036941529	\$218.17	OFFICE SUPPLIES
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>				\$268.51	
<b>Search Name STEARNS CNTY ATTYS OFFICE</b>					
		1215PD01	14908079	\$52.00	SEIZED PROPERTY
<b>Search Name STEARNS CNTY ATTYS OFFICE</b>				\$52.00	
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>					
		1215ADM01	92.56561.0000	\$225.50	CNTY DITCH ASMT
		1215ADM01	92.56568.0005	\$202.50	CNTY DITCH ASMT
		1215ADM01	92.56568.0500	\$2,793.50	CNTY DITCH ASMT
		1215ADM01	92.56718.0086	\$7.50	CNTY DITCH ASMT
		1215ADM01	92.56718.0088	\$7.50	CNTY DITCH ASMT
		1215ADM01	92.DITCH.9000	\$1,006.00	CNTY DITCH ASMT
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>				\$4,242.50	
<b>Search Name STEARNS CNTY RECORDER</b>					
068234	11/20/2015	1115PPD03	1	\$20.00	NOTARY RECORDING-HOLLENKAMP
<b>Search Name STEARNS CNTY RECORDER</b>				\$20.00	
<b>Search Name STEARNS ELECTRIC ASSOCIATION</b>					
		1215PW01	10191700	\$354.00	STREET LIGHTS
		1215PW01	10191800	\$331.00	STREET LIGHTS
		1215PW01	10248200	\$20.00	CIVIL DEFENSE
		1215PW01	10441600	\$179.00	STREET LIGHTS
		1215PW01	10459401	\$37.47	POOL
		1215PW01	10461600	\$32.05	COMPOST SITE
		1215PW01	10491600	\$48.32	STREET LIGHTS
		1215PW01	10545000	\$24.90	STREET LIGHTS
		1215PW01	10545100	\$33.38	STREET LIGHTS
		1215PW01	10545200	\$18.44	STREET LIGHTS
		1215PW01	10545300	\$23.42	STREET LIGHTS
		1215PW01	10545400	\$13.46	STREET LIGHTS
		1215PW01	10628400	\$24.71	CIVIL DEFENSE
		1215PW01	10648700	\$42.81	STREET LIGHTS
		1215PW01	10690800	\$124.00	STREET LIGHTS
		1215PW01	10690900	\$89.23	STREET LIGHTS

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1215PW01	10691000	\$110.14	STREET LIGHTS
		1215PW01	10691100	\$52.85	STREET LIGHTS
		1215PW01	10710600	\$128.00	STREET LIGHTS
		1215PW01	10900900	\$84.00	STREET LIGHTS
		1215PW01	11244800	\$1,474.00	WELLS 15&16
		1215PW01	5463910	\$80.89	LIFT STATION
		1215PW01	6401510	\$1,615.61	STREET LIGHTS
<b>Search Name STEARNS ELECTRIC ASSOCIATION</b>				\$4,941.68	
<b>Search Name TENVOORDE FORD INC</b>					
		1215PD01	5094242	\$79.40	REPAIRS-SQUAD
		1215PD01	5094302	\$141.10	REPAIRS-SQUAD
		1215PD01	5094430	-\$50.00	REPAIRS-SQUAD
		1215PD01	6104598/1	\$844.94	REPAIRS-SQUAD
<b>Search Name TENVOORDE FORD INC</b>				\$1,015.44	
<b>Search Name TERMINAL SUPPLY CO</b>					
		1215PW01	67240-00	\$166.90	SUPPLIES-SHOP
<b>Search Name TERMINAL SUPPLY CO</b>				\$166.90	
<b>Search Name THE STANDARD</b>					
		1215ADM01	155531 DEC15	\$172.75	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$69.60	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$406.95	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$111.28	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$144.84	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$400.96	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$214.44	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$1,720.26	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$108.97	EMPLOYEE DENTAL INS
		1215ADM01	155531 DEC15	\$591.19	EMPLOYEE CONTR TO INS
<b>Search Name THE STANDARD</b>				\$3,941.24	
<b>Search Name THEIS, CATHY</b>					
		1215PD01	25-2015	\$85.00	PROF SERV-PD
<b>Search Name THEIS, CATHY</b>				\$85.00	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
002698E	11/24/2015	1115PPD03	11-20-2015	\$2,201.45	11/20 HSA FLEX CONTR
002698E	11/24/2015	1115PPD03	11-20-2015	\$185.18	11/20 DAYCARE FLEX CONTR
002698E	11/24/2015	1115PPD03	11-20-2015	\$144.41	11/20 MED FLEX CONTR
002715E	12/8/2015	1215PPD01	12-04-2015	\$2,201.45	12/04 HSA FLEX CONTR
002715E	12/8/2015	1215PPD01	12-04-2015	\$144.41	12/04 MED FLEX CONTR
002715E	12/8/2015	1215PPD01	12-04-2015	\$185.18	12/04 DAYCARE FLEX CONTR
		1215ADM01	IN677757	\$312.00	H S A ADMIN/RENEWAL FEES
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				\$5,374.08	
<b>Search Name TRAUT WELLS INC</b>					
		1215PW01	283301	\$115.00	TESTING
		1215PW01	283527	\$92.00	TESTING
		1215PW01	283545	\$46.00	TESTING
<b>Search Name TRAUT WELLS INC</b>				\$253.00	
<b>Search Name UNITED WAY OF CENTRAL MN</b>					
		1215ADM01	12-2015	\$28.00	PAYROLL DEDUCTION-DEC

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name UNITED WAY OF CENTRAL MN</b>				\$28.00	
<b>Search Name VELA STRATEGY LLC</b>					
		1215ADM01	1091	\$2,500.00	GRANT&FUND DEVELOPMENT SERV
<b>Search Name VELA STRATEGY LLC</b>				\$2,500.00	
<b>Search Name VESCO INC</b>					
		1215PW01	64862	\$149.07	WATER SUPPLIES
<b>Search Name VESCO INC</b>				\$149.07	
<b>Search Name WEX BANK</b>					
002694E	11/19/2015	1115PPD03	42975205	\$12.00	FUEL CARDS
<b>Search Name WEX BANK</b>				\$12.00	
<b>Search Name WSB &amp; ASSOCIATES INC</b>					
		1215ADM01	10-02174-500	\$80.25	CHAMPION FIELD-WTR/SWR SERV
		1215ADM01	10-02174-500	\$80.25	CHAMPION FIELD-WTR/SWR
		1215ADM01	1-02174-650	\$306.00	AVALON 9 PLAT REVIEW/DESIGN
		1215ADM01	1-02174660	\$1,644.75	NORTH SEWER EXTENSION
		1215ADM01	1-02174-680	\$229.50	PROVIDENCE PRELIM/FINAL PLAT REVIE
		1215ADM01	1-02174-760	\$9,206.75	PROVIDENCE DEV-ESCROW \$
		1215ADM01	1-02174-790	\$1,100.00	DUNN BROS SITE PLAN
		1215ADM01	1-02174-800	\$1,100.00	CORE PROF SERV ADDITION
		1215ADM01	11-02174-190	\$2,153.25	EAST SIDE RECONSTRUCTION
		1215ADM01	11-02174-370	\$5,545.50	50TH AVE S-DESIGN
		1215ADM01	11-02174-570	\$39,819.00	PCR RESURFAC-2ND ST TO 15TH ST N
		1215ADM01	14-02174-360	\$160.50	SAUK RIVER PARK-PKG LOT/RESTROOM
		1215ADM01	2-02174-610	\$2,056.50	2015 SEAL COAT PROJECT
		1215ADM01	2-02174-760	\$5,778.00	PROVIDENCE DEV-ESCROW \$
		1215ADM01	3-02174-580	\$1,984.50	2015 WCA SERVICES
		1215ADM01	3-02174-590	\$6,333.34	2015 MONTHLY RETAINER
		1215ADM01	3-02174-590	\$955.25	2015 HOURLY
		1215ADM01	3-02174-760	\$14,629.50	PROVIDENCE DEV-ESCROW \$
		1215ADM01	3-02174-770	\$515.00	2ND S ROUNDABOUT DESIGN
		1215ADM01	4-02174-570	\$50,924.50	PCR RESURFACE-2ND ST TO 15TH ST N
		1215ADM01	5-02174-400	\$9,709.50	50TH PLATS
		1215ADM01	5-02174-600	\$6,774.75	PKG LOT DESIGN-CENTRAL&PCR PARKS
		1215ADM01	5-02174-710	\$10,682.75	50TH AVE EA CONST UPDATE
		1215ADM01	5-02174-730	\$3,036.50	2015 GENERAL SERVICES
		1215ADM01	6-02174-510	\$20,205.46	2015 SAFE ROUTE TO SCHOOLS
		1215ADM01	8-02174-380	\$76.50	FERCHE SPC TRAIL EASEMENTS
		1215ADM01	8-02174-580	\$108.00	2015 WCA SERVICES
		1215ADM01	9-02174-610	\$107.00	2015 SEAL COAT PROJECT
<b>Search Name WSB &amp; ASSOCIATES INC</b>				\$195,302.80	
<b>Search Name XCEL ENERGY</b>					
		1215ADM01	480053229	\$640.21	ELEC-HALL
		1215ADM01	480053229	\$2,904.31	LIFT STATIONS/FLOW METERS
		1215ADM01	480053229	\$25.86	WELCOME SIGN
		1215ADM01	480053229	\$135.50	PCRS READER BOARD
		1215ADM01	480053229	\$262.50	GAS-PD
		1215ADM01	480053229	\$603.33	ELEC-PD
		1215ADM01	480053229	\$1,508.47	GAS-PLANTS
		1215ADM01	480053229	\$6,014.22	ELEC-PLANTS
		1215ADM01	480053229	\$792.04	WELLS/PUMPS

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1215ADM01	480053229	\$91.59	DISTRIBUTION
		1215ADM01	480053229	\$206.80	RINKS
		1215ADM01	480053229	\$131.55	GAS-HALL
		1215ADM01	480053229	\$351.24	TRAFFIC SIGNS/FLASH LIGHTS
		1215ADM01	480053229	\$294.21	STREET LIGHTS
		1215ADM01	480053229	\$225.42	GAS-MAINT
		1215ADM01	480053229	\$979.59	ELEC-MAINT
		1215ADM01	480053229	\$150.57	CIVIL DEFENSE
		1215ADM01	480053229	\$169.59	GAS-FD
		1215ADM01	480053229	\$327.61	ELEC-FD
		1215ADM01	480053229	\$74.27	PARKS
		1215PW01	481433252	\$8,344.80	STREET LIGHTS
				<u>\$24,233.68</u>	
				\$742,104.18	

Search Name XCEL ENERGY

CITY OF SARTELL

Voucher Payments-Fund Summary

Adopted by the Sartell City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2015

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

FUND Descr	Dr/Cr Amt
GENERAL	\$227,567.06
PARK IMPROVEMENT	\$1,250.00
DUI FORFEITURE FUND	\$44.00
SPECIAL INITIATIVES	\$6,460.00
POLICE RESERVES	\$161.73
BEAUTIFICATION	\$180.33
FORFEITURE	\$78.00
LODGING TAX	\$3,040.95
REGIONAL PARK FUND	\$7,607.75
PARK DISTRICT 1	\$160.50
PUBLIC IMPROVEMENT REVOLVING	\$42,423.75
PD EQUIPMENT FUND	\$1,500.00
FD EQUIPMENT FUND	\$15,845.00
STREET FUND	\$26,130.04
PINECONE ROAD 2015 PROJECT	\$90,743.50
4TH/50TH CAPITAL PROJECT	\$26,984.75
WATER FUND	\$43,496.28
SEWER FUND	\$232,098.52
STORMWATER FUND	\$16,332.02
	<hr/>
	\$742,104.18

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>December 14, 2015</b>	Agenda Item No. <b>6g</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 December 15, 2015:</p> <p>\$42,964.37 representing 90% of 2<sup>nd</sup> half tax increment from TIF District 5-4 to WAC Fund #226 as budgeted.</p> <p>\$32,112 each from Funds 601, 602, and 603 to General Fund 101 as budgeted.</p> <p>\$100 each from Funds 441, 444 and 445 to General Fund 101 as budgeted toward administrative costs of those TIF Districts.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the recommendation. If item is removed from Consent, separate motion is requested approving fund transfers.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6h</b>
Agenda Section: <b>Consent</b>	Item: <b>Plow Truck Purchase</b>	
<p><b>RECOMMENDATION:</b> Approval of the purchase of budgeted plow truck.</p> <p><b>BACKGROUND:</b> The Financial Management Plan calls for adding a plow truck in 2016 at an estimated cost of \$180,000. The State bid price on our desired model is \$183,007. If we order it in January, a new model would be available by next November at that cost of \$183,007, less \$8,000 trade in for our 1991 plow truck. If we instead purchase an available demo of the same model, it is available now and at the cost of \$176,366.89, less the same \$8,000 trade in. Essentially, you get the budgeted truck sooner and for about \$6,600 less in cost.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None – this is a budgeted replacement within your Financial Management Plan using public works equipment fund.</p> <p><b>ATTACHMENTS:</b> None.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the purchase using public works equipment fund. If item is removed from Consent, separate motion is requested approving the expenditure.</p>		

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION MAKING CERTAIN APPOINTMENTS FOR 2016**

**BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SARTELL HEREBY MAKES THE FOLLOWING APPOINTMENTS FOR THE YEAR 2016:**

**Designations**

Acting Mayor: Council member Lynch; Alternate Acting Mayor: Council member Braig Lindstrom

**City Board, Commission, Task Force, Committee and Subcommittee Appointments**

Sartell Economic Development Commission: Mayor Nicoll and Council member Hennes; Community Development Director

City-School Collaborative Planning Committee: Council members Hennes and Braig Lindstrom, City Administrator; Alternate Council member Peterson

Personnel Committee: City Administrator, Mayor Nicoll and Council member Lynch

SALT (Senior and Law Enforcement Together): Mayor Nicoll; alternate Council member Braig Lindstrom; Police Chief

Sartell LeSauk Joint Planning Commission: Council member Braig Lindstrom and Planning Commissioners Anna Gruber and Ryan Fitzthum

**Non-City Board, Commission, Committee and Task Force Appointments**

Sartell Senior Connection: Council member Braig Lindstrom

Area Planning Organization (APO): Council members Peterson and Lynch, and Mayor Nicoll; Alternate Council member Hennes; Executive Board: Mayor Nicoll; Alternate Council member Lynch

APO Technical Advisory Committee (TAC): Voting Representative – City Engineer; Alternate: Community Development Director

Greater St. Cloud Development Corporation Board of Advisors: Mayor Nicoll; alternate: Council member Lynch

Sartell Chamber of Commerce – voting representative: Community Development Director; 1<sup>st</sup> alternate – Mayor Nicoll; 2<sup>nd</sup> alternate – Council member Braig Lindstrom

Regional Human Rights Board: Council members Braig Lindstrom and Hennes

Tri-Rec Board Representatives: Council members Peterson and Braig Lindstrom and Public Works Director

St. Cloud Area Wastewater Advisory Committee: City Administrator and City Engineer

St. Cloud Area Joint Planning District Board: Council member Peterson, (alternate – Council member Braig Lindstrom); Community Development Director

Metropolitan Transit Commission: Council member Braig Lindstrom

Sartell Recreation Center Association Board of Directors: Council member Peterson

Pinecone Central Park Association Board of Directors: Mayor Nicoll

Community Education Advisory Board: Public Works Director and City Administrator

Sartell Fire Relief Association: Fire Chief, City Administrator and Council member Lynch

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>TH</sup> DAY OF DECEMBER, 2015.**

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**MAYOR**

**ATTEST:**

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**CITY ADMINISTRATOR**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>December 14, 2015</b>	Agenda Item No. <b>6j</b>
Agenda Section <b>Consent Agenda</b>	Item <b>Human Rights JPA</b>	

**RECOMMENDATION:** Adoption of attached Resolution.

**BACKGROUND:** The current Joint Powers Agreement (JPA) expires at the end of December, 2015. Current members are St. Cloud, Sartell, Sauk Rapids, and St. Joseph. In 2013, St. Cloud hoped to gain support from the State of Minnesota to fund the regional office by this time. Commissioner Lindsey of the Minnesota State Department of Human Rights (MDHR) and the State Legislature have taken action to fund the St. Cloud Regional Office entirely. While the office is staffed on a part-time basis at this time, St. Cloud expects the office to be fully staffed in 2016. The purpose of the localized program is to establish services tailored to the needs of our region and provide improved access for people making complaints and seeking resolution to conflicts.

The Joint Powers Board has three primary responsibilities.

1. To make appointments to the Regional Human Rights Commission. The Regional Human Rights Commission provides some guidance/advice to the local Compliance Officers and conducts some outreach and education on its own.
2. To establish a budget. The budget consists of paying for some outreach and education conducted by the Regional Commission and purchasing professional liability insurance for the Joint Powers Board.
3. To enter into an agreement (MOU) with the State of Minnesota, Department of Human Rights to provide a localized program of human rights enforcement and outreach. The Memorandum of Understanding between the MDHR and our Joint Powers Board (JPB) outlines the scope of services to be provided by the MDHR – Outreach & Education, Complaint Processing, and interaction/support to the RHRC.

Today, the MDHR Budget essentially funds the St. Cloud Regional Human Rights program because it provides part-time staffing for the office. St. Cloud has been assured that in 2016, the State Department of Human Rights Budget will allow the placement of a full-time compliance officer in the local office.

**BUDGET/FISCAL IMPACT: Sartell’s 2016 impact is \$586. You will note that the new JPA states that each participating entity is required to approve the annual budget, and each has the right to withdraw from the JPA, so this does not lock you into further budget increases.**

The MDHR will not fund expenses related to the Joint Powers Board (professional liability insurance) and outreach and education efforts conducted by the Regional Commission itself. This amounts to approximately \$3,000 for the Commission activities and \$1,300 for public official liability to cover the Board’s actions, which is the only part of the budget you are funding as area cities:

<b>Regional Human Rights Joint Powers</b>					
		Member Cities By Population			
<b>2016 Budget</b>					
Beginning Fund Balance	0	St. Cloud	66,948	69%	3,098
		St. Joseph	6,114	6%	283
<b>Expenditures</b>		Sartell	12,668	13%	586
State Contract	-	Sauk Rapids	11,523	12%	533
Public Official's Liability (Board)	1,300				4,500
Commission Outreach	3,000				
Miscellaneous	200				
<b>Total</b>	<b>4,500</b>				
<b>Revenues</b>					
Member Cities	4,500				
<b>Total</b>	<b>4,500</b>				
Ending Balance	-				

**ATTACHMENTS:** Resolution and Joint Powers Agreement.

**COUNCIL ACTION REQUESTED:** Consent agenda approval services as adoption of the Resolution. If item is pulled from consent, separate motion is requested adopting Resolution.

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

**RESOLUTION APPROVING A JOINT POWERS AGREEMENT BETWEEN THE CITY OF SARTELL AND THE CITIES OF ST. JOSEPH, SAUK RAPIDS AND ST. CLOUD FOR THE PURPOSE OF CONTINUING A REGIONAL HUMAN RIGHTS OFFICE**

WHEREAS, there currently exists a Regional Human Rights Joint Powers Agreement to provide for a localized human rights services in the St. Cloud area; and

WHEREAS, the current members are the cities of St. Cloud, Sartell, Sauk Rapids and St. Joseph, and

WHEREAS, the current agreement expires on December 31, 2015, and

WHEREAS, the Minnesota Department of Human Rights is providing regional human rights services in the St. Cloud region, and

WHEREAS, those services have been identified to be predominately outreach and education and the processing and resolution of human rights violations and complaints, and

WHEREAS, the JPA will make use of a Regional Human Rights Commission to assist in guiding services and evaluating the services of the State, and

WHEREAS, each participating entity will have a part in establishing an annual budget for the JPA, and

WHEREAS, each participating entity will have the right to withdraw from the JPA and additional cities can be added to the JPA, and

NOW THEREFORE BE IT RESOLVED that the City of Sartell approves the Joint Powers Agreement.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>TH</sup> DAY OF DECEMBER, 2015.**

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

**ATTEST:**

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

**SEAL**

**JOINT POWERS AGREEMENT  
ESTABLISHING A BOARD OF DIRECTORS  
TO ORGANIZE AND GOVERN  
A COMMUNITY BASED EFFORT TO  
PROVIDE HUMAN RIGHTS SERVICES AND  
SUPPORT A REGIONAL HUMAN RIGHTS OFFICE**

The parties to this Agreement are governmental units of the State of Minnesota. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statute §471.59 and §462.358.

1. General Purpose. The purpose of this Joint Powers Agreement is to establish a Board of Directors to organize and govern a community-based effort to provide human rights services and support a regional human rights office which will be staffed and operated by the Minnesota Department of Human Rights.

2. Definitions.

2.1 “Additional Member.” A signatory of this Joint Powers Agreement who is not an Initial Member, having joined after the first year of its existence.

2.2 “Board.” The Board of Directors established by this Agreement.

2.3 “Director.” A member of the Board of Directors.

2.4 “Initial Member.” An original signatory of this Joint Powers Agreement as identified in Section 3.1.

2.5 “Member.” Any city which is a signatory to this Agreement.

3. Membership.

3.1 The Initial Members are: The Cities of St. Cloud, St. Joseph, Sartell, and Sauk Rapids.

3.2 No change in governmental boundaries, structure, organizational status or character will affect the eligibility of any Member listed above to be represented on the Board as long as such Member continues to exist as a separate political subdivision.

4. Board of Directors.

4.1 The community based effort to provide human rights services set forth in this Agreement must be governed by a Board of Directors which must consist of two Directors appointed by the governing body of each Initial Member listed in

Section 3.1 above. Each Member may designate an alternate for its appointed Director. Each Director and alternate must be a Mayor or member of the governing body of their respective Member. Directors will serve one year terms on the Board.

4.2 Directors must serve without compensation from the Board. This does not prevent a Member from providing compensation to a Director for serving on the Board.

5. Quorum/Voting.

5.1 A majority of all of the Directors will constitute a quorum. A simple majority vote of the Directors present at a meeting with a valid quorum is required for the Board to take action, unless otherwise provided by law.

5.2 There is no voting by proxy. Except as otherwise authorized in this Agreement, all votes must be cast by the Director or designated alternate at a Board Meeting. Each Director shall have one vote.

6. Officers.

6.1 The officers of the Board will be a Chair and a Vice-Chair.

6.2 At its first meeting, the Board must elect a Chair and a Vice-Chair who will serve through December 31 of the year when first elected and until a successor is elected. At the meeting prior to completion of the initial term(s) and at the completion of every term thereafter, a Director must be elected to each respective office for a one-year term.

6.3 A Director must be elected in the same manner as above to fill out an unexpired term of any office which becomes vacant.

7. Meetings.

7.1 The Board must meet at least annually on a schedule determined by the Board.

7.2 Meetings of the Board may be called by the Chair and may be called upon written request of a majority of the Directors.

7.3 All meetings must be conducted in compliance with the Minnesota Open Meeting Law, Minnesota Statutes Chapter 13D.

7.4 The Board will select a Member City to provide administrative support to act as the Boards Fiscal Manager.

8. Powers and Duties of the Board.

The powers and duties of the Board are limited to the following:

8.1 Establish a Regional Human Rights Commission.

Subd. 1. Purpose. The purpose of the Human Rights Commission is to secure for all citizens and visitors equal opportunity in education, employment, housing, public accommodations, and public services, and full participation for all its citizens in the affairs of this community.

Subd. 2. Composition and Qualifications, Appointment and Removal, Compensation.

- (a) The Commission will be comprised of persons expressing a commitment and interest in protecting the rights of protected classes as defined by Minnesota Statute Chapter 363A entitled the "Human Rights Act." The Board, in making its appointments will strive to create gender balance, representation of protected classes, a balance of interest, and a make-up that represents the diversity of the community.
- (b) The Commission will consist of eight members. Five of the eight commission members must be persons residing in member cities.
- (c) All Members will be appointed by the Board with the advice and consent of the governing body of each Member and with due regard to their fitness to fulfill the functions powers, and duties vested in and imposed upon the Commission.
- (d) The Board may remove any member of the Commission in the best interests of the Member cities.
- (e) Members of the Commission will serve without compensation.

Subd. 3. Terms of Members, Vacancies, Participation.

- (a) Appointment: Members of the Commission will be appointed to three year staggered terms.
- (b) Meetings: The Commission will meet monthly and may meet additionally at the call of the Chairperson or of any two members.
- (c) Officers: The Commission will at its first meeting in January of each year, elect a Chairperson, Vice-Chairperson and a secretary. No person will serve more than two consecutive terms as Chairperson or Vice Chairperson.
  - (i) Chairperson: The Chairperson will preside and maintain order at all Commission meetings and will make such reports as required by law and as ordered by the Commission to the Board.
  - (ii) Vice Chairperson: The Vice Chairperson will fulfill the duties of the Chairperson in the absence of the Chair including the calling of

Commission meetings and assist the Chairperson with administrative duties, and monitor the expenditure of funds allocated for human rights through the Commission.

(iii) The Secretary shall provide a record of meeting that is distributed to commission members, JPA members and staff members assigned to the regional human rights office.

- (d) Procedure: All business of the Commission will be conducted in an orderly and lawful manner, and the Commission will at all times be vigilant to preserve and protect the rights and privacy of both persons having human rights complaints and persons against whom human rights complaints have been made. Specific human rights complaints made against named individuals will not be heard by the Commission. However, the Commission may be addressed by individuals regarding problems and issues generally with due regard for the privacy of all persons. Persons having specific human rights complaints will be referred to the State of Minnesota Department of Human Rights. The Commission may also enact bylaws, with the approval of the Board, to govern its own affairs. The bylaws will not provide for the removal of Commission members by the Commission, but may provide a procedure by which the Commission may recommend removal of a Commission member to the Board. The bylaws may include recommendations for the training of Commission members as deemed appropriate by the Commission.
- (e) Public: All meetings of the Commission, records and minutes will be open to the public except as otherwise may be provided by applicable law.

Subd. 5. Duties and Responsibilities.

- (a) Working in cooperation with the State of Minnesota Department of Human Rights the Commission will foster, through education, conferences and public information, general awareness and understanding of human rights issues and laws in the Member cities. The Commission may make recommendations to the Board on legislation and policy changes at any level of government. Except for their advice to the Board, the Commission will not attempt to directly influence the legislation or policy changes the Commission recommends. Individual Commission members may, as individuals or representatives of other organizations, advocate before other legislative or executive bodies as individuals or representatives of other organizations, but they will not represent that they are representing the Board or any Member city unless so authorized by the Board or the Member city. The Commission will not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- (b) In addition to the State of Minnesota Department of Human Rights the Commission will enlist the cooperation of agencies, organizations, and individuals in the community, and will cooperate with the human and civil rights agencies of other communities, in an active program directed to create equal opportunities and equal rights for all persons.

- (c) The Commission will advise the Board on human relations and civil rights issues including the functioning of the agreement with the State of Minnesota described in paragraph 8.2 below.
- 8.2 Enter into an agreement with the State of Minnesota Department of Human Rights to operate a regional human rights office in the St. Cloud area. That office should provide the following services:
- 1. Complaint intake.
  - 2. Pre-investigative dispute resolution.
  - 3. Forwarding of the complaint to the State Office staff when necessary.
  - 4. Education and outreach services in the form of training about the Minnesota Human Rights Act.
  - 5. Coordinate forums and cultural diversity events that may be conducted by other entities or consultants.
  - 6. Serve as staff in support of a regional human rights office.
- 8.3 Annually report to Members on Board activities and progress in meeting goals. The annual report shall be distributed to the Members no later than March 1<sup>st</sup>.
- 8.4 The Board may research and make recommendations to the Members regarding matters related to the purpose of this Agreement.
- 8.5 The Board may consult with persons knowledgeable in human rights such as research organizations, educational institutions, other political subdivisions, and any other persons who can provide pertinent information.
- 8.6 The Board must contract for or purchase such insurance as the Board deems necessary for the protection of the Board and the Members.
- 8.7 The Board may accumulate reserve funds for the purposes herein mentioned and may invest funds not currently needed for its operations.
- 8.8 The Board may collect money, subject to the provisions of this Agreement, from its Members and from any other source(s) authorized by law.
- 8.9 The Board may make contracts, employ consultants, incur expenses and make expenditures necessary and incidental to the effectuation of its purposes and powers, in conformance with the requirements applicable to contracts and purchases of all of the Members.

8.10 The Board will cause to be made an annual audit of the books and accounts of the Board and must make and file a report to its Members at least once each year. Strict accountability of all funds and report of all receipts and disbursements must be made.

8.11 The Board's books, reports and records will be available for and open to inspection by its Members at all reasonable times. The Board's records shall be available for inspection by the public pursuant to Minnesota Statutes, Chapter 13.

8.12 The Board may appoint such committees as it deems necessary to exercise to powers of the Board in accordance with by-laws adopted by the Board and as allowed by law.

8.13 The Board may exercise all other lawful powers necessary and incidental to the implementation of the purposes and powers set forth herein, including, without limitation, the adoption of by-laws to govern the functioning of the Board, provided that no by-law or action of the Board will be contrary to the terms of this Agreement.

## 9. Additional Members.

9.1 Other cities may become a party to this Agreement upon a 2/3 majority of all Directors acting upon a resolution of the Board. The new Member shall sign a copy of this Agreement. Existing Members shall not be required to resign.

9.2 The Board may require Additional Members to pay a fee deemed appropriate by the Board. Said fee must take into consideration the expenditures of the Board to date. The Board may allow this fee to be paid over one or more years.

## 10. Employees.

10.1 Employees of the member Cities serving as a Director or providing project administrative services will not be considered employees of the Board for any purpose including, but not limited to, salaries, wages or other compensation or fringe benefits; workers' compensation; unemployment compensation or reemployment insurance; retirement benefits; social security; liability insurance; keeping of personnel records and termination of employment. Each Member agrees to contribute each year to a general fund. The annual contribution by each Member will be determined in accordance with a budget approved by the Members governing bodies.

10.2 No Member will be responsible or liable to any other Member for the payment of wages or other remuneration to the other Member or to the other Member's employee(s), notwithstanding the fact that such employee may from time to time pursuant to this Agreement, provide services which benefit the other.

11. Member's Financial Contributions.

11.1 Each year, the Board will, by approval of a 2/3 vote of all its Directors, adopt a proposed general administration budget for the ensuing year and decide upon the total amount necessary for the general fund. The Board must certify the budget on or before July 1 to the clerk of the governing body of each Member, together with a statement of the proportion of the budget to be contributed by each Member. Each member must approve or object to the proposed budget and the Members' financial contribution and give notice of its action to the Board. The budget will be deemed approved by a Member in the absence of action by August 1. Final Action adopting a budget for the ensuing calendar year must be taken by the Board on or before October 15 of each year. Each Member's contribution must be paid by January of the following year. The per capita rate will be the same for each member.

11.2 Upon the failure of any Member to contribute its financial obligation in a timely manner, or to fulfill any of its other material obligations under this Agreement the Board may expel a Member upon 2/3 vote of all its Directors.

11.3 Contributions to the general fund are to be used for general administration purposes including, but not limited to expenses, supplies, insurance and bonds. In addition, the Regional Human Rights Commission will be provided a general fund appropriation for its outreach and education efforts.

12. Duration. This Agreement will continue for a period of five years after its effective date unless earlier terminated as provided herein.

13. Termination.

13.1 During any portion of the term of this Agreement in which there are no more than two Members if either member wishes to terminate this Agreement, then the Board must terminate this Agreement, allowing reasonable time to complete work in progress.

13.2 During all other portions of the term of this Agreement when there are at least three members the Board may receive petitions for termination of this Agreement from Members. Upon receipt of a petition of a Member the Board must conduct a public hearing. The Board must provide a minimum of 30 days notice in writing to the City Administrator/ Manager of each Member and by publication in a newspaper of general circulation in Member cities. Upon a 2/3 vote of all Directors acting upon a resolution of the Board, the Board must recommend termination of this Agreement. A copy of the resolution must be submitted to the City Council of each Member and if ratified by 2/3 of the Members, the Board must terminate this Agreement, allowing reasonable time to complete work in progress. Reasonable time to

complete work in progress must include time to give notice and terminate any agreement with the State of Minnesota to establish a regional human rights office.

- 13.3 Upon termination of this Agreement, all monies on hand shall be distributed to the current Members. Any distribution of assets must be made in proportion to the total contributions by the respective Members over the entire duration of this Agreement. The Board will continue to exist after termination for such period as is necessary to wind up its affairs, but not for other purpose.

#### 14. Withdrawal.

- 14.1 During any portion of the term of this Agreement in which there are more than two Members, a Member may withdraw from this Agreement, by resolution of its city council, provided that the member gives a 120-day notice to the Board and the other Members. Any Member formally withdrawing is still obligated to pay its contribution according to the terms of this Agreement for the then current budget year but will have no further liability or obligation to the Members except as to actions, events or responsibilities arising or occurring before the effective date of withdrawal. Any Member withdrawing under this provision will not be entitled to any refund from the Board.

#### 15. Indemnification.

- 15.1 The Board of Directors must defend and indemnify its members for any liability claims arising from Board activities or operations, and decisions of the Board of Directors. Nothing in this agreement will constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses, and the limits of liability under Minnesota Statutes, Chapter 466 for some or all of the parties may not be added together to determine the maximum amount of liability for any party.
- 15.2 Nothing herein will be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- 15.3 Any excess or uninsured liability must be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

#### 16. Severability.

16.1 If any portion of this Agreement is found to be void, unenforceable, unconstitutional, or any combination of these, by a court of competent jurisdiction, the remaining portions of this Agreement shall remain in effect.

17. Effective Date.

17.1 This Agreement shall be in full force and effect when all members sign this Agreement. All members need to sign the same copy. Each member shall file the signed Agreement with the St. Cloud City Clerk who will notify all members of the effective date of the Agreement.

IN WITNESS WHEREOF, The parties hereto have duly executed this Agreement by action of their governing bodies, in accordance with law.

CITY OF ST. CLOUD

CITY OF ST. JOSEPH

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
And its City Clerk

\_\_\_\_\_  
And its City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CITY OF SARTELL

CITY OF SAUK RAPIDS

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
And its City Clerk

\_\_\_\_\_  
And its City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6k</b>
Agenda Section: <b>Consent</b>	Item: <b>Intersection Improvement Agreement</b>	

**RECOMMENDATION:**

Staff recommends approval of the Intersection Improvement Agreement.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

Stearns County Commissioners approved the agreement on December 1, 2015.

**BACKGROUND:**

When the subject property was platted in 2001, the Council, through the Development Agreement, required that construction of a controlled intersection and that an internal cross-ingress/egress easement. The City's obligation was to pay a portion (1/4) of the cost associated with that improvement. The purpose of the controlled intersection requirement was due in part because of increased traffic pressure that would be experienced on 2<sup>nd</sup> Street South if the lots were to be developed. The purpose of the internal cross easement was to ensure access (if the lots were developed separately) to the controlled intersection.

Because Kwik Trip would like to advance the improvement to occur in 2016, they have offered to pay 1/2 of the total improvement costs, which then requires the remaining costs to be split amount the City and the County. This agreement assures all parties of their funding commitment for this improvement.

**BUDGET/FISCAL IMPACT:**

There is a budget impact with shared construction costs of one leg of the intersection located at Cty Road 78 and 2<sup>nd</sup> Street South. According to the County, the City would then handle about 1/8 of the cost or up to approximately \$38,000. We have entered that approximate amount into the 2016 street fund.

**ATTACHMENTS:**

Agreement

**COUNCIL ACTION REQUESTED:**

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

## AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the CITY OF SARTELL, MINNESOTA, a municipal corporation, party of the first part, hereinafter known as the CITY and the COUNTY OF STEARNS, MINNESOTA, a political subdivision of the State of Minnesota, party of the second part, hereinafter known as the COUNTY, and KWIK TRIP, INC., party of the third part, hereinafter known as the DEVELOPER, WITNESSETH:

WHEREAS: the DEVELOPER plans to construct a facility on the north side of the intersection of CSAH 133 and CSAH 78 in the CITY; and

WHEREAS: the DEVELOPER desires that a traffic control signal be installed at the above described intersection and be fully operational upon opening of said facility; and

WHEREAS: traffic counts taken by the COUNTY indicate a traffic signal is currently warranted at said intersection; and

WHEREAS: COUNTY cost share policies and practices require that the CITY pay one-fourth of the cost to construct a traffic control signal; and

WHEREAS: neither the COUNTY nor the CITY have sufficient funding available to meet the DEVELOPER's requested timelines; and

WHEREAS: the DEVELOPER has indicated they would be willing to pay half the costs of said intersection improvement in addition to temporarily financing the portion of the COUNTY share not currently available in the 2016 budget; and

WHEREAS: the three parties have reached a financial agreement for project funding.

NOW, THEREFORE, in consideration of the mutual covenants, agreements and resolutions set forth herein by the CITY, COUNTY and DEVELOPER, receipt of which is hereby acknowledged, the parties hereto agree as follows:

BE IT RESOLVED: that the COUNTY shall design and construct the proposed traffic control signal system at the above described intersection to meet applicable state aid standards as determined by the necessary state aid plan review, and shall advertise for bids in accordance with COUNTY procedures for 2016 construction. The COUNTY shall provide to DEVELOPER for review and approval all bids related to the traffic control signal system. The final cost to DEVELOPER for the proposed traffic control signal system shall not exceed One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00).

BE IT FURTHER RESOLVED: that the traffic control signal system shall be installed and operational no later than December 31, 2016.

BE IT FURTHER RESOLVED: that the DEVELOPER, upon opening of bids and prior to COUNTY award, shall deposit with the COUNTY one half of the anticipated project construction and materials costs plus the three-eighths COUNTY share less Fifty Thousand and 00/100 Dollars (\$50,000.00).

BE IT FURTHER RESOLVED: that the CITY, upon opening of bids and prior to COUNTY award, shall deposit with the COUNTY one-eighth of the anticipated project construction and materials costs.

BE IT FURTHER RESOLVED: that the CITY agrees to financial responsibility for ongoing power, relamping and painting costs for the signal system as determined by the COUNTY cost share policy.

BE IT FURTHER RESOLVED: that the COUNTY agrees to reimburse the DEVELOPER for the three-eighths COUNTY share less Fifty Thousand and 00/100 Dollars (\$50,000.00) for the construction and materials cost no later than June 30, 2017.

BE IT FURTHER RESOLVED: that if upon bid opening the overall project cost exceeds Three Hundred Thousand and 00/100 Dollars (\$300,000), then this agreement shall be null and void and no party hereto shall have any further obligation with respect to its terms. In the event, the the overall project cost exceeds Three Hundred Thousand and 00/100 Dollars (\$300,000), nothing in this agreement shall be construed as limiting or prohibiting the parties from entering a new agreement, if they so choose, provided that any such new agreement shall be in writing and duly approved and executed by all parties.

IN TESTIMONY WHEREOF, the COUNTY OF STEARNS, by the authority of the Board of Commissioners, and the CITY of Sartell, by authority of the City Council, and KWIK TRIP, INC., by authority of its officers, have caused this agreement to be enacted, the day and year first written above, and their respective seals to be hereunto attached.

**COUNTY OF STEARNS**

BY

\_\_\_\_\_  
Leigh Lenzmeier,  
Chair of Stearns County Board  
of Commissioners

ATTEST: \_\_\_\_\_  
Randy R. Schreifels  
Stearns County Auditor-Treasurer

**CITY OF SARTELL**

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

ATTEST: \_\_\_\_\_

City Clerk

**KWIK TRIP, INC.**

BY \_\_\_\_\_

ITS \_\_\_\_\_

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>61</b>
Agenda Section: <b>Consent</b>	Item: <b>Revised Orderly Annexation Agreement Amendment Resolution</b>	

**RECOMMENDATION:**

Approve the revised and joint resolution allowing for the release of certain property from the LeSauk Township Orderly Annexation Agreement.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

During the October 26, 2015 meeting, the Council approved a resolution detaching the subject properties from the Sartell/LeSauk Township OAA.

**BACKGROUND:**

**UPDATE:** The Office of Administrative Hearings has requested a few changes in the resolution previously submitted including the need to specifically not refer to this action as a detachment, but that the City and the Township are agreeing to the release of the subject properties from the OAA. The Township will act on this joint resolution on December 15, 2015.

Peter Ferber who is the owner of several properties within LeSauk Township is requested the detachment (or removal) of his properties from the LeSauk and Sartell Orderly Annexation Agreement. He is also requesting the detachment from LeSauk Township and the annexation into the City of St. Cloud.

The properties are located just north of Whitney Park, along Forest Drive and 321<sup>st</sup> Street. All three properties are adjacent to current St. Cloud properties where utilities are readily accessible. The nearest Sartell utilities are several miles away, with no plans of extension. The release of the properties is contingent on the successful approval(s) from both LeSauk Township and the City of St. Cloud. The LeSauk Town Board did make a motion to approve the detachment on the condition that Mr. Z's will no longer be allowed to operate on the parcel after December 31, 2015.

**BUDGET/FISCAL IMPACT: NA**

**ATTACHMENTS:**

1. Resolution

**ACTION REQUESTED:**

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

MN Municipal Board Docket No. \_\_\_\_\_

LeSauk Township Resolution No. \_\_\_\_\_

City of Sartell Resolution No. \_\_\_\_\_

JOINT RESOLUTION AS TO THE AMENDMENT OF THE ORDERLY ANNEXATION AGREEMENT  
BY AND BETWEEN THE CITY OF SARTELL AND THE TOWN OF LESAUK

WHEREAS, the City of Sartell (Sartell) and the Town of LeSauk (LeSauk) are parties to a Joint Resolution as to the Orderly Annexation (Agreement) approved by the Minnesota Municipal Board on November 6, 1992 (Municipal Board Docket N. OA-276); and

WHEREAS, the City of Sartell received a written notice from a property owner, Peter Ferber, requesting the release of certain property from the LeSauk and Sartell Orderly Annexation Agreement; and

WHEREAS, the property(s) are identified as 17.09446.0000, 17.09445.0000 and 17.09444.0000 (properties) and are located in LeSauk Township and abuts St. Cloud on its north and west property lines. The property owner has indicated he intends to develop the property(s); and

WHEREAS, given the location and proximity to services and facilities available from the City of St. Cloud, it is appropriate for the properties to be released from the LeSauk and Sartell Orderly Annexation agreement and served by St. Cloud instead of Sartell; and

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF SARTELL AND THE BOARD OF SUPERVISORS OF THE TOWN OF LESAUK, THAT THE TOWN AND CITY DO JOINTLY AGREE TO THE FOLLOWING:

1. The property legally described in Exhibit A, as set forth on the map also included as part of Exhibit A is excluded from the 1992 Orderly Annexation Agreement.
2. Except to the extent specifically modified herein, this resolution as to the Orderly Annexation approved by the Minnesota Municipal Board on November 6, 1992, shall remain in full force and effect.

This resolution is adopted by the Sartell City Council on December 14, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: City Administrator

This resolution is adopted by the LeSauk Town Board of Supervisors the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Chair

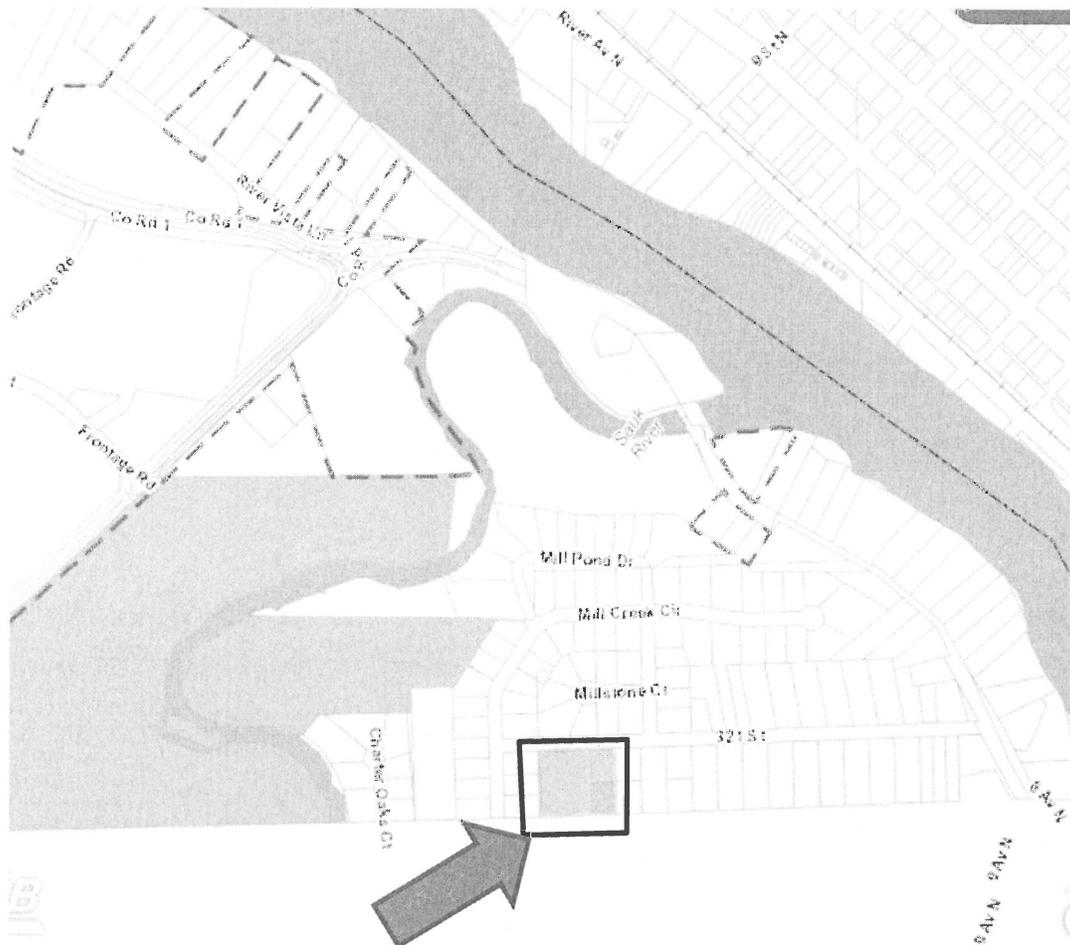
\_\_\_\_\_  
\_\_\_\_\_, Town Clerk

## EXHIBIT A

The North One-Half (N1/2) of Lot Sixteen (16), in Block Two (2), **North Side Acres**, according to the plat thereof on file and of record in the office of the County Recorder, Stearns County, Minnesota, being part of Section Thirty-five (35), Township One Hundred Twenty-five (125), Range Twenty-eight (28) West.

The South One-half (S1/2) of Lot Sixteen (16), in Block Two (2), in **North Side Acres**, as surveyed and platted in March, 1928, and recorded in the office of the County Recorder, Stearns County, Minnesota, being in Section Thirty-five (35), Township One Hundred Twenty-five (125), Range Twenty-eight West (28W).

Lots Numbered Seventeen (17) and Eighteen (18), in Block Numbered Two (2), **North Side Acres**, according to the plat and survey thereof on file and of record in the office of the County Recorder, Stearns County, Minnesota.



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration/Engineering</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6m</b>
Agenda Section: <b>Consent</b>	Item: <b>Mississippi River-Utility Crossing Replacement</b>	
<p><b>RECOMMENDATION:</b> Approve the attached proposal for engineering services to complete the feasibility study as noted below.</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> None</p> <p><b>PREVIOUS COUNCIL ACTION:</b> 2007 Feasibility Report accepted with no action taken.</p> <p><b>BACKGROUND:</b> Benton County is planning to construct a roundabout at the intersection of CSAH 29 (1<sup>st</sup> St. NE) and CSAH 33(Benton Drive) in 2018. In addition the city is planning for the reconstruction of the East Side neighborhood in 2017 or 2018. These proposed river crossing improvements need to be completed ahead of or concurrently with the Benton County road improvements. The existing sewer crossing is the only means of getting sanitary sewer from the east side to the west side of the river.</p> <p>The River Crossing options have previously been studied by Bonestroo (“Feasibility Report for Sartell Street Utility/Bridge Improvements, dated June 2007”). This report confirms that due to the age and condition of the existing bridge replacing the sewer and water on the bridge is not a viable option. The recommendation of this report was to remove the bridge and replace with a structure designed to only carry the utilities at a cost of \$1,560,000 in 2007(\$2.1 Million -2017 Dollars). The report did consider directional drilling pipe under the river, however this was deemed to be not feasible due to the unknowns of the river bottom soils. Since that time the city had a contractor dig in the river to see if they thought that an open channel could be dug across the river and they thought it should be possible to open cut a sewer pipe across the River. The study did not include consideration for an inverted siphon sewer. An inverted siphon sewer is a pipe laid below the river bed that conveys sewage flow by utilizing a siphon effect as opposed to more traditional methods including gravity sewer conveyance systems or a lift station and forcemain. Through discussions with Stantec they had indicated that an inverted siphon was previously discussed but never taken to the level of a feasibility report. Given unknown long range plan for maintaining the existing bridge pursuing alternatives that do not include the bridge seem warranted.</p> <p>The attached proposal includes evaluating options for the replacement of the sanitary sewer and watermain crossing the Mississippi River. In addition the study will evaluate options and update the estimated cost for the replacement of lift station that is currently budgeted for replacement in 2022.</p> <p><b>BUDGET/FISCAL IMPACT:</b> \$21,773. Payment will be made from Sewer and Water Funds</p> <p><b>ATTACHMENTS:</b> Letter Proposal, Bonestroo Feasibility Report</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion accept the proposal in an amount not to exceed \$21,773.</p>		



December 14, 2015

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

Re: Proposal for Feasibility Study and Report  
Sanitary Sewer River Crossing and Collection System

Dear Ms. Degiovanni:

WSB & Associates, Inc. is pleased to provide you with our proposal for the preparation of a feasibility study and report to evaluate the options for crossing the Mississippi River with a new sanitary sewer main to replace the existing bridge supported sanitary sewer main and to prepare cost estimates to replace the collection piping and lift station located at Rotary Park.

The City's sanitary sewer collection system that is located on the east side of the river is entirely dependent on a single sewer main crossing the river. In addition, the main that is mounted above ground to an old industrial bridge may have a limited remaining life expectancy. If either the bridge or the sewer main were to fail, the sewage collected in the east sanitary sewer collection system would not have a way to flow across the river into the west sanitary sewer collection system and ultimately to the regional wastewater treatment plant. If a new sanitary sewer is constructed beneath the river, an inverted siphon may be a feasible option. An inverted siphon is a closed conduit designed to run full under pressure and carry wastewater under a depression, river, or stream. Inverted siphons are commonly used throughout the world.

In addition WSB has been asked to review and estimate the cost to replace the existing sanitary sewer collection system on the west side of the river to lift station No. 2 located in Rotary Park. This lift station was scheduled for replacement in 2022; however, staff has recommended that costs be evaluated and consideration given to replacement at the same time the River Crossing improvements are made.

### **Proposed Engineering Services**

The feasibility report and study for the project will include the following:

1. Provide project management and coordination with City Staff.
2. Provide one (1) visit to review the existing collection system , lift station and review potential locations to route the proposed sanitary sewer main across the river.

3. Evaluate the existing sanitary sewer collection system including the entire east side and the system draining to Lift Station No. 2.
4. Install wastewater flow measurement equipment inside the first manhole that is located on the west side of the river that receives wastewater from the existing sewer main that crosses the river to determine the existing wastewater flow rates from the east sanitary sewer collection system and to size the proposed sanitary sewer main for crossing the river. Review flow data collected from flow measurement equipment.
5. Complete hydraulic calculations for an inverted siphon design to estimate the required size of the inverted siphon. Provide preliminary design layout(s) (GIS map figures) of the proposed inverted siphon for crossing the river and prepare detailed opinion of probable project costs.
6. Evaluate the cost to replace the collection piping on the west side of the river and Lift Station No. 2 with a submersible pump lift station.
7. Prepare preliminary project schedule.
8. Identify potential funding sources.
9. Prepare the feasibility report with colored GIS mapping figures.
10. Attend a City Council meeting to discuss the project and the feasibility report.

We propose to complete the feasibility study for an hourly, not-to-exceed cost of \$21,773.00 as summarized below.

<b>Task</b>	<b>Estimated Fee</b>
1. Provide project management and coordination	\$1,896.00
2. Provide one (1) visit to review the existing collection systems and review potential locations to route the proposed sanitary sewer main across the river.	\$1,264.00
3. Evaluate the existing sanitary sewer collection system.	\$632.00
4. Install wastewater flow measurement equipment inside the first manhole that is located on the west side of the river that receives wastewater from the existing sewer main that crosses the river. Review data collected from flow measurement equipment.	\$2,153.00
5. Complete hydraulic calculations for an inverted siphon design to estimate the required size of the inverted siphon. Provide preliminary design layout(s) (GIS map figures) of the proposed inverted siphon for crossing the river and prepare detailed opinion of probable project costs.	\$5,732.00
6. Evaluate the cost to replace Lift Station No. 2 and associated collection system.	\$2,528.00
7. Prepare preliminary project schedule.	\$158.00

8. Identify potential funding sources.	\$474.00
9. Prepare the feasibility report with colored GIS mapping figures.	\$5,672.00
10. Prepare presentation and attend city council meeting to discuss feasibility study report.	\$1,264.00
<b>Total Estimated Not-to-Exceed Fee</b>	<b>\$21,773.00</b>

Actual fees will be based on the hourly rates and the actual time spent by the team members working on the project. The estimated maximum fee will not be exceeded without prior authorization from the City. Any additional services requested which are beyond the scope of work can be provided and charged at the hourly rates in effect for the individuals performing the work, after authorization by the City.

Thank you for this opportunity to provide professional consulting services to the City of Sartell. If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed.

Please do not hesitate to contact me at 651-286-8466 if you have any questions.

Sincerely,

*WSB & Associates, Inc.*



Greg F. Johnson, P.E.  
Water/Wastewater Group Manager

c: Mike Nielson, WSB & Associates, Inc.

**ACCEPTED BY:**  
**City of Sartell, Minnesota**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



# Feasibility Report

Sartell Street Utility/Bridge Improvements

City of Sartell

June 2007

Project Number: 000901-07121-0

FEASIBILITY REPORT  
FOR  
SARTELL STREET UTILITY/BRIDGE IMPROVEMENTS  
SARTELL, MINNESOTA

JUNE 2007

PROJECT NO. 901-07121

MAYOR:

TIM O'DRISCOLL

COUNCIL MEMBERS:

STEVE HENNES  
PAT LYNCH  
JOE PERSKE  
DAVID PETERSON

ADMINISTRATOR/CLERK:

PATTI GARTLAND

PUBLIC WORKS DIRECTOR:

BRAD BORDERS

I hereby certify that this Report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

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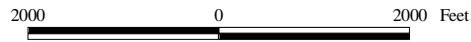
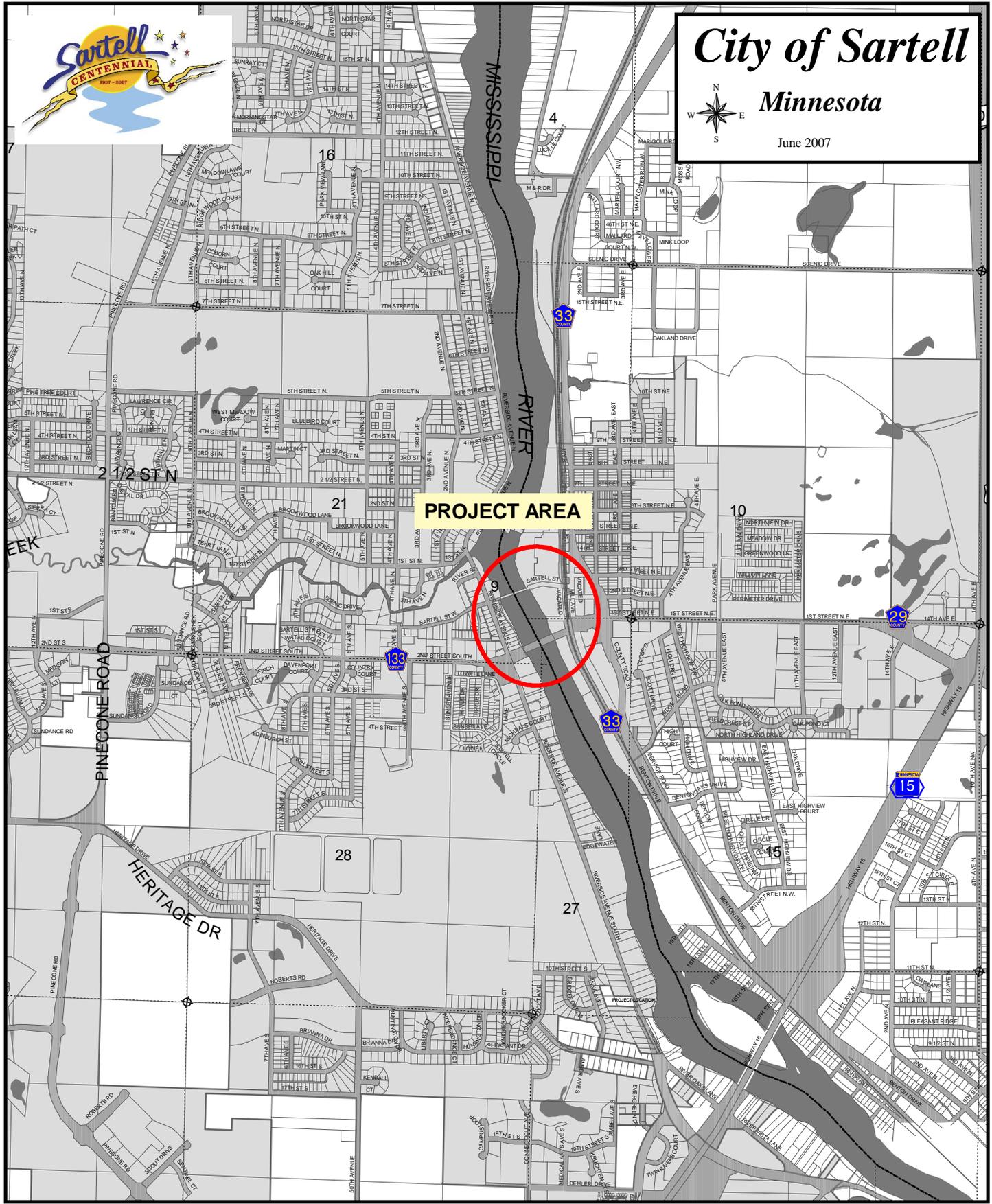
Todd R. Stevens, P.E.  
Minnesota Registration No. 21312

---

Keith R. Yapp, P.E.  
Minnesota Registration No. 21118



**City of Sartell**  
 Minnesota  
 June 2007



# TABLE OF CONTENTS

	PAGE
LOCATION MAP .....	2
TABLE OF CONTENTS .....	3
<b>1. INTRODUCTION.....</b>	<b>4</b>
<b>2. SCOPE .....</b>	<b>4</b>
<b>3. BACKGROUND .....</b>	<b>4</b>
A.    HISTORY OF UTILITY CROSSING.....	4
B.    CONDITION OF BRIDGE SUPERSTRUCTURE.....	5
C.    CONDITION OF BRIDGE SUBSTRUCTURE.....	5
D.    CONDITION OF UTILITIES .....	5
<b>4. ALTERNATIVES .....</b>	<b>6</b>
A.    DO NOTHING .....	6
B.    REHABILITATE EXISTING STRUCTURE.....	6
C.    REPLACE EXISTING STRUCTURE (SUPERSTRUCTURE AND ABUTMENTS) .....	7
D.    REMOVE EXISTING STRUCTURE, RE-ROUTE UTILITIES TO HIGHWAY BRIDGE.....	7
E.    REMOVE EXISTING STRUCTURE, DIRECTIONALLY BORE UTILITIES UNDER RIVER.....	7
<b>5. COST ESTIMATES.....</b>	<b>8</b>
<b>6. CONCLUSION.....</b>	<b>8</b>
<b>UTILITY RE-ROUTE MAP</b>	
<b>COST ESTIMATE BREAKDOWNS</b>	

# FEASIBILITY REPORT FOR SARTELL STREET UTILITY/BRIDGE IMPROVEMENTS SARTELL, MINNESOTA

## 1. INTRODUCTION

An existing bridge on Sartell Street carries several utilities across the Mississippi River. The bridge has deteriorated through the years to the point where there are concerns about the bridge's structural integrity and its ability to safely carry those utilities. The City Council has directed Bonestroo to conduct a feasibility study and prepare a Preliminary Engineering Report which looks at alternatives for maintaining utility access across the river.

## 2. SCOPE

This report discusses alternatives that could be undertaken to improve the manner in which the utilities cross the river. The focus of the report is on the means by which the utilities cross the river, and not the utilities themselves. The alternatives include maintaining a bridge crossing at the present location, as well as relocating the utilities. This report discusses the feasibility and estimated costs of the various alternatives.

## 3. BACKGROUND

### A. History of Utility Crossing

The existing utility crossing consists of a three span bridge, with the utilities either attached to or suspended from the bridge structure. The utilities include large diameter sanitary sewer and water mains suspended below the bridge deck, a gas line suspended from brackets on the south side of the structure, and either telephone or electrical lines attached to supports on the top of the structure.

The structure was built in 1914 and currently consists of three 140-foot truss spans. An additional span(s) at the west river bank is no longer in place. The bridge served as the only local roadway crossing of the Mississippi River until 1983, when the CSAH 29 bridge was built approximately 850 feet downstream. The Sartell Street bridge was closed to vehicular traffic at that time, and has carried only utilities since then.

The utility bridge suffered damage in 1965 when spring flooding undermined the east pier. The pier experienced visible settlement, but was repaired, and there is no evidence of additional settlement since those repairs were made.

## B. Condition of Bridge Superstructure

Bonestroo conducted a general inspection of the utility bridge in February of 2005. The inspection consisted of visual observations of structural components above the waterline. The inspection did not include fracture-critical inspection, material testing, or any structural analysis.

The bridge superstructure, comprised of the truss spans, exhibited deterioration typical for a steel bridge that is over 90 years old. That deterioration included the following:

- 1.) Pitting and section loss of some members
- 2.) Corrosion and restricted movement at expansion bearings
- 3.) Failure of some horizontal bracing
- 4.) Pack rust at multiple locations
- 5.) Paint coating failure at multiple locations

The truss-type construction is defined as non-redundant, meaning that the failure of a single member or component can lead to total structure collapse. A detailed, hands-on inspection of each structural member would be necessary to assess the structural integrity of the existing truss spans. Therefore, it is not possible to quantify the remaining useful life of the bridge superstructure at this time.

## C. Condition of Bridge Substructure

The bridge abutments and piers were also evaluated during the 2005 general inspection. Deterioration was evident at the following locations:

- 1.) Cracks in the east abutment, apparently due to settlement
- 2.) Slope erosion at the east abutment
- 3.) Spalled concrete at multiple locations

The erosion and some of the concrete deterioration could be addressed with standard repair procedures. The abutments may need to be replaced.

The condition of the pier foundations was further investigated during an underwater inspection conducted in March of 2006. This inspection confirmed that the repairs completed in 1965 were successful in stabilizing the east pier footing. Therefore, it appears that the existing piers could be left in place for continued use.

## D. Condition of Utilities

The utilities located on the bridge are generally in fair to poor condition. Many of the hangers for the suspended utilities are beginning to corrode. The insulation on the sanitary sewer and water lines is in poor condition and

missing in some locations, leaving the pipes exposed. Also, the sanitary sewer line appears to be sagging in the west span.

#### 4. ALTERNATIVES

The alternatives discussed below refer to the means by which the utilities cross the river. For all but the “do nothing” alternative, the discussion and/or cost includes upgrading the city-owned utilities (sanitary sewer and water). The disposition and cost participation for the other utilities (gas and telephone/electric) will need to be coordinated with the respective owners.

##### A. Do Nothing

This option consists of leaving the existing structure in place, with no repairs and no additional inspection or analysis. This option would involve an unknown level of risk for the City because of the uncertainties related to the condition of the existing structure. Although there are no indications of imminent failure, structural failure would eventually occur. Structural failure could occur without warning because of the type of structure and the lack of load path redundancy. Structural failure could lead to an environmental incident (sanitary sewer spill into the river), a public safety incident (gas line break), and potentially costly emergency clean-up and repairs.

This option is not recommended because of the uncertainties involved and the potential for sudden, unexpected structural failure.

##### B. Rehabilitate Existing Structure

This option consists of conducting in-depth inspection and analysis of the existing structural components, and making the necessary repairs to allow the structure to remain in service. The extent of the necessary repairs could range from moderate to nearly complete replacement.

This option would reduce the level of risk for the City, but would include a great deal of uncertainty with respect to project costs. Project costs could not be determined with any degree of accuracy until the inspection and analysis was completed. Certain costs would be unavoidable and include the following:

- 1.) In-kind replacement of structural components. This work might be possible in-place, but could require the span to be moved to an on-ground work area.
- 2.) Repaint the structural steel. The existing paint is almost certainly lead-based. Therefore, containment would be required during the sand-blasting process. Containment and repainting could be done either in-place (over water) or after moving the span to an on-ground location, but would be expensive either way.
- 3.) Maintain existing utilities during construction.

Rehabilitation would involve many other tasks and costs, and could include a relatively long construction timeline. A cost estimate for structure rehabilitation, based on an assumed amount of member replacement, is included with this report.

C. Replace Existing Structure (Superstructure and Abutments)

This option consists of removing the existing truss spans, constructing new abutments, and installing a new superstructure specifically designed for the given loads (utilities). This option would involve minimal risk for the City. This option would also include a much higher degree of accuracy with respect to estimated project cost, because there would be much less uncertainty about the scope of work.

This option would include all necessary repairs to the existing piers. It would also need to maintain the existing utilities during construction, but for a shorter time period than the rehabilitation option. A cost estimate for superstructure replacement is included with this report. This cost estimate does not include any contribution from the owners of the private utilities that are located on the existing bridge.

D. Remove Existing Structure, Re-route Utilities to Highway Bridge

This option consists of re-routing the existing city utilities from the current crossing at Sartell Street to the CSAH 29 bridge just downstream. The disposition of the other utilities would need to be coordinated with the respective owners. Presumably, the existing bridge would be removed completely after the utilities were re-routed.

As with structure replacement, this option would involve minimal risk for the City and a higher degree of accuracy with respect to estimated project cost. This option would require inter-agency coordination, possible right-of-way acquisition, and construction activities on or near the CSAH 29 roadway. The ability of the CSAH 29 bridge to accommodate the re-routed utilities, both structurally and geometrically, would need to be confirmed.

Due to elevation differences, a lift station would be required for the re-routed sanitary sewer line. In addition to initial construction costs, there would also be operation and maintenance costs associated with the lift station. A cost estimate for re-routing utilities is included with this report.

E. Remove Existing Structure, Directionally Bore Utilities Under River

This option consists of re-routing the existing city utilities from the current above-ground configuration to a location below the river bottom. The disposition of the other utilities would need to be coordinated with the respective owners. Presumably, the existing bridge would be removed completely after the utilities were re-routed.

This option would be similar to structure rehabilitation in that it would reduce the level of risk for the City, but would include a great deal of uncertainty with respect to project costs. The cost uncertainty relates to the unknown soil conditions beneath the river, which could make directionally boring large diameter pipes difficult or even impossible. It is anticipated that this option could be implemented without a lift station for the sanitary sewer line. Once installed, the capacity of the underground pipes would be fixed, with no economical means of increasing capacity.

This option is not recommended because of the uncertainties involved.

## 5. COST ESTIMATES

Of the five alternatives that are discussed above, only three are considered feasible when risk and cost uncertainty are considered. Detailed preliminary cost estimates for those three options are included with this report. These estimates are the result of our experience and previous work on similar projects. They are preliminary estimates only, and should be used primarily for comparing the relative costs of the different alternatives. The estimated costs for the three feasible alternatives are as follows:

1.)	Alt. B - Rehabilitate Existing Structure	\$2,380,000
2.)	Alt. C - Replace Existing Structure	\$1,560,000
3.)	Alt. D - Re-route Utilities to CSAH 29 Bridge	\$1,610,000

Final project costs could be significantly different, depending on the actual scope of work, date of construction, contractor means and methods, and other factors. The estimated cost of the preferred alternative could be refined through detailed discussions with qualified contractors.

## 6. CONCLUSION

For many years, the Sartell Street utility bridge has carried both city-owned and private utilities across the Mississippi River. Now, after over 90 years of service in a harsh environment, the bridge is showing serious signs of wear. The steel trusses have deteriorated to the point that structural failure is a very real possibility, and the concrete abutments clearly need extensive repairs or replacement. The utilities carried by the bridge are essential to the City of Sartell, therefore alternatives must be considered to maintain the service across the river.

This report discusses five alternatives for maintaining the utility service across the river. Three of those alternatives are considered feasible. We have estimated the cost for each of the three alternatives, including construction, design engineering, construction observation, operation and maintenance.

Based on the estimated costs and the other considerations associated with each alternative, we believe that structure replacement at the current location (Alt. C) is the best course of action for the City.



**Legend**

-  Proposed Forcemain
-  Proposed Watermain
-  Existing Water Pipe
-  Existing Sanitary Pipe

**Sartell Utility Bridge Improvements**

**Proposed Utilities**

Sartell, MN  
June 2007



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6n</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>2016 Council Meeting Schedule</b>	
<p><b>RECOMMENDATION:</b> Staff recommends adoption of the attached Resolution.</p> <p><b>BACKGROUND:</b> The Council sets a regular meeting schedule each year and in recent years you have varied the summer meeting schedule as well as changing the regular meeting start time to 6:00 pm. The proposed schedule maintains the 6:00 pm start time in 2016 and returns to two meetings per month in the summer months. You will also note that the first regular meeting in January is cancelled due to lack of quorum available on Monday, January 11<sup>th</sup>. We don't anticipate any timing issues for that meeting, but since we are working toward scheduling the special meeting you need for Commission interviews, we could add business items to that special meeting agenda if it is needed. We also anticipate scheduling 1 or 2 joint City Council-Planning Commission meetings in 2016, particularly as you move forward with updated Comprehensive Plan adoption.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None.</p> <p><b>ATTACHMENTS:</b> Resolution Setting 2016 Council Meeting Schedule.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the Resolution attached. If item is removed from Consent, separate motion is requested approving Resolution.</p>		

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

**RESOLUTION SETTING COUNCIL MEETING DATES**

**WHEREAS**, the City Code calls for the annual scheduling of regular Council meeting dates and times; and

**WHEREAS**, special meetings may be called as needed following Minnesota Statutes for the notice thereof;

**NOW, THEREFORE**, the attached schedule of regular Council meetings for 2016 is hereby adopted.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF DECEMBER, 2015.**

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

**ATTEST:**

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

City of Sartell  
Regular City Council Meeting Dates 2016

~~Monday, January 11, 2016 at 6:00 pm~~ *Cancelled*

Monday, January 25, 2016 at 6:00 pm

Monday, February 8, 2016 at 6:00 pm

Monday, February 22, 2016 at 6:00 pm

Monday, March 14, 2016 at 6:00 pm

Monday, March 28, 2016 at 6:00 pm

Monday, April 11, 2016 at 6:00 pm

Monday, April 25, 2016 at 6:00 pm

Monday, May 9, 2016 at 6:00 pm

Monday, May 23, 2016 at 6:00 pm

Monday, June 13, 2016 at 6:00 pm

Monday, June 27, 2016 at 6:00 pm

Monday, July 11, 2016 at 6:00 pm

Monday, July 25, 2016 at 6:00 pm

Monday, August 8, 2016 at 6:00 pm

Monday, August 22, 2016 at 6:00 pm

Monday, September 12, 2016 at 6:00 pm

Monday, September 26, 2016 at 6:00 pm

Monday, October 10, 2016 at 6:00 pm

Monday, October 24, 2016 at 6:00 pm

Monday, November 14, 2016 at 6:00 pm

Monday, November 28, 2016 at 6:00 pm

Monday, December 12, 2016 at 6:00 pm

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Police Department</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>60</b>
Agenda Section: <b>Consent</b>	Item: <b>2016 Squad Car Purchase</b>	
<p><b>STAFF RECOMMENDATION:</b> Approve purchase of squad and equipment as budgeted.</p> <p><b>BACKGROUND:</b> The 2016 budget provides \$55,500 from PD Equipment fund toward a squad car purchase as outlined on the Deputy Chief's memo attached.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None unless this item is proposed for change in your 2016 budget.</p> <p><b>ATTACHMENTS:</b> PD memo.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the expenditures using Police Equipment Fund. If item is removed from Consent, separate motion is requested approving expenditures.</p>		

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*SARTELL POLICE DEPARTMENT*

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TO: CHIEF JIM HUGHES  
FROM: DEPUTY CHIEF DALE STRUFFERT  
SUBJECT: 2016 SQUAD PURCHASE  
DATE: 12-2-2015  
CC: MEMO FILE

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Chief:

As you know we are budgeted to hire two new police officer positions in 2016. With these two additions, we will need to add another marked squad to our fleet. I request permission to purchase a 2016 Ford Police Utility for the state bid purchase price of \$26,787.95. This addition will require an entire equipment purchase. I have calculated from previous years pricing that the entire contents within a marked squad is approximately \$28, 500. That would make this entire purchase about \$55,288. There will be no squad taken out of service this year to help off-set this price.

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6p</b>
Agenda Section: <b>Consent</b>	Item: <b>Fire Relief Benefit</b>	
<p><b>RECOMMENDATION:</b> Approval of the attached Resolution.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> The Council last approved an increase in November of 2014.</p> <p><b>BACKGROUND:</b> The Fire Relief Association Board (Councilmember Lynch and City Administrator are members) reviews Fire Relief financials and projections to determine appropriate firefighter pension amounts. The main sources of revenue for relief associations are fire state aids (which come from the 2% State tax on property insurance premiums), and investment earnings, but the City also budgets a contribution each year (\$10,200 is budgeted for 2016). The Sartell firefighters have also contributed to their own Association fund through fundraisers.</p> <p>The reason the City reviews requests for increases is that the City is required to contribute to make up shortfalls (if they occur) in the pension fund. However, that is also why an annual audit is done projecting surpluses and deficits, and increases are considered only when projections show a surplus. Sartell has never had to fund any shortfall in firefighter pension, and their projections remain healthy.</p> <p>The firefighter's pension is paid out as a lump sum upon retirement, and it is based upon number of years of service. Current per year of service amount is \$3,212.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The recommendation will be made based on financials that do not project an impact to the City's budget. However, the City always assumes some financial risk in being required to fund shortfalls if the fund does not meet projections, which is why we are always fairly conservative in our recommendations for increase.</p> <p><b>ATTACHMENTS:</b> Resolution Authorizing Increase.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the Resolution. If item is removed from Consent, separate motion is requested approving Resolution.</p>		

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

**RESOLUTION AUTHORIZING INCREASE IN RETIREMENT  
BENEFITS FOR THE SARTELL FIRE DEPARTMENT RELIEF ASSOCIATION**

**WHEREAS**, the Sartell Fire Department Relief Association has held their annual meeting as required in the By-laws of the Association; and

**WHEREAS**, the audit of the Relief Association's 2014 books has been completed and the auditor recommends an increase of the pension benefit to \$3,312 starting December 1, 2015; and

**WHEREAS**, upon vote of the Board of Directors of the Relief Association, it was agreed to increase the pension benefits to the members of the Fire Department from \$3,212 for each year of service to \$3,312 per year.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA:** That the council finds that sufficient funds are available to authorize the requested increase and the Sartell Fire Department Relief Association should be allowed an increase in retirement benefits from \$3,212 per year to \$3,312 per year effective December 1, 2015.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>TH</sup> DAY OF DECEMBER, 2015.**

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

**ATTEST:**

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

**SEAL**

**SEAL**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration &amp; Fire Dept</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6q</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Appointing Fire Officers</b>	
<p><b>RECOMMENDATION:</b> Fire Chief will be recommending a Resolution to be delivered for your Monday night Council meeting appointing officers.</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> Fire Department scoring committee goes through the process of scoring and ranking officer applications with the Chief delivering a final recommendation. That recommendation will be completed and delivered to your meeting on Monday night.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None.</p> <p><b>ATTACHMENTS:</b> Resolution draft with current officers and blanks for those to be appointed to new terms.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the Resolution to be delivered for your Council meeting. If item is removed from Consent, separate motion is requested approving Resolution Making Fire Officer Appointments.</p>		

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

**RESOLUTION MAKING FIRE OFFICER APPOINTMENT**

**WHEREAS**, the following are the current Fire Officers and terms:

<u>Office</u>	<u>Name</u>	<u>Term Expires</u>
Chief	Jim Sattler	12-31-18
Asst Chief	Claude Dingmann	12-31-16
Captain	Jerry Raymond	12-31-16
Captain	Wayne Harrison	12-31-17
Secretary Treasurer	Lucas Dingmann	12-31-17
Safety Officer	Ryan Fitzthum	12-31-16
Training Officer	Ben Kockler	12-31-17

and **WHEREAS**, the policies and procedures of the Sartell Fire Department have been followed and a recommendation has been made to the Council as to how to fill the expiring Officer terms;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL**, that the following appointment is hereby made to fill the following officer positions to the indicated terms:

Asst Chief                    \_\_\_\_\_  
Captain                        \_\_\_\_\_

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF DECEMBER, 2015.**

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

**ATTEST:**

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

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration/Engineering</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>6r</b>																
Agenda Section: <b>Consent</b>	Item: <b>Pinecone Road Phase 1 Change Orders and Pay Voucher</b>																	
<p><b>RECOMMENDATION:</b> Approve the attached Change Orders and Work Orders for Pinecone Road Phase 1 Improvements and approval of Pay Voucher No. 5</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> None</p> <p><b>PREVIOUS COUNCIL ACTION:</b></p> <p><b>BACKGROUND:</b>            The attached change orders and work orders are for work that was required during the project to make adjustments to the plan for things that were discovered during excavation or needed adjustment from the plan to make the project better. Occasionally things are discovered in the field that are not shown on record drawings or are not as anticipated in the design. The work contained in these change/work orders is for work that needed to be done immediately to keep the project moving and avoid costly construction delays. Attached is an explanation of each change/work order and the supporting documents.</p> <p>Change Orders are for work where a bid item was not provided for in the plan. Work orders are typically used when there was a bid item provided for the work, but additional work has been requested. The prices for these changes are taken from the bid item unit price when available or negotiate as a time and materials cost.</p> <p><b>BUDGET/FISCAL IMPACT:</b></p> <table data-bbox="81 1260 535 1554"> <tr> <td>Storm Sewer -</td> <td>\$28,260.69</td> </tr> <tr> <td>Watermain -</td> <td>\$ 1,897.50</td> </tr> <tr> <td>Roadway -</td> <td>\$ 4,660.05</td> </tr> <tr> <td>Street Lighting -</td> <td>\$ 9,972.00</td> </tr> <tr> <td>Traffic Signage -</td> <td>\$ 4,103.00</td> </tr> <tr> <td>Special Signing -</td> <td>\$14,946.82</td> </tr> <tr> <td>SA Sign Power -</td> <td>\$ 673.08</td> </tr> <tr> <td><b>Total Contact Incr.</b></td> <td><b>\$64,513.14</b></td> </tr> </table> <p>Work Outside the Contract – Dan’s Sprinkler Systems.  <b>Sprinkler Systems - \$ 7,288.85</b></p> <p><b>ATTACHMENTS:</b> Change Order No. 1-7 and Work Order No. 1-2, and Dan’s Sprinkler Repair with an explanation of each.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to approve Change Order 1-7 and Work Order 1-2 and a separate motion to approve the Pinecone Road Phase 1 Pay Voucher No. 5.</p>			Storm Sewer -	\$28,260.69	Watermain -	\$ 1,897.50	Roadway -	\$ 4,660.05	Street Lighting -	\$ 9,972.00	Traffic Signage -	\$ 4,103.00	Special Signing -	\$14,946.82	SA Sign Power -	\$ 673.08	<b>Total Contact Incr.</b>	<b>\$64,513.14</b>
Storm Sewer -	\$28,260.69																	
Watermain -	\$ 1,897.50																	
Roadway -	\$ 4,660.05																	
Street Lighting -	\$ 9,972.00																	
Traffic Signage -	\$ 4,103.00																	
Special Signing -	\$14,946.82																	
SA Sign Power -	\$ 673.08																	
<b>Total Contact Incr.</b>	<b>\$64,513.14</b>																	

## Memorandum

**To:** City Council

**From:** Mike Nielson, City Engineer

**Date:** December 14, 2015

**Re:** Pinecone Road Change Order 1-7 and Work Order 1-3

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Attached for your review are Change Order No. 1-7 and Work Order No. 1-3.

These changes were for work that needed to be completed to keep the project moving to avoid delays, work that needed to be completed to direct traffic and signage that was requested by the businesses adjacent to the project.

Changes that are major and would change the scope of the project are normally brought to the council for approval. This work include adjustments in the design based on discoveries during excavation that were different than shown on the record plans or not shown at all and various items that were added in the field to make the project better. We always try to avoid additional work during design, but many of these items were for foreseeable.

An explanation each change or work order is provided below.

### **Change Order No. 1 - Additional storm sewer structure.**

The intent of the plan was to connect to an existing storm sewer structure with a proposed new catch basin lead. During construction it was discovered that the existing storm sewer structure would not work as originally planned due to the size of the structure and the existing geometry of the existing pipes. Cost \$9,717.08. This cost included removing the old structure, providing the materials and labor to install the new manhole.

### **Change Order No. 2 – Super America Storm Sewer Manhole**

This change order was required to reconnect a private storm sewer pipe from Super America into the city storm sewer system. This existing pipe was not shown on the record drawings and therefore was not accounted for in the storm sewer design. The work included materials and labor to re-align the SA storm pipe and construct the new drainage structure. In addition a pipe was repaired that had a telephone line drilled through it. Cost \$ 5,407.19

### **Change Order No. 3 – Traffic Signs and Devices**

This change order includes replacing several stop signs, speed limit signs, no parking and other miscellaneous signs including street signs that were not included in the plan. Due to the requirements of the retro reflectivity policy required by the state these signs would have been require to be replaced in the near future by City forces and it was decided to have them replaced with the project. Cost \$4,103.00

### **Change Order No. 4 – Bituminous Wear Course Deduct**

This change order is for a deduct for the bituminous material supplied for the final wear course on CSAH 133. The contractor provided material with a different bituminous oil type than was specified in the plans. A \$5.00 per ton deduct was assessed for providing the incorrect bituminous mixture. Total Deduct \$2,729.95

### **Change Order No. 5 – Miscellaneous work completed by Design Electric**

2" Non Metallic Conduit was installed to provide an electric source to the center of the roundabout for signage and sprinkler controls. \$1,897.50

Lighting Unit Type B – 3 lighting units were not able to be installed as planned due to interference with overhead and underground utilities. Relocating these light to a spot where no utility interferences were found would have put them too close to other existing lights. The city decided to retain the poles and fixtures for use as replacement for knock downs due to the 12 week delivery time to order new ones. The city paid for the cost of the units only and will store them at the public works building until needed. Cost \$8,172.00

Traffic Signal Loop Detectors – WSB provided an option for traffic signal video detection or loop detectors for the intersection of Pinecone Road and 2 ½ Street N. The video detection option was approximately \$50,000 and was not deemed to be needed at this location. The plan was bid without any detection method due to the unknown cost of the video detection. The loop detectors were added after the bid was let. Cost \$7,390.00

Replace Electric Wiring – The wiring for the Super America sign needed to be relocated to install the bituminous trail at the intersection. Cost \$673.08

### **Change Order No. 6 – Temporary Lighting System.**

Due to the 12-week delivery time for the permanent lighting units temporary lights were installed at the roundabout to provide a minimum level of lighting during the time the roundabout was open to traffic and the delivery of the permanent lighting units. Two temporary lights were provided at a cost of \$900 each to provide the lighting units, install and remove them. Cost \$1,800

### **Change Order No. 7 – Manhole Castings**

The plan called for reusing the existing storm sewer castings that were located in the pavement. The condition of castings was less than satisfactory. It was decided to replace the castings that were located in the concrete pavement to avoid trouble with settlement around the casting and costly repairs in the future. Floating castings were provided in lieu of the standard fixed castings. The casting provided move with

the pavement during the winter months when we typically have problems with the street heaving from frost and then settling when the frost leaves the ground. These castings have the ability to move up and down with the roadway. Our hope is that this will eliminate some of the random pavement cracking associated with the pavement movement during freeze thaw cycles. If these are successful they may be used in more locations throughout the city in the future. Cost \$10,286.28

**Work Order No. 1 – Traffic Control**

During the course of the project several requests were made for additional detour/way finding signage to assist travelers with finding their way to various businesses and parks within the city.

The cost of this additional signage is determined at fixed unit price per square foot for special signs and a fixed unit price for standard signs. The total cost for this additional signage is \$14,946.82

**Work Order No. 2 – Adjust Casting Assembly**

The catch basin casting located in the SE quadrant on Pinecone Road at 2 ½ Street N. had been replaced at least one time previously with little success. The existing casting had a very small opening and it was replaced with a larger casting to allow more flow into the casting. This required some custom fabrication of steel plating to allow the larger casting to be installed. Cost \$2,850.14.

**Work Outside the Contract**

**Dan’s Sprinkler Repair - Repair/Replace Sprinkler Systems**

Private irrigation systems were located within the public right of way and were damaged during construction. Many of these sprinkler systems needed to be relocated to accommodate the construction of the roundabout and relocation of the trail. The costs to repair the various systems are listed below.

Super America	\$2,968.85
Mulligans	\$ 180.00
Walgreens	\$1,710.00
Liberty Savings	\$1,350.00
City Hall	\$ 450.00
<u>2 residential</u>	<u>\$ 630.00</u>
Total	\$7,288.85

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 1

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	TOTAL CHANGE ORDER AMOUNT \$9,717.08

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Construct Drainage Structure 5018

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2506.502	CONST DRAINAGE STRUCTURE DES 84-4020	EACH	\$9,717.08	1	\$9,717.08
<b>Change Order No. 1 Total:</b>					<b>\$9,717.08</b>

\* Funding category is required for federal projects.

**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_\_\_ Working Days  
 Is Decreased \_\_\_\_\_ Working Days  
by \_\_\_\_\_ Calendar

b.  Is Not Changed.

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_\_\_ Days  
 Is Decreased \_\_\_\_\_ Calendar  
by \_\_\_\_\_ Days

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed <u><i>Michael J Nielson</i></u>	Signed <u><i>[Signature]</i></u>
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-8-15</u> Phone: (320) 393-4625

Original to Project Engineer; Copy to Contractor

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

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

**J.R. FERCHE INC**  
**RICE MN 56367**  
**PHONE 320-393-4625 FAX 320-393-2711**

**EXTRA WORK**

**CUSTOMER:** CITY OF SARTELL **DATE:** 10/06/15  
**PROJECT:** PINECONE ROAD ROUNDABOUTS NUMBER 1 **NUMBER:** 1  
 SARTELL MN

**MISC EXTRA WORK**

**LABOR PORTION**

DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
<b>FURNISH AND INSTALL STORM MANHOLE NUMBER 5018 (84")</b>				
FULL CREW TIME	HR	5.5	\$750.00	\$4,125.00
1 1/2 SEWER ROCK	CY	56	\$32.00	\$1,792.00
HIGH EARLY GROUT MIX	CY	4	\$187.69	\$750.76
STRUCTURE COST	LS	1	\$3,049.32	\$3,049.32
				<u>\$9,717.08</u>
<b>REMOVE AND REINSTALLATION CB 5002 TO INSULATE FORCEMAIN</b>				
FULL CREW TIME	HR	3.5	\$750.00	\$2,625.00
INSULATION	SHEET	4	\$31.25	\$125.00
				<u>\$2,750.00</u>
<b>MODIFY CASTING AND FURNISH A NEW STRUCTURE COVER ON CB 4025</b>				
LABOR	HR	11	\$90.00	\$990.00
EXCAVATOR	HR	3	\$215.00	\$645.00
2 X 3 CURB CASTING	EA	1	\$578.51	\$578.51
IRON FOR CASTING MODIFICATION	LS	1	\$65.30	\$65.30
CONCRETE STRUCTURE COVER	EA	1	\$571.33	\$571.33
				<u>\$2,850.14</u>
<b>TIE INTO CB AT THE SA AND REPAIR PIPE THAT HAD A PHONE LINE DRILLED THROUGH IT</b>				
3 MAN CREW TIME	HR	7	\$500.00	\$3,500.00
CASTING	EA	1	\$402.50	\$402.50
HDPE PIPE	LS	1	\$772.80	\$772.80
HDPE BENDS	LS	1	\$210.44	\$210.44
MANHOLE BASE	EA	1	\$371.45	\$371.45
CONCRETE	CY	1	\$150.00	\$150.00
				<u>\$5,407.19</u>
<b>GRADING AND FILL REMOVAL FOR THE NEW SCHOOL BUS ENTRANCE (CLASS 5 TO BE PAID THRU BID ITEM)</b>				
BOBCAT	HR	2	\$145.00	\$290.00
HAUL OUT FILL	HR	2	\$125.00	\$250.00
				<u>\$540.00</u>
		<b>TOTAL</b>		<b>\$21,264.41</b>

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 2

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	TOTAL CHANGE ORDER AMOUNT \$5,407.19

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Construct Drainage Structure for Super America Storm that was not accounted for

**COST BREAKDOWN**

Item No.	Item	Unit	Unit Price	Quantity	Amount
2506.501	CONSTRUCT DRAINAGE STRUCTURE	LIN FT	\$5,407.19	1	\$5,407.19
<b>Change Order No. 2 Total:</b>					<b>\$5,407.19</b>

\* Funding category is required for federal projects.

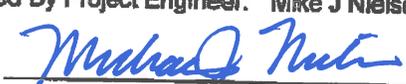
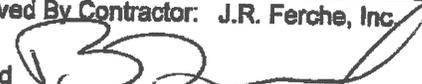
**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_\_\_ Working Days  
 Is Decreased \_\_\_\_\_ Working Days  
 by \_\_\_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_\_\_ Days  
 Is Decreased \_\_\_\_\_ Calendar  
 by \_\_\_\_\_ Days

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed: 	Signed: 
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-2-15</u> Phone: (320) 393-4625

Original to Project Engineer; Copy to Contractor

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

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

**J.R. FERCHE INC**  
**RICE MN 56367**  
**PHONE 320-393-4625 FAX 320-393-2711**

**EXTRA WORK**

**CUSTOMER:** CITY OF SARTELL **DATE:** 10/06/15

**PROJECT:** PINECONE ROAD ROUNDABOUTS NUMBER 1 **NUMBER** 1  
 SARTELL MN

**MISC EXTRA WORK**

**LABOR PORTION**

DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
<b>FURNISH AND INSTALL STORM MANHOLE NUMBER 5018 (84")</b>				
FULL CREW TIME	HR	5.5	\$750.00	\$4,125.00
1 1/2 SEWER ROCK	CY	56	\$32.00	\$1,792.00
HIGH EARLY GROUT MIX	CY	4	\$187.89	\$750.76
STRUCTURE COST	LS	1	\$3,049.32	\$3,049.32
				<u>\$8,717.08</u>
<b>REMOVE AND REINSTALLATION CB 5002 TO INSULATE FORCEMAIN</b>				
FULL CREW TIME	HR	3.5	\$750.00	\$2,625.00
INSULATION	SHEET	4	\$31.25	\$125.00
				<u>\$2,750.00</u>
<b>MODIFY CASTING AND FURNISH A NEW STRUCTURE COVER ON CB 4025</b>				
LABOR	HR	11	\$90.00	\$990.00
EXCAVATOR	HR	3	\$215.00	\$645.00
2 X 3 CURB CASTING	EA	1	\$578.51	\$578.51
IRON FOR CASTING MODIFICATION	LS	1	\$65.30	\$65.30
CONCRETE STRUCTURE COVER	EA	1	\$571.33	\$571.33
				<u>\$2,850.14</u>
<b>TIE INTO CB AT THE SA AND REPAIR PIPE THAT HAD A PHONE LINE DRILLED THROUGH IT</b>				
3 MAN CREW TIME	HR	7	\$500.00	\$3,500.00
CASTING	EA	1	\$402.50	\$402.50
HDPE PIPE	LS	1	\$772.80	\$772.80
HDPE BENDS	LS	1	\$210.44	\$210.44
MANHOLE BASE	EA	1	\$371.45	\$371.45
CONCRETE	CY	1	\$150.00	\$150.00
				<u>\$5,407.19</u>
<b>GRADING AND FILL REMOVAL FOR THE NEW SCHOOL BUS ENTRANCE (CLASS 5 TO BE PAID THRU BID ITEM)</b>				
BOBCAT	HR	2	\$145.00	\$290.00
HAUL OUT FILL	HR	2	\$125.00	\$250.00
				<u>\$540.00</u>
			<b>TOTAL</b>	<b>\$21,264.41</b>

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 3

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56387		LOCATION OF WORK Pinecone Road	
		TOTAL CHANGE ORDER AMOUNT \$4,103.00	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Perm signs at Local businesses and Temp Signage @ School

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2564.601	TRAFFIC SIGNS AND DEVICES	LS	\$4,103.00	1	\$4,103.00
<b>Change Order No. 3 Total:</b>					<b>\$4,103.00</b>

\* Funding category is required for federal projects.

**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_ Working Days  
 Is Decreased \_\_\_ Working Days  
 by \_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_ Days  
 Is Decreased \_\_\_ Calendar  
 by \_\_\_ Days

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed <u><i>Michael J Nielson</i></u>	Signed <u><i>[Signature]</i></u>
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-2-15</u> Phone: (320) 393-4625

Original to Project Engineer; Copy to Contractor

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

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Geyer Signal of St Cloud Inc  
4205 Roosevelt Rd  
St. Cloud MN 56301  
320-253-9005

Fax: 320-654-6884

RECEIVED  
OCT 13 2015

Invoice

Invoice#: 105746

Date: 10/09/2015

Billed To: JR FERCHE  
PO BOX 129  
RICE MN 56367

Project: PINECONE RD, SARTELL  
Client Job # :

Notes: PERM SIGNING

Terms: Progress Payments

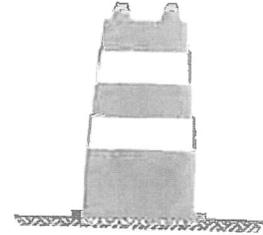
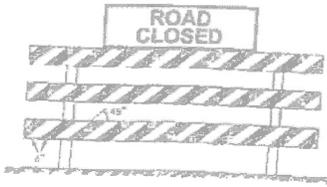
Description	Unit Measure	Quantity	Unit Price	Ext Price
SIGN PANEL TYPE C	SF	35		
REINSTALL SIGN TYPE C	EA	12		

Balance of Perm Signage  
For Phase I

Please make checks payable to: GEYER SIGNAL OF ST. CLOUD, INC.

Thank you for your prompt payment!

Subtotal:	\$3,500.00
Sales Tax:	0.00
Amount Due	\$3,500.00



Toll Free: 877-990-9005 E-mail: info@geyersignal.com  
 4205 Roosevelt Road, St. Cloud, MN 56301 (320) 253-9005 FAX: (320) 654-6884

October 1<sup>st</sup>, 2015

Traffic Control **\*\*\*ADDITIONAL SIGNING\*\*\***  
 WSB PROJ# 2174-570 PINECONE ROAD  
 QUEST# 3849866  
 SARTELL, STEARNS COUNTY  
 JR FERCHE

For drive way entrance

36" stop 9 sq ft x .

36 x 30 Rt turn only 7.5 sq ft x

30" do not enter 6.25 sq ft x

Portable support 2 ea x .47 =

Prices are per day starting 09-03-2015 to 10-01-2015 =

Labor sheets attached for install 09-03-2015 =

Labor sheets attached for removal 10-01-2015 =

Total

PLEASE FORWARD TO THE ENGINEER FOR PAYMENT

Kevin Kissner Cell (320) 250-9010 Email: kevin@geyersignal.com

*Extra Temp Signage  
 Phase I \$603<sup>00</sup>*



EXTRA CITY OF SARTELL PINE CONE ROAD PROJECT # 2174-570 15

Traffic Control Signing • Pavement Marking Removal • Temporary Striping • Permanent Signing

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 4

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	
		TOTAL CHANGE ORDER AMOUNT (\$2,729.95)	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Bit. deduct for use of SPWE340B when planned to be SPWE340C

**COST BREAKDOWN**

Item No.	Item	Unit	Unit Price	Quantity	Amount
2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	(\$5.00)	545.99	(\$2,729.95)
<b>Change Order No. 4 Total:</b>					<b>(\$2,729.95)</b>

\* Funding category is required for federal projects.

**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_\_\_ Working Days  
 Is Decreased \_\_\_\_\_ Working Days  
 by \_\_\_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_\_\_ Days  
 Is Decreased \_\_\_\_\_ Calendar  
 by \_\_\_\_\_ Days

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed <u>Mike J Nielson 12-9-15</u>	Signed <u>[Signature]</u>
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-2-15</u> Phone: (320) 393-4625

Original to Project Engineer; Copy to Contractor

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 5

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	
		TOTAL CHANGE ORDER AMOUNT \$18,132.58	

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

2545.523 Electrical Conduit Run for Irrigation Power

2545.511 Type B Street Lights (Material Only)

2545.509 Traffic Loops @ 2 1/2 St

2545.802 Super America Sign Rewire

**COST BREAKDOWN**

Item No.	Item	Unit	Unit Price	Quantity	Amount
2545.523	2" NON-METALLIC CONDUIT (DIRECTIONAL BORE)	LIN FT	\$15.18	125	\$1,897.50
2545.511	LIGHTING UNIT TYPE B	EACH	\$2,724.00	3	\$8,172.00
2545.509	CONDUIT SYSTEM (LOOP DETECTOR)	LS	\$7,390.00	1	\$7,390.00
2545.802	REPLACE ELECTRIC WIRING	EACH	\$673.08	1	\$673.08
<b>Change Order No. 5 Total:</b>					<b>\$18,132.58</b>

\* Funding category is required for federal projects.

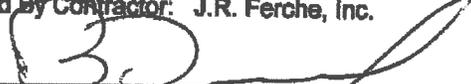
**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_ Working Days  
 Is Decreased \_\_\_ Working Days  
 by \_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_ Days  
 Is Decreased \_\_\_ Calendar  
 by \_\_\_ Days

Approved By Project Engineer: <u>Mike J Nielson</u>	Approved By Contractor: <u>J.R. Ferche, Inc.</u>
Signed: 	Signed: 
Date: <u>12-9-15</u> Phone: <u>(320) 252-4900</u>	Date: <u>12-7-15</u> Phone: <u>(320) 393-4625</u>

Original to Project Engineer; Copy to Contractor

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

**SUB-CONTRACTOR PROGRESS PAYMENT**

**SUB: DESIGN ELECTRIC**

**QTY THRU 11-20-15**

**PROJECT PINECONE ROAD ROUND ABOUT**

<u>ITEM</u>	<u>DESCRIPTION:</u>	<u>UNIT</u>	<u>CONTRACT QUANTITY</u>	<u>PTD QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
	REM SIGNAL SYSTEM	EA	1	1		
	SALVAGE ELECTRONIC SIGN	EA	1	1	\$673.08	\$673.08
	LIGHTING UNIT A	EA	7	7	\$1,897.50	\$1,897.50
	LIGHTING UNIT B	EA	6	3	\$2,724.00	\$8,172.00
	LIGHT FOUNDATION DESIGN E	EA	13	12	\$1,150.00	\$8,050.00
	2" CONDUIT	LF	1300	1758		
	3" CONDUIT	LF	600	372		
	4" CONDUIT	LF	5300	5330		
	UG WIRE NO 8	LF	9200	10840		
	SERVICE CABINET	EA	1	1		
	EQUIPMENT PAD B	EA	1	1		
	HANDHOLE	EA	13	13		
	SERVICE EQUIPMENT	EA	1	1		
	INSTALL ELECTRONIC SIGN	EA	1	1		
<b>EXTRA WORK</b>						
	RE-WIRE SA SIGN	LS	0	0	\$673.08	\$673.08
	INSTALL 2" PVC CONDUIT FOR IRRIGATION	LS	0	0	\$1,897.50	\$1,897.50
	LIGHT UNIT TYPE B (MATERIAL ONLY)	EA	0	3	\$2,724.00	\$8,172.00
	TRAFFIC LOOPS	EA	0	7	\$1,150.00	\$8,050.00

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 6

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13285 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	
		TOTAL CHANGE ORDER AMOUNT \$1,800.00	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Temporary Lighting at 2nd St

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2545.601	TEMPORARY LIGHTING SYSTEM	LS	\$1,800.00	1	\$1,800.00
<b>Change Order No. 6 Total:</b>					<b>\$1,800.00</b>

\* Funding category is required for federal projects.

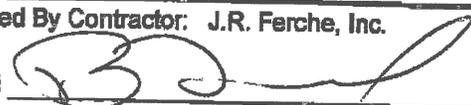
**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_ Working Days  
 Is Decreased \_\_\_ Working Days  
 by \_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_ Days  
 Is Decreased \_\_\_ Calendar  
 by \_\_\_ Days

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed: 	Signed: 
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-2-15</u> Phone: (320) 393-4625

Original to Project Engineer; Copy to Contractor

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of Sartell

Change Order No. 7

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	
		TOTAL CHANGE ORDER AMOUNT \$10,286.28	

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

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2506.516	CASTING ASSEMBLY (MANHOLE)	EACH	\$1,300.00	2	\$2,600.00
2506.516	FURNISH CASTING (SANITARY MANHOLE)	EACH	\$1,098.04	7	\$7,686.28
<b>Change Order No. 7 Total:</b>					<b>\$10,286.28</b>

\* Funding category is required for federal projects.

**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_ Working Days  
 Is Decreased \_\_\_ Working Days  
 by \_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_ Days  
 Is Decreased \_\_\_ Calendar  
 by \_\_\_ Days

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed: 	Signed: 
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-8-15</u> Phone: (320) 393-4625

Original to Project Engineer; Copy to Contractor

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_



ESS BROTHERS AND SONS INC

9350 COUNTY ROAD 19  
CORCORAN/LORETTO, MN 55357

# Invoice

SHIP DATE	DATE	INVOICE #
Tuesday	7/20/2015	UU4710

**BILL TO**

J.R. Ferche Construction Co  
Brian (320) 393-4625 (M)  
13265 25th Ave. NW  
PO Box 129  
Rice, MN 56367

**RECEIVED**  
AUG 10 2015

**SHIP TO**

PINE CONE RD & 2ND ST S  
SARTELL  
BRIAN 320-980-7173

*2107*  
*Seu*

Ordered By	Terms	Salesperson	Ship Via	CITY	Project Name/#	P.O.
Brian	Net 30	AL	ESS	Sartell	Roundabouts	Brian

ITEM	QTY	DESCRIPTION	WEIGHT	BACKO...	PRICE EACH	AMOUNT
1955-1F	10	R-1955-1 Frame Only Assembled ( 1955-820 )		0	873.00	8,730.00T
1733-5001	6	R-1733-5001 PLATEN C/P STORM LID ONLY	118	0	140.00	840.00T
1733-5044	4	R-1733-5044 PLATEN SAN S/S LID ONLY	132	0	140.00	560.00T
PAR272	20	27" X 2" HDPE ADJ RING (43 PALLET QTY)	6.3	0	16.00	320.00T
PAR274	21	27" X 4" HDPE ADJ RING (21 PALLET QTY)	11.8	0	25.50	535.50T
PAR27SP	20	27" X 1/4" HDPE PLASTIC ADJ RING SPACER		0	13.00	260.00T
LADTECH	24	LADTECH SEALANT	1	0	6.50	156.00T
FREIGHT		FREIGHT			95.00	95.00T

*Shipping \$ 873 -*  
*Lid 140 -*  
*Freight 950 -*  
*Tax 75 59*

*1098.04*

<b>Subtotal</b>	\$11,496.50
<b>Sales Tax (7.375%)</b>	\$847.86
<b>Total</b>	\$12,344.36
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$12,344.36

Signature X \_\_\_\_\_ *Plus*

Print Name X \_\_\_\_\_

Your business is greatly appreciated!

Invoice Subject to 1.5% late fee per month

*Add Labor Charge*  
*From Hoffman of*  
*\$200 - EA*

Phone #	Fax #	Web Site
763-478-2027	763-478-8868	essbrothers.com

*\$1300 - JOTA*

STATE AID FOR LOCAL TRANSPORTATION  
WORK ORDER FOR MINOR EXTRA WORK

City/County of Sartell

Work Order No. 1

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	
		TOTAL WORK ORDER AMOUNT \$14,946.82	

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

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2569.601	TRAFFIC CONTROL	LS	\$14,946.82	1	\$14,946.82
<b>Work Order No. 1 Total:</b>					<b>\$14,946.82</b>

\* Funding category is required for federal projects.

Approved By Project Engineer: Mike J Nielson Signed: <u><i>Mike Nielson</i></u> Date: <u>12-9-15</u> Phone: (320) 262-4900	Approved By Contractor: J.R. Ferche, Inc. Signed: <u><i>[Signature]</i></u> Date: <u>12-9-15</u> Phone: (320) 393-4625
--	--

Original to Project Engineer; Copy to Contractor

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

STATE AID FOR LOCAL TRANSPORTATION  
WORK ORDER FOR MINOR EXTRA WORK

City/County of Sartell

Work Order No. 2

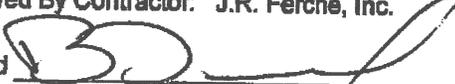
FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56387		LOCATION OF WORK Pinecone Road	
		TOTAL WORK ORDER AMOUNT \$2,850.14	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.  
Adjust casting at 2 1/2 st Structure 4025 including high flow casting

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2506.522	ADJUST CASTING ASSEMBLY (CATCH BASIN)	EACH	\$2,850.14	1	\$2,850.14
<b>Work Order No. 2 Total:</b>					<b>\$2,850.14</b>

\* Funding category is required for federal projects.

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: J.R. Ferche, Inc.
Signed 	Signed 
Date: <u>12-9-15</u> Phone: (320) 252-4900	Date: <u>12-2-15</u> Phone: (320) 393-4625

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Local funds

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

**J.R. FERCHE INC**  
**RICE MN 56367**  
**PHONE 320-393-4625 FAX 320-393-2711**

**EXTRA WORK**

**CUSTOMER: CITY OF SARTELL**

**DATE: 10/06/15**

**PROJECT: PINECONE ROAD ROUNDABOUTS NUMBER 1  
 SARTELL MN**

**NUMBER 1**

**MISC EXTRA WORK**

**LABOR PORTION**

<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>FURNISH AND INSTALL STORM MANHOLE NUMBER 5018 (84")</b>				
FULL CREW TIME	HR	5.5	\$750.00	\$4,125.00
1 1/2 SEWER ROCK	CY	56	\$32.00	\$1,792.00
HIGH EARLY GROUT MIX	CY	4	\$187.69	\$750.76
STRUCTURE COST	LS	1	\$3,049.32	\$3,049.32
				<u>\$9,717.08</u>
<b>REMOVE AND REINSTALLATION CB 5002 TO INSULATE FORCEMAIN</b>				
FULL CREW TIME	HR	3.5	\$750.00	\$2,625.00
INSULATION	SHEET	4	\$31.25	\$125.00
				<u>\$2,750.00</u>
<b>MODIFY CASTING AND FURNISH A NEW STRUCTURE COVER ON CB 4025</b>				
LABOR	HR	11	\$90.00	\$990.00
EXCAVATOR	HR	3	\$215.00	\$645.00
2 X 3 CURB CASTING	EA	1	\$578.51	\$578.51
IRON FOR CASTING MODIFICATION	LS	1	\$65.30	\$65.30
CONCRETE STRUCTURE COVER	EA	1	\$571.33	\$571.33
				<u>\$2,850.14</u>
<b>TIE INTO CB AT THE SA AND REPAIR PIPE THAT HAD A PHONE LINE DRILLED THROUGH IT</b>				
3 MAN CREW TIME	HR	7	\$500.00	\$3,500.00
CASTING	EA	1	\$402.50	\$402.50
HDPE PIPE	LS	1	\$772.80	\$772.80
HDPE BENDS	LS	1	\$210.44	\$210.44
MANHOLE BASE	EA	1	\$371.45	\$371.45
CONCRETE	CY	1	\$150.00	\$150.00
				<u>\$5,407.19</u>
<b>GRADING AND FILL REMOVAL FOR THE NEW SCHOOL BUS ENTRANCE (CLASS 5 TO BE PAID THRU BID ITEM)</b>				
BOBCAT	HR	2	\$145.00	\$290.00
HAUL OUT FILL	HR	2	\$125.00	\$250.00
				<u>\$540.00</u>
			<b>TOTAL</b>	<b>\$21,264.41</b>



**CITY OF SARTELL**

310 2nd St S  
 Sartell, MN 56377-0140  
 Project 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 7th St. N.  
 Pay Voucher No. 5

Contractor: J.R. Ferche, Inc.  
 13265 25th Avenue NW  
 Rice, MN 56367

Contract No.  
 Vendor No.  
 For Period: 10/1/2015 - 12/9/2015  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_

**Contract Amounts**

Original Contract	\$2,918,724.82
Contract Changes	\$64,513.14
Revised Contract	\$2,983,237.96

**Funds Encumbered**

Original	\$2,918,724.82
Additional	N/A
<b>Total</b>	<b>\$2,918,724.82</b>

**Work Certified To Date**

Base Bid Items	\$2,797,821.67
Backsheet	\$0.00
Change Order	\$46,716.18
Supplemental Agreement	\$0.00
Work Order	\$17,796.96
Material On Hand	\$0.00
<b>Total</b>	<b>\$2,862,334.81</b>

	Work Certified This Pay Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
02174-57	\$329,831.79	\$2,862,334.81	\$143,116.74	\$2,405,877.87	\$313,340.20	\$2,719,218.07
Percent Retained: 5%				Percent Complete: 95.9473%		
<b>Amount Paid This Pay Voucher</b>					<b>\$313,340.20</b>	

This is to certify that the items of work shown in this certificate of Pay Voucher have been actually furnished for the work comprising the above mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By \_\_\_\_\_  
 County/City/Project Engineer

Approved By J.R. Ferche, Inc.  
  
 Contractor

Date \_\_\_\_\_

12-9-15  
 Date \_\_\_\_\_

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Payment Summary**

No.	From Date	To Date	Work Certified Per Pay Voucher	Amount Retained Per Pay Voucher	Amount Paid Per Pay Voucher
1	06/01/2015	06/26/2015	\$138,276.85	\$6,913.84	\$131,363.01
2	06/27/2015	07/31/2015	\$453,812.99	\$22,690.65	\$431,122.34
3	08/01/2015	08/31/2015	\$1,793,714.20	\$89,685.71	\$1,704,028.49
4	09/01/2015	09/30/2015	\$146,898.98	\$7,334.95	\$139,564.03
5	10/01/2015	12/09/2015	\$329,831.79	\$16,491.59	\$313,340.20
<b>Totals:</b>			<b>\$2,862,334.81</b>	<b>\$143,116.74</b>	<b>\$2,719,218.07</b>

**02174-57 Funding Category Report**

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
UNF	2,862,334.81	143,116.74	2,405,877.87	313,340.20	2,719,218.07
<b>Totals:</b>	<b>\$2,862,334.81</b>	<b>\$143,116.74</b>	<b>\$2,405,877.87</b>	<b>\$313,340.20</b>	<b>\$2,719,218.07</b>

**02174-57 Funding Source Report**

Accounting No.	Funding Source	Amount Paid This Pay Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
UNF	Unfunded	313,340.20	2,983,237.96	2,918,724.82	2,719,218.07
<b>Totals:</b>		<b>\$313,340.20</b>	<b>\$2,983,237.96</b>	<b>\$2,918,724.82</b>	<b>\$2,719,218.07</b>

CITY OF SARTELL  
310 2nd St S  
Sartell, MN 56377-0140  
Project No. 02174-57  
Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
<b>Base Bid</b>									
1	2021.501	MOBILIZATION	LS	\$100,000.00	1	0	\$0.00	1	\$100,000.00
2	2104.501	REMOVE SEWER PIPE (STORM)	L F	\$10.00	431	0	\$0.00	686	\$6,860.00
3	2104.501	REMOVE CURB & GUTTER	L F	\$2.50	4875	152	\$380.00	5426	\$13,565.00
4	2104.501	REMOVE WATER MAIN	L F	\$30.00	37	0	\$0.00	0	\$0.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	\$0.35	17550	0	\$0.00	18950	\$6,632.50
6	2104.503	REMOVE CONCRETE WALK	S F	\$1.00	1408	0	\$0.00	2150	\$2,150.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$5.00	80	0	\$0.00	107.5	\$537.50
8	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	\$1.65	32208	61	\$100.65	32139	\$53,029.35
9	2104.509	REMOVE HYDRANT	EACH	\$1,000.00	1	0	\$0.00	1	\$1,000.00
10	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	\$350.00	8	0	\$0.00	9	\$3,150.00
11	2104.509	REMOVE SIGN TYPE C	EACH	\$30.00	19	0	\$0.00	19	\$570.00
12	2104.509	REMOVE SIGNAL SYSTEM	EACH	\$5,000.00	1	0	\$0.00	1	\$5,000.00
13	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	782	0	\$0.00	1227	\$4,908.00
14	2104.523	SALVAGE ELECTRONIC MESSAGE SIGN	EACH	\$3,000.00	1	0	\$0.00	1	\$3,000.00
15	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	\$100.00	2	0	\$0.00	2	\$200.00
16	2105.501	COMMON EXCAVATION	C Y	\$19.00	4370	0	\$0.00	4370	\$83,030.00
17	2105.507	SUBGRADE EXCAVATION	C Y	\$9.20	1185	0	\$0.00	890	\$8,188.00
18	2105.522	SELECT GRANULAR BORROW (CV)	C Y	\$14.00	1007	0	\$0.00	302	\$4,228.00
19	2112.501	SUBGRADE PREPARATION	RDST	\$510.00	60	20	\$10,200.00	60	\$30,600.00
20	2123.501	COMMON LABORERS	HOUR	\$80.00	40	34.375	\$2,750.00	34.375	\$2,750.00
21	2123.509	DOZER	HOUR	\$125.00	40	4.32	\$540.00	4.32	\$540.00

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
22	2123.510	10 CU YD TRUCK	HOUR	\$100.00	40	0	\$0.00	0	\$0.00
23	2123.514	3.0 CU YD FRONT END LOADER	HOUR	\$125.00	40	0	\$0.00	0	\$0.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$125.00	80	20	\$2,500.00	20	\$2,500.00
25	2130.501	WATER	MGAL	\$30.00	50	50	\$1,500.00	50	\$1,500.00
26	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	\$23.48	2086	0	\$0.00	2723	\$63,936.04
27	2215.501	FULL DEPTH RECLAMATION (TRAIL)	S Y	\$3.00	4842	0	\$0.00	4912	\$14,736.00
28	2301.504	CONCRETE PAVEMENT 7.0"	S Y	\$47.50	27064	0	\$0.00	27650	\$1,313,375.00
29	2301.504	CONCRETE PAVEMENT 7.0" HIGH EARLY	S Y	\$60.00	1292	0	\$0.00	209	\$12,540.00
30	2301.504	CONCRETE PAVEMENT 7.0" (SPECIAL)	S Y	\$85.00	806	0	\$0.00	1142	\$97,070.00
31	2301.602	1" DOWEL BAR	EACH	\$9.20	7764	0	\$0.00	7764	\$71,428.80
32	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$70.00	500	295.8	\$20,706.00	621.19	\$57,483.30
33	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$65.00	375	0	\$0.00	387.02	\$25,156.30
34	2502.521	4" PE PIPE DRAIN	L F	\$5.80	5500	0	\$0.00	5053	\$29,307.40
35	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	\$35.00	522	0	\$0.00	484	\$16,940.00
36	2503.541	24" RC PIPE SEWER DES 3006 CL III	L F	\$44.00	551	0	\$0.00	551	\$24,244.00
37	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,200.00	3	0	\$0.00	3	\$3,600.00
38	2504.601	IRRIGATION SERVICE	LS	\$3,000.00	1	0	\$0.00	1	\$3,000.00
39	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,500.00	1	0	\$0.00	1	\$1,500.00
40	2504.602	HYDRANT	EACH	\$4,500.00	1	0	\$0.00	1	\$4,500.00
41	2504.602	ADJUST GATE	EACH	\$300.00	3	3	\$900.00	4	\$1,200.00

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		VALVE & BOX							
42	2504.602	6" GATE VALVE & BOX	EACH	\$2,000.00	1	0	\$0.00	0	\$0.00
43	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$100.00	40	0	\$0.00	29	\$2,900.00
44	2504.608	DUCTILE IRON FITTINGS	LB	\$20.00	50	0	\$0.00	50	\$1,000.00
45	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$350.00	77.83	0	\$0.00	76.42	\$26,747.00
46	2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$550.00	19.15	0	\$0.00	19.15	\$10,532.50
47	2506.503	RECONSTRUCT DRINAGE STRUCTURE	EACH	\$350.00	3	0	\$0.00	1	\$350.00
48	2506.516	CASTING ASSEMBLY	EACH	\$750.00	25	0	\$0.00	23	\$17,250.00
49	2506.522	ADJUST FRAME & RING CASTING (STORM)	EACH	\$300.00	6	7	\$2,100.00	10	\$3,000.00
50	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	\$300.00	1	1	\$300.00	1	\$300.00
51	2521.501	4" CONCRETE WALK SPECIAL	S F	\$8.00	9268	0	\$0.00	9574	\$76,592.00
52	2521.501	6" CONCRETE WALK	S F	\$13.00	1726	0	\$0.00	960	\$12,480.00
53	2521.511	2" BITUMINOUS WALK	S F	\$1.06	27602	0	\$0.00	0	\$0.00
54	2521.511	3" BITUMINOUS WALK	S F	\$3.00	24118	3347	\$10,041.00	18506	\$55,518.00
55	2531.501	CONCRETE CURB & GUTTER DESIGN B612	L F	\$30.00	238	0	\$0.00	309	\$9,270.00
56	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	\$20.00	6260	0	\$0.00	7251	\$145,020.00
57	2531.501	CONCRETE CURB & GUTTER DESIGN S518	L F	\$35.00	330	0	\$0.00	326	\$11,410.00
58	2531.618	TRUNCATED DOMES	S F	\$48.00	741	0	\$0.00	80	\$3,840.00
59	2545.511	LIGHTING UNIT	EACH	\$11,200.00	7	7	\$78,400.00	7	\$78,400.00

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		TYPE A							
60	2545.511	LIGHTING UNIT TYPE B	EACH	\$7,600.00	6	3	\$22,800.00	3	\$22,800.00
61	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	\$700.00	13	10	\$7,000.00	10	\$7,000.00
62	2545.523	2" NON-METALLIC CONDUIT	L F	\$4.00	1300	1758	\$7,032.00	1758	\$7,032.00
63	2545.523	3" NON-METALLIC CONDUIT	L F	\$7.00	600	372	\$2,604.00	372	\$2,604.00
64	2545.523	4" NON-METALLIC CONDUIT	L F	\$12.50	5300	5330	\$66,625.00	5330	\$66,625.00
65	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	\$1.00	9200	10840	\$10,840.00	10840	\$10,840.00
66	2545.541	SERVICE CABINET TYPE L1	EACH	\$5,000.00	1	1	\$5,000.00	1	\$5,000.00
67	2545.545	EQUIPMENT PAD B	EACH	\$800.00	1	1	\$800.00	1	\$800.00
68	2545.553	HANDHOLE	EACH	\$900.00	13	13	\$11,700.00	13	\$11,700.00
69	2545.602	SERVICE EQUIPMENT	EACH	\$500.00	1	1	\$500.00	1	\$500.00
70	2563.601	TRAFFIC CONTROL	LS	\$30,000.00	1	0	\$0.00	1	\$30,000.00
71	2564.531	SIGN PANELS TYPE C	S F	\$50.00	276	0	\$0.00	276	\$13,800.00
72	2564.531	SIGN PANELS TYPE D	S F	\$50.00	60	0	\$0.00	60	\$3,000.00
73	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	\$200.00	2	0	\$0.00	1	\$200.00
74	2564.537	INSTALL ELECTRONIC MESSAGE SIGN	EACH	\$7,500.00	1	0	\$0.00	1	\$7,500.00
75	2573.502	SILT FENCE, TYPE MS	L F	\$2.00	3432	0	\$0.00	300	\$600.00
76	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$185.00	60	0	\$0.00	31	\$5,735.00
77	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	\$750.00	4	0	\$0.00	0	\$0.00
78	2574.525	BOULEVARD TOPSOIL BORROW	C Y	\$22.00	392	0	\$0.00	0	\$0.00
79	2575.505	SODDING TYPE SALT TOLERANT	S Y	\$5.40	2850	0	\$0.00	3940	\$21,276.00

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
80	2575.570	RAPID STABILIZATION METHOD 3	ACRE	\$2,000.00	0.7	0	\$0.00	1.6	\$3,200.00
81	2582.501	PAVT MSSG (LT ARROW) POLY PREF-GR IN	EACH	\$550.00	53	0	\$0.00	41	\$22,550.00
82	2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	\$550.00	1	0	\$0.00	5	\$2,750.00
83	2582.501	PAVT MSSG (THRU ARROW) POLY PREF-GR IN	EACH	\$550.00	3	0	\$0.00	4	\$2,200.00
84	2582.501	PAVT MSSG (LT-THRU ARROW) POLY PREF-GR IN	EACH	\$900.00	8	0	\$0.00	6	\$5,400.00
85	2582.501	PAVT MSSG (RT-THRU ARROW) POLY PREF-GR IN	EACH	\$900.00	4	0	\$0.00	3	\$2,700.00
86	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	L F	\$0.88	2150	0	\$0.00	2624	\$2,309.12
87	2582.502	4" BROKEN LINE WHITE-EPOXY-GR IN	L F	\$0.88	518	0	\$0.00	84	\$73.92
88	2582.502	4" DOTTED LINE WHITE - EPOXY (GR IN)	L F	\$3.80	706	0	\$0.00	401	\$1,523.80
89	2582.502	8" DOTTED LINE WHITE-EPOXY-GR IN	L F	\$6.50	206	0	\$0.00	78	\$507.00
90	2582.502	4" SOLID LINE YELLOW-EPOXY-GR IN	L F	\$0.90	12193	0	\$0.00	9555	\$8,599.50
91	2582.502	4" BROKEN LINE YELLOW-EPOXY-GR IN	L F	\$0.22	9808	0	\$0.00	1830	\$402.60
92	2582.502	4" DBLE SOLID LINE YELLOW-EPOXY-GR IN	L F	\$0.88	172	0	\$0.00	33	\$29.04
<b>Totals For Section Base Bid:</b>							<b>\$265,318.65</b>		<b>\$2,797,821.67</b>
<b>BID ALTERNATE</b>									
93	2016.621	CONTRACT TIME EXTENSION	LS	\$0.00	1	0	\$0.00	0	\$0.00
<b>Totals For Section BID ALTERNATE:</b>							<b>\$0.00</b>		<b>\$0.00</b>
<b>Change Order 1</b>									
95	2506.502	CONST DRAINAGE STRUCTURE	EACH	\$9,717.08	1	1	\$9,717.08	1	\$9,717.08

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		DES 84-4020							
<b>Totals For Change Order 1:</b>							<b>\$9,717.08</b>		<b>\$9,717.08</b>
<b>Change Order 2</b>									
97	2506.501	CONSTRUCT DRAINAGE STRUCTURE	LIN FT	\$5,407.19	1	1	\$5,407.19	1	\$5,407.19
<b>Totals For Change Order 2:</b>							<b>\$5,407.19</b>		<b>\$5,407.19</b>
<b>Change Order 3</b>									
99	2564.601	TRAFFIC SIGNS AND DEVICES	LS	\$4,103.00	1	1	\$4,103.00	1	\$4,103.00
<b>Totals For Change Order 3:</b>							<b>\$4,103.00</b>		<b>\$4,103.00</b>
<b>Change Order 4</b>									
98	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	(\$5.00)	545.99	545.99	(\$2,729.95)	545.99	(\$2,729.95)
<b>Totals For Change Order 4:</b>							<b>(\$2,729.95)</b>		<b>(\$2,729.95)</b>
<b>Change Order 5</b>									
103	2545.523	2" NON-METALLIC CONDUIT (DIRECTIONAL BORE)	LIN FT	\$15.18	125	125	\$1,897.50	125	\$1,897.50
104	2545.511	LIGHTING UNIT TYPE B	EACH	\$2,724.00	3	3	\$8,172.00	3	\$8,172.00
107	2545.509	CONDUIT SYSTEM (LOOP DETECTOR)	LS	\$7,390.00	1	1	\$7,390.00	1	\$7,390.00
108	2545.602	REPLACE ELECTRIC WIRING	EACH	\$673.08	1	1	\$673.08	1	\$673.08
<b>Totals For Change Order 5:</b>							<b>\$18,132.58</b>		<b>\$18,132.58</b>
<b>Change Order 6</b>									
105	2545.601	TEMPORARY LIGHTING SYSTEM	LS	\$1,800.00	1	1	\$1,800.00	1	\$1,800.00
<b>Totals For Change Order 6:</b>							<b>\$1,800.00</b>		<b>\$1,800.00</b>
<b>Change Order 7</b>									
106	2506.516	CASTING ASSEMBLY (MANHOLE)	EACH	\$1,300.00	2	2	\$2,600.00	2	\$2,600.00
109	2506.516	FURNISH CASTING (SANITARY MANHOLE)	EACH	\$1,098.04	7	7	\$7,686.28	7	\$7,686.28
<b>Totals For Change Order 7:</b>							<b>\$10,286.28</b>		<b>\$10,286.28</b>
<b>Work Order 1</b>									
94	2563.601	TRAFFIC	LS	\$14,946.82	1	1	\$14,946.82	1	\$14,946.82

CITY OF SARTELL  
 310 2nd St S  
 Sartell, MN 56377-0140  
 Project No. 02174-57  
 Pay Voucher No. 5

**02174-57 Project Material Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		CONTROL							
<b>Totals For Work Order 1:</b>							<b>\$14,946.82</b>		<b>\$14,946.82</b>
<b>Work Order 2</b>									
96	2506.522	ADJUST CASTING ASSEMBLY (CATCH BASIN)	EACH	\$2,850.14	1	1	\$2,850.14	1	\$2,850.14
<b>Totals For Work Order 2:</b>							<b>\$2,850.14</b>		<b>\$2,850.14</b>
<b>Project Totals:</b>							<b>\$329,831.79</b>		<b>\$2,862,334.81</b>

**02174-57 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
WO1	Work Order	10/6/2015	Additional Detour Signage	\$14,946.82	\$14,946.82
CO1	Change Order	10/6/2015	Construct Drainage Structure 5018	\$9,717.08	\$9,717.08
WO2	Work Order	10/6/2015	Adjust casting at 2 1/2 st Structure 4025 including high flow casting	\$2,850.14	\$2,850.14
CO2	Change Order	10/6/2015	Construct Drainage Structure for Super America Storm that was not accounted for	\$5,407.19	\$5,407.19
CO3	Change Order	11/16/2015	Perm signs at Local businesses and Temp Signage @ School	\$4,103.00	\$4,103.00
CO4	Change Order	11/17/2015	Bit. deduct for use of SPWE340B when planned to be SPWE340C	(\$2,729.95)	(\$2,729.95)
CO5	Change Order	11/24/2015	2545.523 Electrical Conduit Run for Irrigation Power 2545.511 Type B Street Lights (Material Only) 2545.509 Traffic Loops @ 2 1/2 St 2545.602 Super America Sign Rewire	\$18,132.58	\$18,132.58
CO6	Change Order	11/30/2015	Temporary Lighting at 2nd St	\$1,800.00	\$1,800.00
CO7	Change Order	11/30/2015	Sanitary Manhole Floating Castings	\$10,286.28	\$10,286.28
<b>Contract Change Totals:</b>				<b>\$64,513.14</b>	<b>\$64,513.14</b>

STATE AID FOR LOCAL TRANSPORTATION  
WORK ORDER FOR MINOR EXTRA WORK

City/County of Sartell

Work Order No. 1

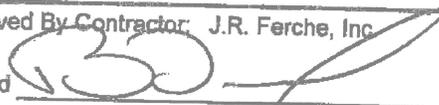
FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. 02174-57	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS J.R. Ferche, Inc. 13265 25th Avenue NW Rice, MN 56367		LOCATION OF WORK Pinecone Road	TOTAL WORK ORDER AMOUNT \$14,946.82

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

**COST BREAKDOWN**

Item No.	Item	Unit	Unit Price	Quantity	Amount
2563.601	TRAFFIC CONTROL	LS	\$14,946.82	1	\$14,946.82
<b>Work Order No. 1 Total:</b>					<b>\$14,946.82</b>

\* Funding category is required for federal projects.

Approved By Project Engineer: <u>Mike J Nielson</u>	Approved By Contractor: <u>J.R. Ferche, Inc</u>
Signed: 	Signed: 
Date: <u>12-9-15</u> Phone: <u>(320) 252-4900</u>	Date: <u>12-9-15</u> Phone: <u>(320) 393-4625</u>

Original to Project Engineer; Copy to Contractor

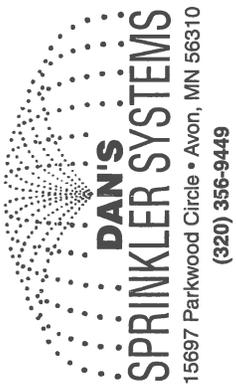
Once contract has been fully executed, forward a copy to DSAE for funding review:

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

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

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

4320 TOTAL



So Sorry IN  
about delay  
INVOICE  
THANKS LISA  
(320) 356-9449

CUSTOMER'S ORDER NO.		PHONE	DATE
NAME City of Sartell			11/20/15
ADDRESS 125 Pine Cone Rd. N			
CASH		C.O.D.	TERMS
SARTELL 56377			
QTY.	DESCRIPTION	PRICE	AMOUNT
2	STARTUP REPAIR	90	180.00
	WINTERIZE SYSTEM		
	(PARTS)		
	Mulligans / 601 Pine Lane		
	Hunter I-20 heads	90	180.00
	w/ total pipe, fittings		
	+ LABOR		
LABOR			
RECEIVED BY		TAX	TOTAL
Thank-you!			\$ 180.00

A \$15.00 CHARGE WILL BE MADE FOR EACH RETURNED CHECK

Thank You

CUSTOMER'S ORDER NO.		PHONE	DATE
NAME City of Sartell			12/02/15
ADDRESS 125 Pine Cone Rd. N			
CASH		C.O.D.	TERMS
Sartell MH 56377			
QTY.	DESCRIPTION	PRICE	AMOUNT
	START UP	9/08/15	
	WINTERIZE	Sprinkler Install	
	PARTS	Super America	
	230 Pine Cone Rd. Sartell		
21	Hunter RGP Heads	90	1890.00
21	Hunter small sprays	55	1155.00
	w/ m P Rotors		\$ 3045.00
LABOR			
RECEIVED BY		TAX	TOTAL
less 2.5% disc. if payment received by 12/24/15			- 76.15
Thank-you!			\$ 2968.85

A \$15.00 CHARGE WILL BE MADE FOR EACH RETURNED CHECK

Thank You



CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME		City of Sartell		11/20/15	
ADDRESS		125 Pinecone Rd N.			
		Sartell 56317			
CASH	CHECK	C.O.D.	PARTS SOLD	TERMS	WARRANTY
QTY.	DESCRIPTION			PRICE	AMOUNT
Sept 10-13, 2015	Sept 10-13, <del>STARTUP</del> Repair				
	WATERIZE System				
	PARTS				
	Service @ Liberty Bank				
	198 Pine Cone Rd.				
15	Hunter PGP Heads			90 EA.	1350.00
	(price includes total parts + fittings)				
LABOR					
RECEIVED BY					
Thank-you				TAX	
				TOTAL	\$1350.00

A \$15.00 CHARGE WILL BE MADE FOR EACH RETURNED CHECK

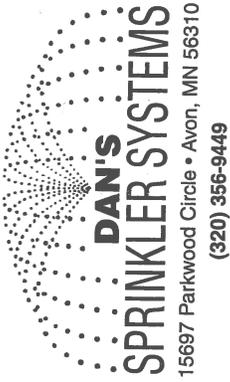
Thank You



CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME		City of Sartell		11/20/15	
ADDRESS		125 Pinecone Rd N.			
		Sartell MN 56317			
CASH	CHECK	C.O.D.	PARTS SOLD	TERMS	WARRANTY
QTY.	DESCRIPTION			PRICE	AMOUNT
Sept 10-13, 2015	Sept 10-13, <del>STARTUP</del> Repair				
	WATERIZE System				
	PARTS				
	Service @ Wahyrens				
	1100 2nd St. S. Sartell				
19	Hunter PGP Heads			90 EA.	1710.00
	(price includes total parts + fittings)				
LABOR					
RECEIVED BY					
Thank-you				TAX	
				TOTAL	\$1710.00

A \$15.00 CHARGE WILL BE MADE FOR EACH RETURNED CHECK

Thank You



CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME		City of Sartell		11/20/15	
ADDRESS		125 Pinecone Rd. N.			
		Sartell MN 56377			
CASH	CHECK	C.O.D.	PARTS SOLD	TERMS	WARRANTY
QTY.	DESCRIPTION			PRICE	AMOUNT
	<del>STARTUP</del>	Repair			
	<del>WINTERIZE</del>	System @			
	<u>PARTS</u>	City Hall			
5	Hunter PGP Heads w/		90 EA.		450.00
	total pipe, fittings + LABOR				
LABOR					
RECEIVED BY work completed Sept. 10-13 TAX					
Thank-you				2015	TOTAL \$450.00

A \$15.00 CHARGE WILL BE MADE FOR EACH RETURNED CHECK

Thank You



CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME		City of Sartell		11/20/15	
ADDRESS		125 Pinecone Rd.			
		Sartell MN 56377			
CASH	CHECK	C.O.D.	PARTS SOLD	TERMS	WARRANTY
QTY.	DESCRIPTION			PRICE	AMOUNT
	<del>STARTUP</del>	Repair			
	<del>WINTERIZE</del>	Residential Systems @			
	<u>PARTS</u>				
	331 Pinecone Rd.				
3	Hunter PGP Heads		90.		270.00
	515 Pinecone Rd.				
4	Hunter PGP Heads		90.		360.00
LABOR					
RECEIVED BY work completed Sept. 10-13 TAX					
Thank-you				2015	TOTAL \$630.00

A \$15.00 CHARGE WILL BE MADE FOR EACH RETURNED CHECK

Thank You

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Engineering and Planning Department</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>7a</b>
Agenda Section: <b>Public Hearing</b>	Item: <b>Right of Way Plat</b>	

**RECOMMENDATION:**

Recommend approval of City of Sartell Right of Way Plat No.4.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

The Planning Commission reviewed the plat on December 7<sup>th</sup>. Questions of funding for the improvements, along with the rationale of why the City would want to use this tool were discussed.

The Planning Commission recommended approval of the Right of Way Plat (4/0).

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

In advance of platting or development, city's can determine the extent of the area, which it intends to acquire as future right of way through the platting of right of way. The right of way platting process does not transfer title of the land being platted, but it does create easy to use legal descriptions, which simplify the right of way acquisition process.

The proposed right of way plat describes existing easements, along with new easement and roadway areas needed for the competition of the 4<sup>th</sup> Avenue South and Leander Avenue improvements.

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Plat
2. Resolution

**ACTION REQUESTED:**

Approve the resolution.

RESOLUTION No.

**WHEREAS**, the City of Sartell plans to construct and extend 4<sup>th</sup> Avenue South and 50<sup>th</sup> Avenue/Leader Avenue from 2<sup>nd</sup> Street South to the intersection with 23<sup>rd</sup> Street South; and

**WHEREAS**, the project will require additional right of way and drainage and utility easements in order to improve the road and is necessary to provide for public health, welfare, safety and convenience; and;

**WHEREAS**, the necessary right of way easement for the project is described in City of Sartell Right of Way Plat No. 4; constructed in accordance with Minn. Stat. 505.1792.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Sartell approves and City of Sartell Right of Way Plats No. 4 as designating the location of 4<sup>th</sup> Avenue South and Leander Ave/50<sup>th</sup> Avenue and the required right of way and drainage and utility easement areas. That in accordance with Minn. Stat. 505.1792, this plat shall not transfer title but be shall be used for descriptive purposes in demonstrating the City's interest in the properties identified within the Plat.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14th DAY OF DECEMBER 2015.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

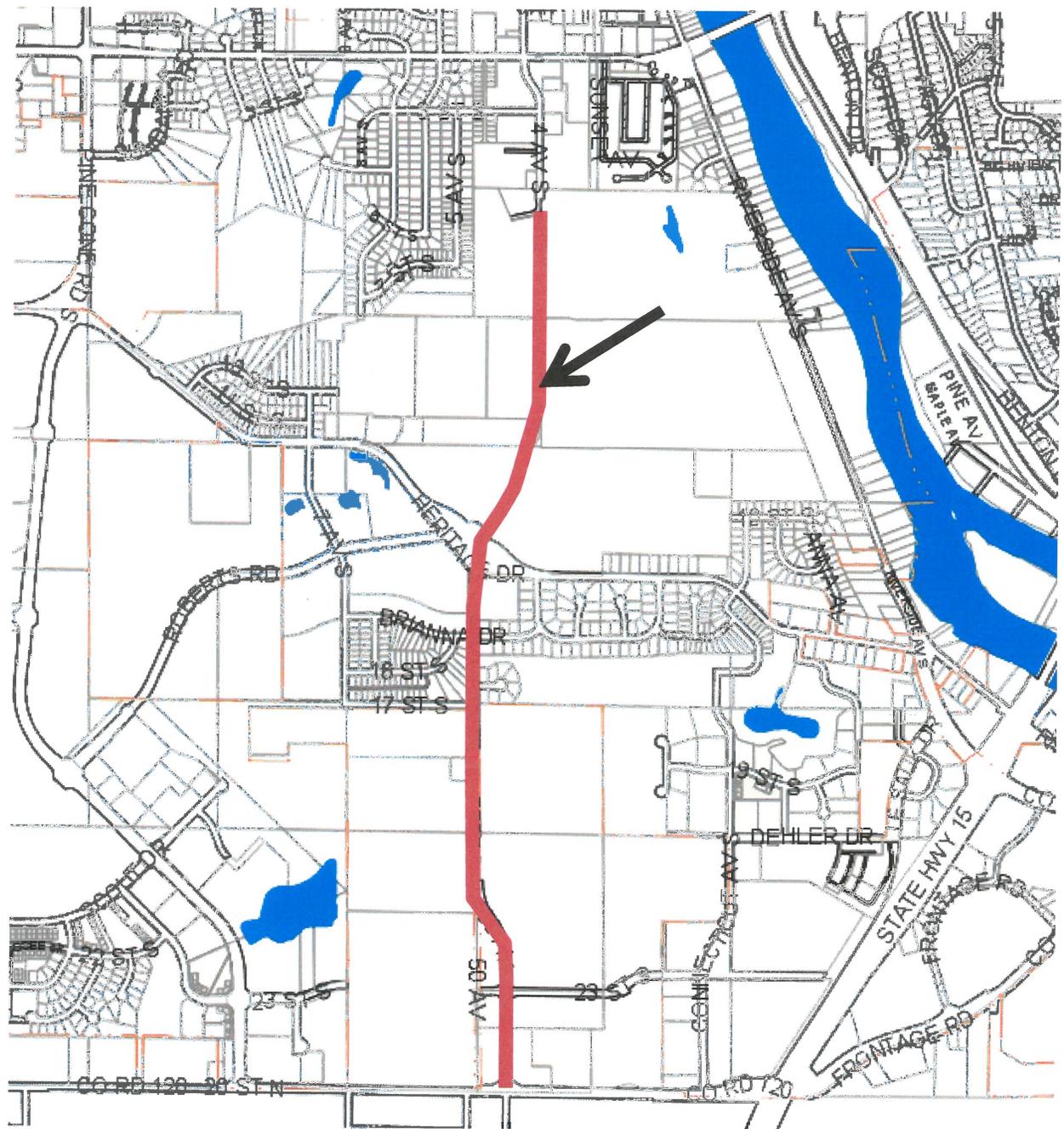
SEAL

**CERTIFICATION**

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the 14th day of December, 2015.

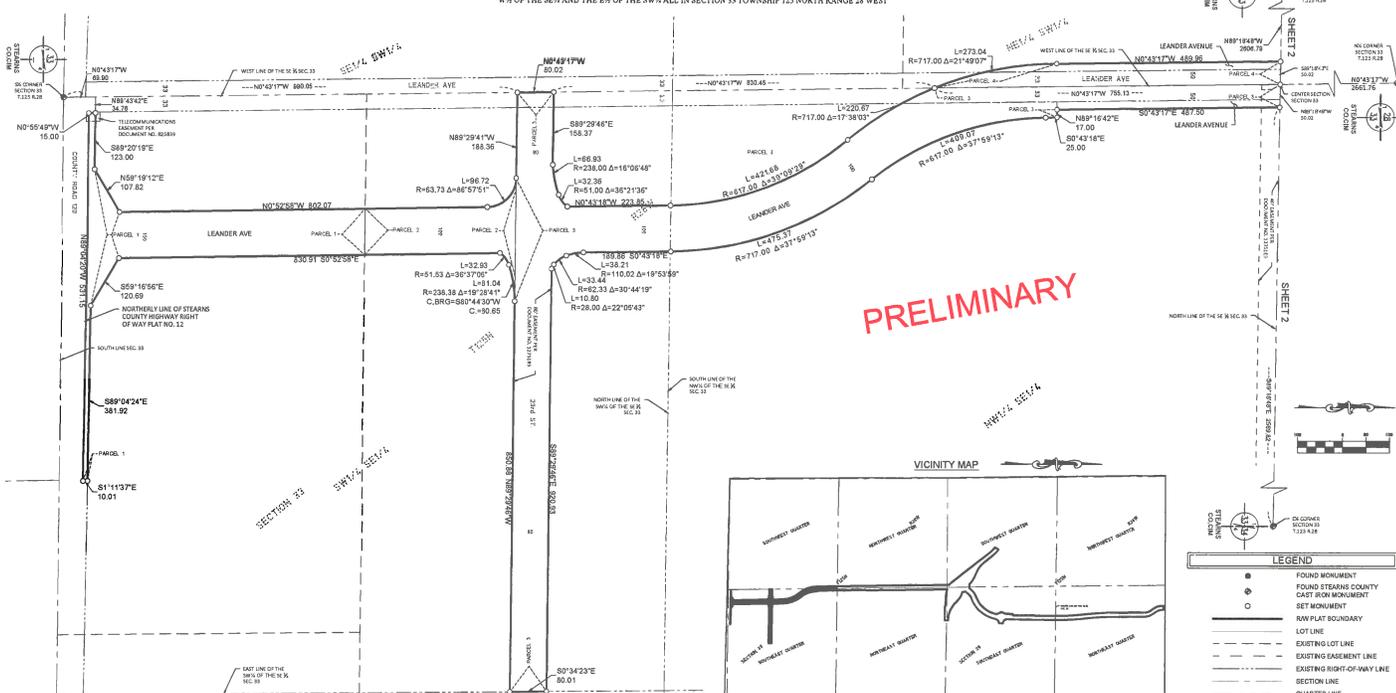
\_\_\_\_\_  
Mary Degiovanni  
Administrator  
City of Sartell, Minnesota

City of Sartell Right of Way Plat No. 4 - 4<sup>th</sup> Avenue South, 50<sup>th</sup> Avenue/Leander Avenue



# CITY OF SARTELL RIGHT OF WAY PLAT NO. 4

W/4 OF THE SE/4 AND THE E/4 OF THE SW/4 ALL IN SECTION 33 TOWNSHIP 125 NORTH RANGE 28 WEST



PRELIMINARY

### RAW LOCATION

THE CITY ENGINEER OF SARTELL, MINNESOTA IS HEREBY CERTIFYING THE LOCATION OF LEANDER AVENUE, 15' STREET SOUTH, NEARBY DRIVE, AND ON AVENUE SOUTH IN THE WEST HALF OF THE NORTHWEST QUARTER, THE WEST HALF OF THE SOUTHWEST QUARTER, THE SOUTHWEST QUARTER OF THE EAST HALF QUARTER NO. 4 IN SECTION 33 AND THE EAST HALF OF THE SOUTHWEST QUARTER, THE WEST HALF OF THE SOUTHWEST QUARTER, THE SOUTHWEST QUARTER OF THE WEST HALF OF THE SOUTHWEST QUARTER, ALL IN SECTION 33 TOWNSHIP 125 NORTH RANGE 28 WEST, STEARNS COUNTY, MINNESOTA.

### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SUPERVISED AND PLATED OR DIRECTLY SUPERVISED THE SURVEYING AND PLATING OF THE UNDERSIGNED AS CITY OF SARTELL RIGHT OF WAY PLAT NO. 4. THIS PLAT IS A CORRECT REPRESENTATION OF THE SURVEYOR'S ADJUSTED ALL MATHEMATICAL DATA AND LABELS ARE CORRECTLY DESIGNATED ON THE PLAT. ALL MONUMENTS SHOWN ON THE PLAT HAVE BEEN OR WILL BE CORRECTLY SET THEREON. ALL MONUMENTS SHOWN ON THE PLAT HAVE BEEN OR WILL BE SHOWN AND LABELED. ALL PUBLIC WORKS ARE SHOWN AND LABELED.

### COUNTY SURVEYOR

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND RECOMMENDED FOR APPROVAL. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

STEARNS COUNTY SURVEYOR \_\_\_\_\_ VERIFIED/CO-ENGINEER \_\_\_\_\_

### CITY ENGINEER

THIS PLAT WAS RECOMMENDED FOR APPROVAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

MICHAEL NELSON, CITY OF SARTELL ENGINEER

AS SHOWN ON THIS PLAT, PREPARED FOR THE COUNTY OF STEARNS, I HEREBY CERTIFY TO BE THE OFFICIAL PLAT OF THAT TOWNSHIP OF SAID COUNTY RECORDS IN MINN. W/4 OF THE SW/4 SEC. 33, T. 125 N. R. 28 W. PURSUANT TO MINNESOTA STATUTES §§ 178 AND 648 (18).

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY RECORDER

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN THE OFFICE OF THE COUNTY RECORDER IN THE CITY OF SARTELL, MINNESOTA, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ A.M. AS DOCUMENT NO. \_\_\_\_\_ IN PLAT CACKET NO. \_\_\_\_\_

DEAN COUNTY RECORDER

### RIGHT OF WAY (ROW) DATA

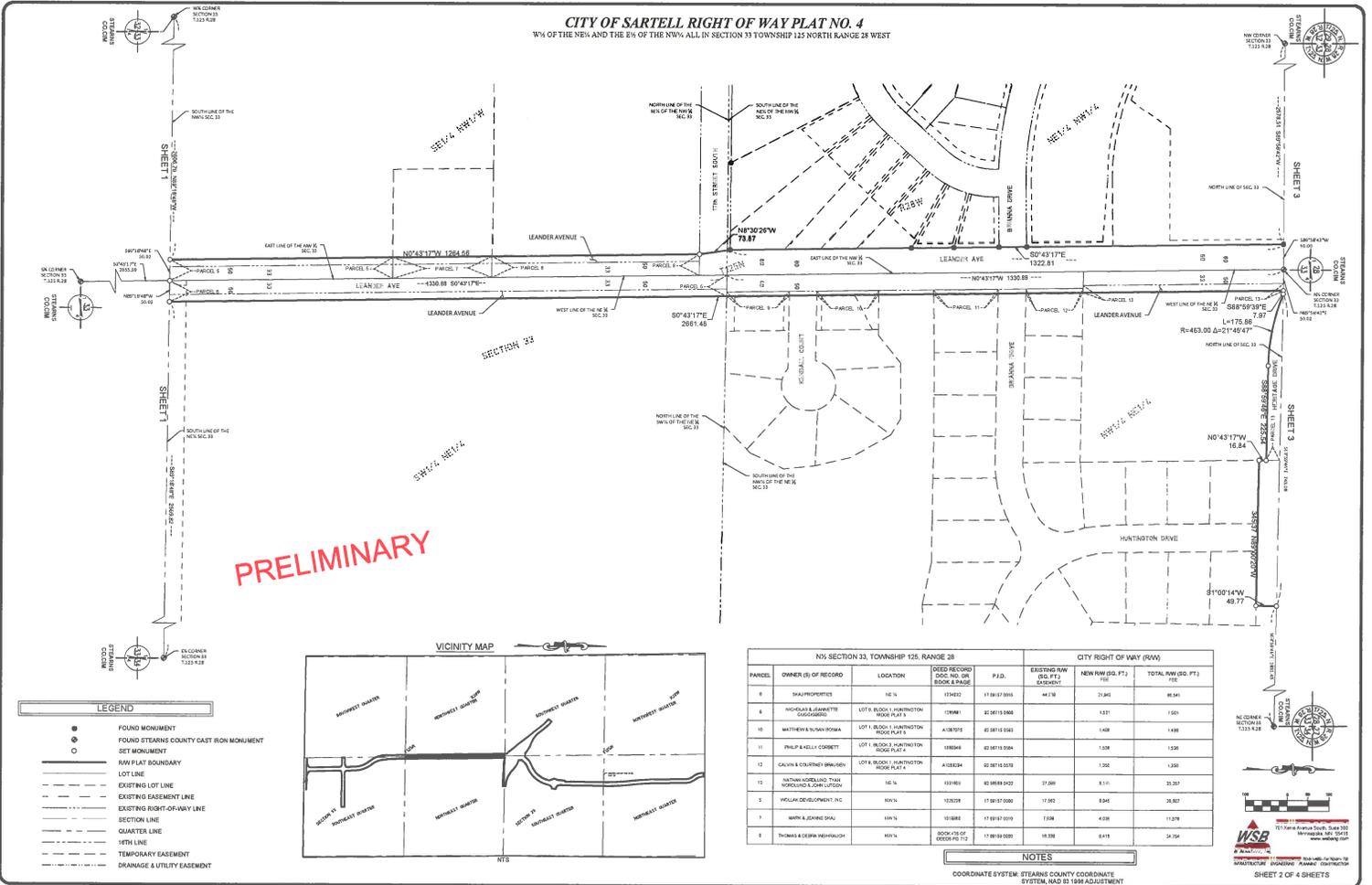
PARCEL	OWNER (S) OF RECORD	LOCATION	DEED RECORD DOC. NO. OR BLDG. PERM.	P.L.D.	EXISTING ROW (SQ. FT.)	NEW ROW (SQ. FT.)	TOTAL ROW (SQ. FT.)	TEMP. BASE (SQ. FT.)
1	MINNESOTA NATIONAL CONFERENCE OF THE UNITED METHODIST CHURCH	SE 1/4	126335	17-89-08-2002	63,105	0	63,105	17,862
2	DEBRA WISNIEWSKI	SE 1/4	BOOK 458 P. 200-204	17-09-02-0001	23,282	0	23,282	17,862
3	LEANDER AVENUE	SE 1/4	115254	17-08-12-2006	128,813	9,807	138,620	22,814
4	EUGENE A. PHILLIPS TRUST	SW 1/4	BOOK 363 OF RECORDS P. 87-92	17-08-07-2002	23,218	15,176	38,394	8,717

NOTES

COORDINATE SYSTEM: STEARNS COUNTY COORDINATE SYSTEM, NAD 83 1989 ADJUSTMENT

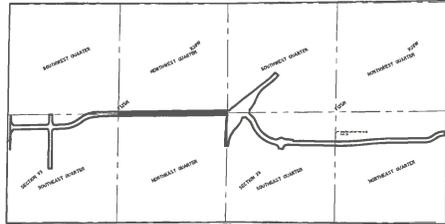


**CITY OF SARTELL RIGHT OF WAY PLAT NO. 4**  
 W $\frac{1}{4}$  OF THE NE $\frac{1}{4}$  AND THE E $\frac{1}{4}$  OF THE NW $\frac{1}{4}$  ALL IN SECTION 33 TOWNSHIP 125 NORTH RANGE 28 WEST



**PRELIMINARY**

VICINITY MAP



N $\frac{1}{2}$ SECTION 33, TOWNSHIP 125, RANGE 28		CITY RIGHT OF WAY (RW)					
PARCEL	OWNER (S) OF RECORD	LOCATION	DEED RECORD DOC NO. OR BOOK & PAGE	P.L.D.	EXISTING RW (SQ. FT.)	NEW RW (SQ. FT.)	TOTAL RW (SQ. FT.)
8	SKA/PROPERTIES	HE $\frac{1}{2}$	133402	17 09 17 0916	44,716	21,245	65,961
9	RODRIGUEZ & JUANETTE RODRIGUEZ	LOT 8, BLOCK 1, HUNTINGTON RIDGE PLAT 1	133881	21 06 15 0908		1,521	1,521
10	MATTHEW & SUEAN BOWMA	LOT 1, BLOCK 1, HUNTINGTON RIDGE PLAT 1	A1381074	21 06 15 0361		1,408	1,408
11	JIMMIE & KELLY CORRETT	LOT 1, BLOCK 1, HUNTINGTON RIDGE PLAT 1	135544	21 06 15 0354		1,229	1,229
12	DAVID & COLLEEN DRAGSH	LOT 6, BLOCK 1, HUNTINGTON RIDGE PLAT 1	A105264	20 06 15 0219		1,292	1,292
13	HE $\frac{1}{2}$		133190	21 06 15 0219	27,060	8,111	35,171
14	WILLIAM DEVELOPMENT, INC.	NW $\frac{1}{4}$	132328	17 06 17 0200	17,362	8,940	26,302
15	MARY & JEROME SIKAL	NW $\frac{1}{4}$	131882	17 03 17 0210	7,538	4,038	11,576
16	THOMAS & CARMEN HEINRICH	NW $\frac{1}{4}$	BOOK 475 OF DEEDS PG 112	17 06 15 0201	16,338	8,413	24,751

**NOTES**  
 COORDINATE SYSTEM: STEARNS COUNTY COORDINATE SYSTEM, NAD 83 1981 ADJUSTMENT

NE CORNER SECTION 33 1333 4.28  
 SECTION 33 TOWNSHIP 125 NORTH RANGE 28 WEST  
  
**WSB**  
 151 Third Avenue South, Suite 200  
 Birmingham, AL 35203  
 www.wsbgroup.com  
 SHEET 2 OF 4 SHEETS

**LEGEND**

- FOUND MONUMENT
- FOUND STEARNS COUNTY CAST IRON MONUMENT
- SET MONUMENT
- RW PLAT BOUNDARY
- LOT LINE
- - - EXISTING LOT LINE
- - - EXISTING EASEMENT LINE
- - - EXISTING RIGHT-OF-WAY LINE
- - - SECTION LINE
- - - QUARTER LINE
- - - 18TH LINE
- - - TEMPORARY EASEMENT
- - - DRAINAGE & UTILITY EASEMENT

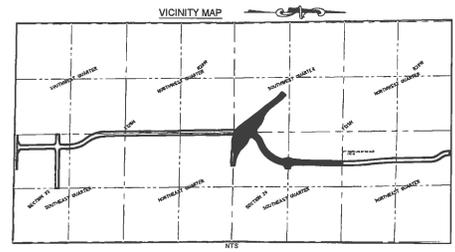
**CITY OF SARTELL RIGHT OF WAY PLAT NO. 4**

SE 1/4 OF THE SW 1/4 AND THE W 1/4 OF THE SE 1/4 ALL IN SECTION 28 TOWNSHIP 125 NORTH RANGE 28 WEST

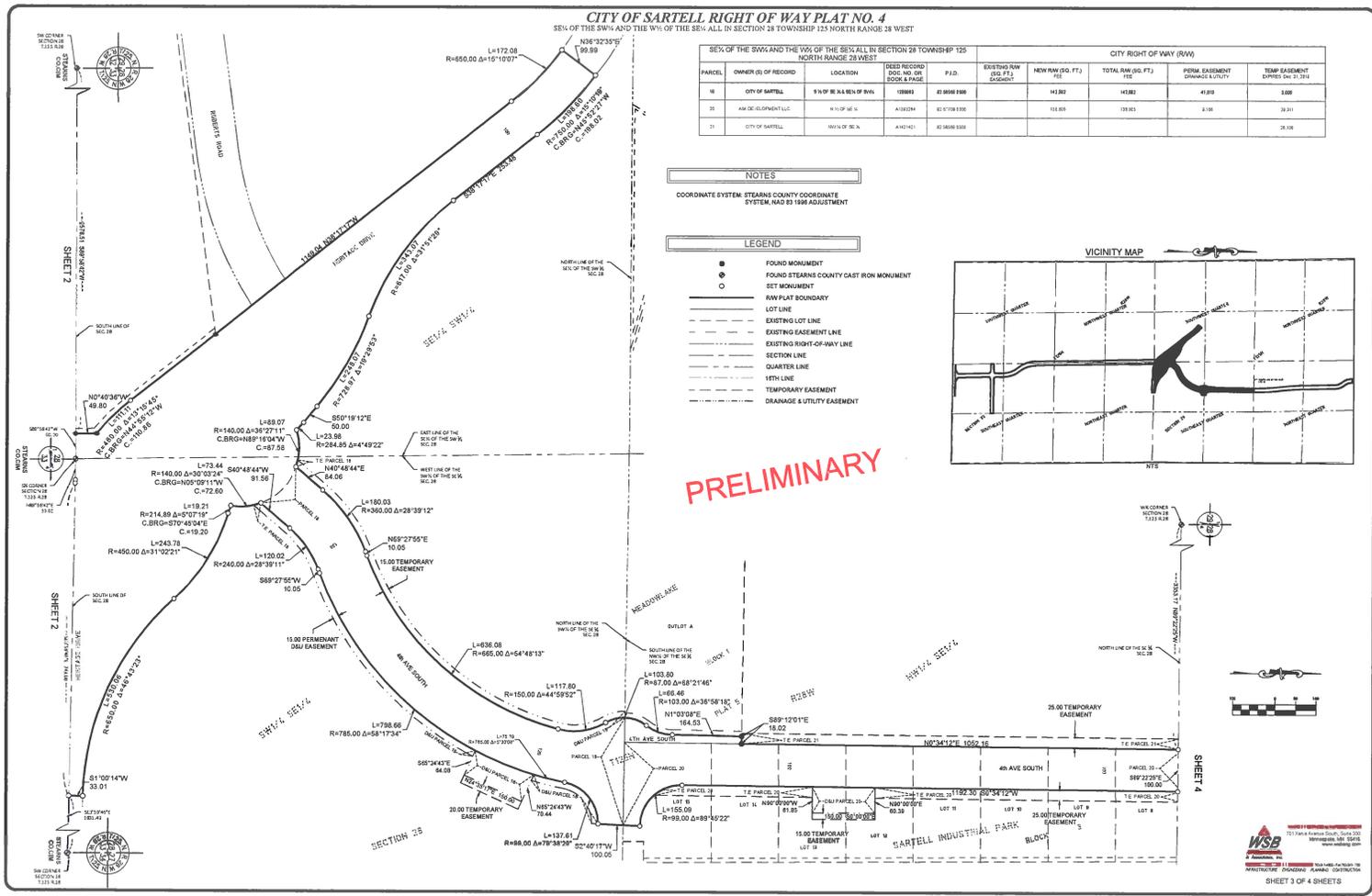
SE 1/4 OF THE SW 1/4 AND THE W 1/4 OF THE SE 1/4 ALL IN SECTION 28 TOWNSHIP 125 NORTH RANGE 28 WEST				CITY RIGHT OF WAY (RW)					
PARCEL	OWNER (S) OF RECORD	LOCATION	DEED RECORD DOC. NO. OR BOOK & PAGE	P.I.D.	EXISTING RW (SQ. FT.) EASEMENT	NEW RW (SQ. FT.) RW	TOTAL RW (SQ. FT.) RW	PERM. EASEMENT DRAINAGE & UTILITY	TEMP. EASEMENT EXPIRES ON (3/31/24)
18	CITY OF SARTELL	S 1/4 OF SE 1/4 SW 1/4	139843	02/05/2008	41,892	41,892	41,892	41,892	0.00
20	AM-DEVELOPMENT, LLC	N 1/4 OF SE 1/4	A132024	02/07/2008	133,904	133,904	133,904	0.00	03/31
21	CITY OF SARTELL	W 1/4 OF SE 1/4	A141442	02/05/2008	139,063	139,063	139,063	0.00	03/31

**NOTES**  
COORDINATE SYSTEM: STEARNS COUNTY COORDINATE SYSTEM, NAD 83 1998 ADJUSTMENT

- LEGEND**
- FOUND MONUMENT
  - FOUND STEARNS COUNTY CAST IRON MONUMENT
  - SET MONUMENT
  - RAW PLAT BOUNDARY
  - LOT LINE
  - EXISTING LOT LINE
  - EXISTING EASEMENT LINE
  - EXISTING RIGHT-OF-WAY LINE
  - SECTION LINE
  - QUARTER LINE
  - 1/4TH LINE
  - - - - - TEMPORARY EASEMENT
  - - - - - DRAINAGE & UTILITY EASEMENT



**PRELIMINARY**



**WSB**  
725 Park Avenue South, Suite 200  
Minneapolis, MN 55414  
www.wsbllp.com



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>December 14, 2015</b>	Agenda Item No. <b>7b</b>
Agenda Section <b>Public Hearings</b>	Item <b>2016 Budget and Levy Actions</b>	

**STAFF RECOMMENDATION:** Pending public hearing input, staff recommends approval of the action items listed at the bottom as “Council Actions Requested”.

**BUDGET:** The proposed final 2016 budget and levy are the same as preliminary. I did change a non-general fund item by adding \$750 from your Economic Development Fund (#224) toward the Sartell Senior Connection request for assistance with funding their newsletter (see attached request letter). The City often takes advantage of the option to add development related or other news to this newsletter and we think this is a cost effective approach. Your commitment to public safety and streets remain the two top priorities in your 2016 budget, and those priorities drive the budget and levy increase proposed for 2016. Here is a summary by department:

- ❖ Administration (Council, Elections, City Administration & Planning) actually decreases from 2015 to 2016 due primarily to the recommended cut of the Coalition dues. Projections out to 2018 keep this entire area of your budget relatively flat if we are able to restructure as retirements occur rather than just adding personnel to the existing structure.
- ❖ Public Safety (Police, Fire, Inspections, Emergency Management, and Animal Control) is your largest general fund increase in 2016 as well as projected out through 2018. We added one police officer late this year, and our goal is to hire 2 more in 2016 and 1 more in 2018. The police department’s call load continues to increase and we are seeing more crimes that require a lot of officer time to investigate. With only one investigator, we are assigning a lot of these other investigations to patrol officers which then takes them off of the roadway. We also are having concerns with the fact that at various times of the day we may have only one patrol officer on duty to cover the city of approximately 17,000 people. Both of these issues have impacted the police department’s efficiency as well as the safety of both the public and officers. The plan with hiring an officer in late 2015 and two officers in 2016 would be to then open up another investigator position within the police department and have the investigators work opposite each other so we would have the ability to always have one available. The second investigator position would more than likely also still provide road patrol duties as well to supplement daytime coverage. The other officer position would fill a shift to best impact the coverage issues we are having thereby reducing the amount of times a single patrol officer is working in the city.

Fire Department sees a substantial increase in pass thru funding by the State for Fire Relief, so that shows as a \$17,000 budget increase, but it nets out on the revenue side for no tax impacts.

- ❖ Public Works is the next largest increase, and that is due mainly to your goal to increase sealcoating. The sealcoat line item increases by \$70,000 from 2015 to 2016. Essential line items like road salt/sand and equipment repair and maintenance make up the bulk of the remaining increase, and that is simply an issue of a growing City. Longer term, we see adding another full time public works employee in 2018 (we add a utility employee with no tax levy impact in 2016).
  - ❖ The Parks & Recreation (parks, pools, rinks) operational budget increases from 2015 to 2016 due to the addition of a full time employee added in this Department for 2016. Since you also use the beautification fund for supplies and seasonal personnel, the addition of another seasonal employee in parks in 2016 doesn't hit your general fund budget and levy. Once the solar lease revenues are more certain, we will propose dedicating those revenues toward increased seasonal employees with the goal of having a better combination of volunteer/paid staff positions maintaining the City's parks, trails and other landscaped areas.
- Non-Union and Fire Pay increases follow past practice with COLA increases following Union contracts. Personnel Committee recommends 1% plus COLA for the six non-union positions still below top pay – that is well below step plan increases.
  - If you were not adding any police officers, your 2016 general fund budget would actually be lower than your 2015 general fund budget. The shift of some of your general fund street fund levy into a separate abatement levy for the Pinecone Road project helps with this. But so do the budget choices made to get to this point, including the Police Department restructuring their vehicle rotation to reduce the capital funding line item this year. Your 2015 general fund budget total was \$6,217,343. Your 2016 budget with 3 new officer positions removed would be only \$6,104,931. The preliminary general fund budget increase is 1.3% as proposed, and the resulting general fund levy increase is just under 1%.
  - Those are low increases, but for those of you looking for more City investment, keep in mind that your total levy also includes separate debt service and abatement levies. Because of the planned increased street investment you are making, which is now partially in the form of an abatement levy, the tax rate increase projected with this proposed budget is just under 4%. But if not for that increased investment in streets, your overall 2016 levy would be covered by tax base growth and your tax rate would stay flat or drop slightly.
  - The bottom line is a 1.3% general fund budget increase and about a 4% projected tax rate increase. I recommend this increase because it not only addresses current public safety and street priorities but also helps solidify street funding longer term (with sales tax repaying your abatement in future years).
  - You would need to cut \$210,000 to get to flat tax rate for 2016. If you are looking at projected tax rates beyond 2016, SAC/WAC loans remain your biggest obstacle. If those are not needed, tax rate would increase only about ½ of 1 percentage point in 2017; about 1 percentage point in 2018; then stay almost flat in 2019 and start to drop again after that.

In addition to monitoring the need for those loans on an annual basis, you would still also have other budget decisions to make in years beyond 2016 to reduce tax rate – from reduced sealcoating to dropping equipment rotations.

**FEE SCHEDULE:** The proposed fee schedules changes are the same as presented at the public hearing, but staff would like discussion on trunk and SAC and WAC fees. CMBA supported your need for the new survey requirement, but we want to be cognizant of the ever-increasing costs to plat and build new single family homes.

**FINANCIAL MANAGEMENT PLAN:** An updated Financial Management Plan is attached reflecting the latest numbers, including the community center operational impacts starting in 2017. Keep in mind this is a fluid document which we update continually with “actuals” for revenues, expenses, approved projects, and tax base growth. You may not all agree on how high budgets should go, but the tax base growth projected would actually fund substantial street maintenance increases, as well as most staffing requirements and community center operations, with no tax increase. It also uses the potential solar garden lease revenues to fund more seasonal employees, so those positions can be added based on Council decision if/when those lease revenues are realized. The tax rate increase risk remains the SAC and WAC needs and if we can exceed projections on those, the actual tax rate in any given year drops.

**ATTACHMENTS:**

1. Resolution adopting the final 2016 levy and budget, along with budgets for reference.
2. Ordinance Amending the City Fee Schedule, along with a summary Ordinance for publication and proposed fee schedule for reference.
3. Resolution adopting Fire Pay.
4. Resolution adopting Financial Management Plan update and current FMP document for reference.
5. Professional Service Agreement for legal services; Hatling & Flint proposal for short term grantwriting/fundraising capacity building with no renewal of Vela contract for 2016.

**COUNCIL ACTION REQUESTED:**

- Motion to adopt Resolution Approving the Final 2016 Budget and Levy
- Motion to approve non-Union pay increases effective with the pay period including January 1, 2016, for non-Union employees at 2% COLA plus an additional 1% for the 6 positions not at top pay step
- Motion to adopt Resolution Establishing 2016 Pay Rates for Fire Department (2% COLA – same as Unions)
- Motion to Adopt Ordinance Amending Fee Schedule and Summary Ordinance for publication
- Motion to adopt Resolution Adopting Financial Management Plan update
- Motion to initiate hiring process for budgeted 2016 police and public works positions
- Motion to approve Hatling & Flint proposal and Professional Service Agreement for legal services. (We will defer any engineering contract discussion until first quarter of 2016).

M E M O

DATE: September 11, 2015  
TO: Mary Degiovanni, Sartell City Administrator/Finance Director  
FROM: Jan Sorell, Chair Sartell Senior Connection (SSC)  
RE: Request for funding of postage for *Sartell Connection* Newsletter

The Sartell Senior Connection requests that, as you plan the city budget for 2016, you include \$750 to cover postage for mailing 5 issues of the Sartell Connection newsletters at approximately \$150 per mailing. Here is the rationale:

1. As of this fall, bulk mail postage costs have increased. Mailing the Jan/Feb 2015 issue was \$115.68, the current issue, postage for the current issue, Sept/Oct was \$142.20.
2. Financial support from community education has been eliminated. From 2008 to the fall of 2014 Community Education (CE) allocated \$2,000 annually, for the SSC, \$500.00 of this was set aside for the Lemonade & Laughter speaker, the \$1,500 balance was used for our operating expenses. In the fall of 2014 CE cut that \$1,500 from the annual SSC allocation.
3. In March 2014, we changed the name of the Newsletter from Sartell Senior Connection to Sartell Connection at your request to allow Sartell City news to be included and to appeal to a wider population.
4. Our mailing list increases every month. We have requests to be added to the mailing list almost weekly. Last week I received 3 complaints from people who heard that the new issue is out and they didn't get a copy. They were mailed, (bulk mail), on Friday and because Sartell's bulk mail is so prompt in delivery, people do not understand that sometimes some bulk mail takes longer. A recent check back to these people indicated that they did, indeed, receive their newsletter. These complaints give witness to how people value receiving the *Sartell Connection*.

Council member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION APPROVING THE FINAL 2016**  
**BUDGET AND TAX LEVY**  
**COLLECTIBLE IN 2016**

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

That the following sums of money be levied, collectible in 2016, upon taxable property in the City of Sartell, for the following purposes:

General Fund	\$4,377,861
Arena Abatement	\$ 22,467
Street Abatement	\$ 445,000
2008 Debt Service	\$ 193,152
2007 Debt Service	\$ 315,434
2009 Debt Service	<u>\$ 235,000</u>
Total Preliminary Levy	\$5,588,914

That a final 2016 general fund budget of \$6,298,862 is hereby adopted and that a detailed line item budget for the general fund, as well as for all other City funds, including capital funds, utility funds, and debt service funds, has been presented to the City Council and is hereby adopted for the year 2016.

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

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

And the following voted against the same:

And the following were absent:

Whereupon, the Resolution was declared passed and adopted this 14<sup>th</sup> day of December, 2015.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator/Clerk

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 101 GENERAL						
DEPT 41 GENERAL GOVERNMENT						
R 101-41-350-31010 CURRENT AD VALOREM TA	\$3,953,733.56	\$3,910,517.21	\$2,268,320.60	\$4,340,878.00	\$4,377,861.00	
R 101-41-350-31020 DELINQUENT AD VALOREM	\$45,069.43	-\$32,548.06	\$14,680.33	\$10,000.00	\$0.00	
R 101-41-350-31030 MARKET VALUE CREDIT	\$144.28	\$139.92	\$0.00	\$0.00	\$0.00	
R 101-41-350-31070 TAX ABATEMENT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-33401 LOCAL GOVERNMENT AID	\$5,808.00	\$112,938.00	\$65,265.50	\$130,531.00	\$139,027.00	
R 101-41-350-33404 PERA AID	\$2,402.00	\$2,402.00	\$1,201.00	\$2,400.00	\$2,400.00	
R 101-41-350-33422 STATE GRANTS - CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-36210 INTEREST INCOME	\$4,234.63	\$8,354.03	\$17,250.79	\$5,000.00	\$10,000.00	
R 101-41-350-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-36250 MISCELLANEOUS	\$0.00	\$0.00	\$281.83	\$0.00	\$0.00	
R 101-41-350-39101 SALE OR LOSS OF PROPER	\$38.81	\$0.00	\$81.00	\$0.00	\$0.00	
R 101-41-350-39203 TRANSFER IN	\$91,939.00	\$180,984.00	\$0.00	\$96,335.00	\$98,743.00	Utility
R 101-41-350-39330 CAPITAL LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-39410 REFUNDS AND REIMBURSE	\$14,081.70	\$3,739.72	\$4,665.49	\$0.00	\$0.00	
R 101-41-414-34111 LICENSE VERIFICATION FE	\$490.00	\$440.00	\$500.00	\$450.00	\$450.00	
R 101-41-414-34112 BUILDING ADMIN FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-414-34113 ADMINISTRATIVE FEES	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	TIF Admin
R 101-41-414-35104 ADMINISTRATIVE FINES	\$1,000.00	\$1,600.00	\$600.00	\$1,000.00	\$1,500.00	
R 101-41-414-36221 ADVERTISING/SIGN RENTA	\$13,575.99	\$21,481.58	\$21,471.85	\$12,000.00	\$18,000.00	
R 101-41-414-36250 MISCELLANEOUS	\$2,685.83	\$2,168.50	\$2,126.94	\$1,500.00	\$1,500.00	
R 101-41-414-36251 SHIPPING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-465-32287 OTHER PERMITS	\$3,949.85	\$3,997.00	\$3,801.00	\$3,000.00	\$4,000.00	Sign Permit
R 101-41-465-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-465-34107 ASSESSMENT SEARCHES	\$2,730.00	\$2,355.00	\$2,325.00	\$3,000.00	\$2,500.00	
R 101-41-465-34110 LAND USE APPLICATION FE	\$15,375.00	\$13,075.00	\$22,005.00	\$12,000.00	\$16,000.00	
DEPT 41 GENERAL GOVERNMENT	\$4,157,258.08	\$4,231,643.90	\$2,424,576.33	\$4,618,394.00	\$4,671,981.00	
DEPT 42 PUBLIC SAFETY						
R 101-42-421-32110 LIQUOR LICENSE	\$36,555.00	\$35,285.00	\$36,510.00	\$35,000.00	\$35,000.00	
R 101-42-421-32181 CIGARETTE LICENSE	\$3,281.25	\$3,600.00	\$3,862.50	\$3,500.00	\$3,500.00	
R 101-42-421-32187 OTHER LICENSE	\$42,738.00	\$44,974.00	\$45,787.10	\$44,000.00	\$44,000.00	Rental/Misc
R 101-42-421-33110 FEDERAL OPERATING GRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-33416 POLICE TRAINING REIMBU	\$5,795.04	\$5,608.47	\$5,321.70	\$6,000.00	\$6,000.00	
R 101-42-421-33421 STATE MUNICIPAL POLICE	\$114,608.63	\$129,471.74	\$116,310.93	\$114,000.00	\$120,000.00	
R 101-42-421-33425 SCHOOL LIAISON REIMBUR	\$98,929.94	\$102,697.15	\$52,715.68	\$102,426.00	\$112,631.00	
R 101-42-421-33426 GANG STRIKE FORCE REIM	\$0.00	\$0.00	\$0.00	\$35,876.00	\$0.00	GSF
R 101-42-421-33633 STATE GRANT - OPERATIN	\$6,211.12	\$10,313.15	\$11,745.08	\$29,000.00	\$0.00	GSF
R 101-42-421-34204 PUBLIC SAFETY OTHER - R	\$3,547.12	\$2,738.32	\$4,013.92	\$2,500.00	\$3,000.00	Reports/Servic
R 101-42-421-34950 OTHER CHARGES FOR SER	\$4,975.40	\$3,370.00	\$1,500.00	\$4,000.00	\$4,000.00	
R 101-42-421-35101 COURT FINES	\$55,421.51	\$59,976.91	\$37,524.08	\$55,000.00	\$59,000.00	
R 101-42-421-35102 TRAFFIC FINES	\$5,710.00	\$5,903.60	\$2,315.00	\$5,000.00	\$6,000.00	
R 101-42-421-35103 OTHER FINES	\$4,320.00	\$6,035.00	\$4,490.00	\$4,000.00	\$5,000.00	Tob/Alc/FalseA
R 101-42-421-35104 ADMINISTRATIVE FINES	\$1,030.00	\$780.00	\$1,110.00	\$750.00	\$750.00	
R 101-42-421-36230 CONTRIBUTIONS & DONAT	\$1,357.50	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36232 CONTRIB & DONATIONS-K	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36233 CONTRIB & DONATIONS-C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36235 CONTRIB & DONATIONS -	\$1,300.00	\$250.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36250 MISCELLANEOUS	\$1,125.66	\$534.57	\$565.50	\$0.00	\$0.00	
R 101-42-421-39410 REFUNDS AND REIMBURSE	\$0.00	\$100.00	\$68.69	\$0.00	\$0.00	
R 101-42-422-33415 FIRE TRAINING REIMBURS	\$5,105.00	\$4,102.93	\$6,396.00	\$5,000.00	\$4,000.00	
R 101-42-422-33424 STATE MUNICIPAL FIRE AI	\$90,583.65	\$87,045.42	\$91,716.94	\$70,000.00	\$87,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
R 101-42-422-33631 TOWNSHIP FIRE AGREEME	\$14,872.00	\$13,254.00	\$20,542.00	\$41,000.00	\$40,000.00	est 10%
R 101-42-422-33633 STATE GRANT - OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-33635 TOWNSHIP BLDG REIMB	\$5,877.00	\$5,111.80	\$0.00	\$4,000.00	\$4,000.00	
R 101-42-422-34201 PUBLIC SAFETY FIRE LOCK	\$730.00	\$1,315.00	\$1,285.00	\$1,000.00	\$1,000.00	
R 101-42-422-34202 PUBLIC SAFETY FIRE CALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-34204 PUBLIC SAFETY OTHER - R	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-36223 MISC. RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-39410 REFUNDS AND REIMBURSE	\$3,649.74	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-424-32183 GENERAL CONTRACTOR LI	\$1,595.00	\$1,210.00	\$1,795.00	\$1,500.00	\$1,500.00	
R 101-42-424-32184 HVAC LICENSE	\$3,190.00	\$3,190.00	\$3,420.00	\$2,900.00	\$3,000.00	
R 101-42-424-32210 BUILDING PERMIT	\$256,979.09	\$169,299.22	\$246,407.53	\$260,000.00	\$265,000.00	
R 101-42-424-32211 ADDL INSPECTION FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-424-32212 BLDG PLAN REVIEW FEES	\$116,356.01	\$58,443.69	\$114,983.04	\$110,000.00	\$115,000.00	
R 101-42-424-32215 FIRE INSP/PERMITS/REVIE	\$14,211.92	\$5,901.72	\$13,528.82	\$9,000.00	\$9,000.00	
R 101-42-424-32220 MECHANICAL PERMIT	\$46,752.26	\$38,558.25	\$41,050.05	\$35,000.00	\$45,000.00	
R 101-42-424-32230 PLUMBING PERMIT	\$41,154.86	\$25,669.87	\$40,153.21	\$35,000.00	\$40,000.00	
R 101-42-424-32260 ELECTRICAL PERMIT	\$37,165.50	\$37,411.25	\$30,398.10	\$35,000.00	\$37,000.00	
R 101-42-424-32287 OTHER PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-427-32240 ANIMAL LICENSE	\$18,115.00	\$17,136.00	\$15,770.00	\$17,000.00	\$15,000.00	
R 101-42-427-34950 OTHER CHARGES FOR SER	\$750.00	\$825.00	\$1,096.00	\$1,000.00	\$1,000.00	
DEPT 42 PUBLIC SAFETY	<u>\$1,043,993.20</u>	<u>\$880,122.06</u>	<u>\$952,381.87</u>	<u>\$1,068,452.00</u>	<u>\$1,066,381.00</u>	
DEPT 43 PUBLIC WORKS						
R 101-43-434-32182 REFUSE LICENSE	\$4,500.00	\$4,500.00	\$4,600.00	\$4,500.00	\$4,500.00	
R 101-43-434-32185 CABLE FRANCHISE LICENS	\$210,878.14	\$216,210.19	\$160,141.58	\$205,000.00	\$215,000.00	
R 101-43-434-32186 UTILITY FRANCHISE LICEN	\$234,065.62	\$240,963.08	\$144,779.48	\$230,000.00	\$240,000.00	
R 101-43-434-32187 OTHER LICENSE	\$450.00	\$615.00	\$540.00	\$0.00	\$0.00	
R 101-43-434-32270 STREET EXCAVATION PER	\$4,885.00	\$6,010.00	\$4,280.00	\$4,000.00	\$5,000.00	
R 101-43-434-33422 STATE GRANTS - CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-33630 COUNTY MAINTENANCE AG	\$17,497.48	\$23,791.93	\$6,870.00	\$17,497.00	\$23,000.00	
R 101-43-434-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-34104 LAND DISTURBANCE PERM	\$4,230.00	\$3,925.00	\$2,675.00	\$2,500.00	\$4,000.00	
R 101-43-434-34300 STREET SWEEPING/SANDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-34303 PUBLIC WORKS-MAINTANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-36223 MISC. RENTAL	\$1,639.00	\$1,688.00	\$1,688.00	\$0.00	\$0.00	
R 101-43-434-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-36250 MISCELLANEOUS	\$10.00	\$79.20	\$17,930.75	\$0.00	\$0.00	
R 101-43-434-39410 REFUNDS AND REIMBURSE	\$3,065.95	\$8,837.28	\$0.00	\$0.00	\$0.00	
R 101-43-436-32280 COMPOST SITE PERMIT	\$64,182.00	\$65,654.00	\$68,676.30	\$64,000.00	\$66,000.00	
R 101-43-436-36250 MISCELLANEOUS	\$3,976.01	\$6.25	\$240.00	\$0.00	\$0.00	
DEPT 43 PUBLIC WORKS	<u>\$549,379.20</u>	<u>\$572,279.93</u>	<u>\$412,421.11</u>	<u>\$527,497.00</u>	<u>\$557,500.00</u>	
DEPT 45 CULTURE & RECREATION						
R 101-45-452-36220 PARK RENTAL	\$3,353.63	\$3,192.86	\$3,230.00	\$3,000.00	\$3,000.00	
R 101-45-453-36250 MISCELLANEOUS	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	<u>\$3,353.63</u>	<u>\$3,222.86</u>	<u>\$3,230.00</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>	
FUND 101 GENERAL	<u>\$5,753,984.11</u>	<u>\$5,687,268.75</u>	<u>\$3,792,609.31</u>	<u>\$6,217,343.00</u>	<u>\$6,298,862.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 101 GENERAL</b>						
<b>DEPT 41 GENERAL GOVERNMENT</b>						
<b>DIV 411 COUNCILMEMBERS</b>						
E 101-41-411-106 REGULAR MEETING S	\$20,799.84	\$20,799.84	\$17,333.20	\$20,800.00	\$20,800.00	
E 101-41-411-107 SPECIAL MEETING SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-411-108 OTHER MEETING SAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-411-121 EMPLOYER CONTRIB	\$1,040.16	\$1,040.16	\$650.10	\$1,300.00	\$1,300.00	
E 101-41-411-122 EMPLOYER CONTRIB	\$301.44	\$301.44	\$519.90	\$1,200.00	\$800.00	
E 101-41-411-150 WORKERS COMPENS	\$1,041.25	\$914.55	\$811.00	\$1,500.00	\$1,200.00	Inc Voluntee
E 101-41-411-200 OFFICE SUPPLIES	\$32.18	\$10.73	\$7.07	\$100.00	\$100.00	
E 101-41-411-330 TRANSPORTATION/L	\$989.87	\$311.00	\$90.00	\$2,700.00	\$2,000.00	
E 101-41-411-350 PUBLICATIONS	\$3,275.84	\$3,353.56	\$3,622.37	\$3,500.00	\$3,700.00	
E 101-41-411-360 COMP LIAB INSURAN	\$1,646.61	\$2,127.52	\$1,760.00	\$3,000.00	\$2,500.00	
E 101-41-411-430 MISCELLANEOUS	\$540.49	\$75.00	\$0.00	\$300.00	\$500.00	
E 101-41-411-434 DUES & SUBSCRIPTI	\$49,399.95	\$53,641.00	\$42,408.00	\$55,667.00	\$41,500.00	Schedule A
E 101-41-411-439 CONTRIBUTIONS	\$8,418.00	\$9,818.00	\$7,568.00	\$9,818.00	\$9,818.00	Schedule B
<b>DIV 411 COUNCILMEMBERS</b>	<b>\$87,485.63</b>	<b>\$92,392.80</b>	<b>\$74,769.64</b>	<b>\$99,885.00</b>	<b>\$84,218.00</b>	
<b>DIV 413 MAYOR</b>						
E 101-41-413-106 REGULAR MEETING S	\$7,500.00	\$7,500.00	\$6,250.00	\$7,500.00	\$7,500.00	
E 101-41-413-107 SPECIAL MEETING SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-413-108 OTHER MEETING SAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-413-121 EMPLOYER CONTRIB	\$375.00	\$375.00	\$312.50	\$500.00	\$500.00	
E 101-41-413-122 EMPLOYER CONTRIB	\$108.72	\$108.72	\$90.60	\$400.00	\$200.00	
E 101-41-413-150 WORKERS COMPENS	\$46.25	\$38.55	\$38.00	\$50.00	\$50.00	
E 101-41-413-200 OFFICE SUPPLIES	\$38.00	\$0.00	\$7.08	\$100.00	\$100.00	
E 101-41-413-330 TRANSPORTATION/L	\$1,523.13	\$214.45	\$1,546.60	\$2,300.00	\$2,300.00	
E 101-41-413-360 COMP LIAB INSURAN	\$433.26	\$437.92	\$400.00	\$500.00	\$500.00	
E 101-41-413-430 MISCELLANEOUS	\$30.00	\$0.00	\$7.20	\$100.00	\$100.00	
E 101-41-413-434 DUES & SUBSCRIPTI	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	
<b>DIV 413 MAYOR</b>	<b>\$10,054.36</b>	<b>\$8,674.64</b>	<b>\$8,681.98</b>	<b>\$11,450.00</b>	<b>\$11,250.00</b>	
<b>DIV 414 ADMINISTRATION</b>						
E 101-41-414-101 REGULAR WAGES & S	\$265,437.87	\$208,537.40	\$179,804.80	\$211,446.00	\$218,629.00	
E 101-41-414-102 OVERTIME WAGES	\$0.00	\$1,798.60	\$0.00	\$0.00	\$0.00	
E 101-41-414-103 PART-TIME WAGES	\$0.00	\$0.00	\$0.00	\$24,000.00	\$14,815.00	
E 101-41-414-104 TEMPORARY WAGES	\$0.00	\$2,422.28	\$10,445.81	\$0.00	\$2,500.00	
E 101-41-414-121 EMPLOYER CONTRIB	\$20,268.87	\$15,169.57	\$18,049.46	\$18,000.00	\$23,125.00	
E 101-41-414-122 EMPLOYER CONTRIB	\$18,049.38	\$14,716.30	\$13,609.05	\$18,500.00	\$18,100.00	
E 101-41-414-130 EMPLOYEE BENEFIT-I	\$38,025.83	\$38,481.95	\$31,991.59	\$44,500.00	\$37,500.00	
E 101-41-414-131 BENEFIT PLAN ADMI	\$288.00	\$1,289.00	\$1,371.12	\$1,500.00	\$1,500.00	
E 101-41-414-150 WORKERS COMPENS	\$2,289.42	\$2,129.07	\$2,047.00	\$2,300.00	\$2,400.00	
E 101-41-414-170 CLOTHING ALLOWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-414-200 OFFICE SUPPLIES	\$5,031.34	\$5,370.10	\$3,462.99	\$5,500.00	\$6,000.00	
E 101-41-414-202 BANK & WIRE FEES	\$0.00	\$637.80	\$5,930.00	\$0.00	\$6,000.00	
E 101-41-414-203 SOFTWARE/SUPPORT	\$3,029.93	\$5,838.25	\$8,253.24	\$10,000.00	\$10,000.00	
E 101-41-414-210 SUPPLIES/MATERIAL	\$1,101.06	\$2,701.30	\$1,854.64	\$1,500.00	\$1,700.00	
E 101-41-414-240 SMALL TOOLS	\$2.00	\$438.34	\$0.00	\$500.00	\$500.00	
E 101-41-414-303 ENGINEERING	\$0.00	\$73.50	\$0.00	\$0.00	\$0.00	
E 101-41-414-305 CONSULTANTS-OTHE	\$350.00	\$733.30	\$2,620.00	\$0.00	\$0.00	
E 101-41-414-308 LEGAL	\$26,277.47	\$29,879.23	\$9,489.00	\$20,000.00	\$15,000.00	
E 101-41-414-309 ASSESSING	\$41,211.78	\$41,140.50	\$34,067.50	\$42,500.00	\$41,000.00	
E 101-41-414-310 AUDITING	\$17,100.00	\$20,120.00	\$20,100.00	\$20,100.00	\$20,100.00	Schedule C

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-41-414-320 COMMUNICATIONS/T	\$4,408.76	\$2,639.38	\$2,332.70	\$3,500.00	\$3,500.00	
E 101-41-414-322 POSTAGE	\$5,151.41	\$6,131.16	\$4,120.56	\$6,500.00	\$6,500.00	
E 101-41-414-330 TRANSPORTATION/L	\$3,091.42	\$1,346.64	\$1,142.43	\$3,000.00	\$2,500.00	
E 101-41-414-340 TRAINING	\$1,675.00	\$1,260.00	\$305.00	\$2,000.00	\$2,000.00	
E 101-41-414-354 PRINTING AND BINDI	\$759.42	\$323.78	\$306.83	\$1,000.00	\$750.00	
E 101-41-414-360 COMP LIAB INSURAN	\$3,453.48	\$2,408.01	\$2,518.84	\$3,500.00	\$3,500.00	
E 101-41-414-381 UTILITY ELECTRICIT	\$14,787.00	\$11,642.10	\$6,147.22	\$15,000.00	\$13,500.00	
E 101-41-414-383 UTILITY GAS	\$7,815.86	\$8,665.24	\$2,071.38	\$9,000.00	\$9,000.00	
E 101-41-414-384 REFUSE	\$1,498.51	\$1,868.14	\$1,469.17	\$1,500.00	\$2,000.00	
E 101-41-414-401 R & M - OTHER	\$0.89	\$0.00	\$22.40	\$500.00	\$500.00	
E 101-41-414-404 R & M- EQUIPMENT	\$821.57	\$1,183.90	\$353.94	\$1,000.00	\$1,200.00	
E 101-41-414-406 R & M - BLDG	\$9,976.24	\$17,073.78	\$12,512.91	\$11,000.00	\$13,000.00	
E 101-41-414-409 CONTRACTED CLEANI	\$2,139.46	\$2,286.48	\$1,971.50	\$2,500.00	\$3,000.00	
E 101-41-414-414 LEASES-EQUIPMENT	\$7,354.44	\$6,755.28	\$6,104.92	\$7,700.00	\$7,900.00	
E 101-41-414-430 MISCELLANEOUS	\$1,660.33	\$1,640.93	\$386.58	\$1,600.00	\$1,700.00	
E 101-41-414-434 DUES & SUBSCRIPTI	\$35.00	\$461.50	\$483.10	\$1,000.00	\$1,000.00	
E 101-41-414-440 REQUIRED RESERVE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-414-515 JUDGEMENTS & LOSS	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	
E 101-41-414-525 REFUND & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 414 ADMINISTRATION</b>	<b>\$503,091.74</b>	<b>\$458,162.81</b>	<b>\$385,345.68</b>	<b>\$490,646.00</b>	<b>\$490,419.00</b>	
<b>DIV 417 ELECTIONS</b>						
E 101-41-417-104 TEMPORARY WAGES	\$0.00	\$16,085.50	\$0.00	\$0.00	\$17,000.00	
E 101-41-417-121 EMPLOYER CONTRIB	\$0.00	\$38.72	\$0.00	\$0.00	\$100.00	
E 101-41-417-122 EMPLOYER CONTRIB	\$0.00	\$37.98	\$0.00	\$0.00	\$100.00	
E 101-41-417-210 SUPPLIES/MATERIAL	\$0.00	\$1,304.44	\$0.00	\$0.00	\$1,500.00	
E 101-41-417-330 TRANSPORTATION/L	\$0.00	\$945.55	\$0.00	\$0.00	\$1,200.00	
E 101-41-417-350 PUBLICATIONS	\$0.00	\$1,757.63	\$0.00	\$0.00	\$2,000.00	
E 101-41-417-401 R & M - OTHER	\$1,936.72	\$2,767.31	\$2,721.88	\$2,000.00	\$3,000.00	Maint Cont
E 101-41-417-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-417-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 417 ELECTIONS</b>	<b>\$1,936.72</b>	<b>\$22,937.13</b>	<b>\$2,721.88</b>	<b>\$2,000.00</b>	<b>\$24,900.00</b>	
<b>DIV 465 COMMUNITY DEVELOPMENT</b>						
E 101-41-465-101 REGULAR WAGES & S	\$119,636.40	\$115,152.52	\$100,672.16	\$134,333.00	\$128,600.00	
E 101-41-465-102 OVERTIME WAGES	\$113.63	\$246.25	\$87.57	\$250.00	\$250.00	
E 101-41-465-103 PART-TIME WAGES	\$0.00	\$4,431.00	\$1,738.64	\$0.00	\$0.00	
E 101-41-465-106 REGULAR MEETING S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-465-121 EMPLOYER CONTRIB	\$8,644.19	\$8,268.95	\$7,556.98	\$10,200.00	\$10,000.00	
E 101-41-465-122 EMPLOYER CONTRIB	\$9,065.05	\$8,893.92	\$7,647.04	\$10,300.00	\$9,900.00	
E 101-41-465-130 EMPLOYEE BENEFIT-I	\$9,969.38	\$15,805.75	\$9,245.81	\$19,000.00	\$13,000.00	
E 101-41-465-150 WORKERS COMPENS	\$457.68	\$426.21	\$409.00	\$500.00	\$600.00	
E 101-41-465-200 OFFICE SUPPLIES	\$394.50	\$322.86	\$266.00	\$1,000.00	\$1,000.00	
E 101-41-465-240 SMALL TOOLS	\$77.75	\$0.00	\$0.00	\$0.00	\$100.00	
E 101-41-465-303 ENGINEERING	\$16,754.50	\$17,579.75	\$16,694.00	\$10,000.00	\$10,000.00	Land Use Ap
E 101-41-465-305 CONSULTANTS-OTHE	\$100.94	\$2,019.50	\$2,116.95	\$5,000.00	\$0.00	Ords, GIS, e
E 101-41-465-307 SPECIAL STUDIES	\$0.00	\$12,213.91	\$0.00	\$0.00	\$0.00	
E 101-41-465-308 LEGAL	\$218.60	\$0.00	\$0.00	\$5,000.00	\$0.00	
E 101-41-465-320 COMMUNICATIONS/T	\$495.90	\$1,717.30	\$1,408.84	\$1,600.00	\$1,900.00	
E 101-41-465-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-465-330 TRANSPORTATION/L	\$2,124.73	\$1,949.13	\$1,824.25	\$2,500.00	\$2,500.00	
E 101-41-465-340 TRAINING	\$1,172.00	\$985.00	\$1,504.00	\$3,000.00	\$3,000.00	
E 101-41-465-350 PUBLICATIONS	\$1,491.61	\$1,774.29	\$2,075.17	\$1,500.00	\$2,000.00	
E 101-41-465-351 RECORDING FEES	\$276.00	\$368.00	\$0.00	\$500.00	\$500.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-41-465-360 COMP LIAB INSURAN	\$8,342.98	\$17,307.62	\$22,364.00	\$15,000.00	\$17,500.00	
E 101-41-465-401 R & M - OTHER	\$0.00	\$721.90	\$0.00	\$500.00	\$750.00	
E 101-41-465-430 MISCELLANEOUS	\$0.00	\$117.96	\$30.89	\$500.00	\$500.00	
E 101-41-465-434 DUES & SUBSCRIPTI	\$1,100.00	\$681.22	\$637.94	\$1,400.00	\$1,400.00	
DIV 465 COMMUNITY DEVELOPM	\$180,435.84	\$210,983.04	\$176,279.24	\$222,083.00	\$203,500.00	
DEPT 41 GENERAL GOVERNMENT	\$783,004.29	\$793,150.42	\$647,798.42	\$826,064.00	\$814,287.00	
DEPT 42 PUBLIC SAFETY						
DIV 421 POLICE						
E 101-42-421-101 REGULAR WAGES & S	\$1,008,773.42	\$1,006,276.86	\$943,613.76	\$1,188,780.00	\$1,318,100.00	
E 101-42-421-102 OVERTIME WAGES	\$15,351.76	\$36,487.75	\$23,939.80	\$18,000.00	\$20,000.00	
E 101-42-421-103 PART-TIME WAGES	\$38,209.14	\$7,146.88	\$6,093.12	\$7,500.00	\$8,100.00	
E 101-42-421-104 TEMPORARY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-109 POLICE-HOLIDAY WA	\$38,746.57	\$39,821.95	\$8,995.38	\$43,000.00	\$46,000.00	
E 101-42-421-111 SALARIES-GRANTS	\$8,474.65	\$10,566.10	\$7,611.31	\$0.00	\$0.00	
E 101-42-421-121 EMPLOYER CONTRIB	\$152,707.31	\$159,592.00	\$151,393.13	\$195,990.00	\$220,000.00	
E 101-42-421-122 EMPLOYER CONTRIB	\$19,976.22	\$20,004.59	\$19,558.54	\$26,238.00	\$28,900.00	
E 101-42-421-130 EMPLOYEE BENEFIT-I	\$172,410.39	\$183,130.27	\$173,145.06	\$233,321.00	\$238,000.00	
E 101-42-421-135 MEDICAL	\$0.00	\$0.00	\$635.45	\$0.00	\$0.00	
E 101-42-421-142 UNEMPLOYMENT	\$0.00	\$424.90	\$0.00	\$0.00	\$0.00	
E 101-42-421-150 WORKERS COMPENS	\$41,143.14	\$42,872.32	\$41,596.00	\$47,500.00	\$48,000.00	
E 101-42-421-170 CLOTHING ALLOWAN	\$15,620.95	\$21,511.82	\$21,865.74	\$28,000.00	\$29,000.00	
E 101-42-421-200 OFFICE SUPPLIES	\$4,178.81	\$2,748.53	\$3,128.64	\$5,700.00	\$5,000.00	
E 101-42-421-204 STATE SHARE OF AD	\$500.00	\$240.00	\$240.00	\$500.00	\$500.00	
E 101-42-421-210 SUPPLIES/MATERIAL	\$7,840.32	\$8,847.28	\$10,314.32	\$8,000.00	\$9,000.00	
E 101-42-421-211 SAFETY SUPPLIES/OS	\$1,504.92	\$507.45	\$2,483.45	\$1,900.00	\$1,900.00	
E 101-42-421-212 FUELS	\$56,829.85	\$42,996.27	\$18,433.16	\$54,000.00	\$65,000.00	
E 101-42-421-240 SMALL TOOLS	\$1,015.26	\$1,977.24	\$1,432.92	\$2,500.00	\$2,500.00	
E 101-42-421-305 CONSULTANTS-OTHE	\$2,547.35	\$4,447.00	\$3,310.55	\$2,500.00	\$3,500.00	Transcriptio
E 101-42-421-306 INFORMATION SERVI	\$27,814.55	\$36,052.11	\$26,616.22	\$32,000.00	\$34,000.00	
E 101-42-421-308 LEGAL	\$40,036.25	\$40,943.94	\$30,000.00	\$45,000.00	\$45,000.00	
E 101-42-421-320 COMMUNICATIONS/T	\$13,238.86	\$16,156.62	\$12,643.68	\$15,000.00	\$17,000.00	
E 101-42-421-322 POSTAGE	\$2,897.48	\$3,023.48	\$2,112.25	\$2,500.00	\$3,000.00	
E 101-42-421-330 TRANSPORTATION/L	\$2,077.31	\$5,264.40	\$3,977.12	\$3,200.00	\$4,000.00	
E 101-42-421-340 TRAINING	\$13,874.55	\$5,703.15	\$10,799.85	\$17,000.00	\$17,000.00	
E 101-42-421-350 PUBLICATIONS	\$0.00	\$698.88	\$1,125.87	\$1,000.00	\$1,000.00	
E 101-42-421-360 COMP LIAB INSURAN	\$23,469.78	\$32,717.45	\$37,991.00	\$35,000.00	\$35,500.00	
E 101-42-421-381 UTILITY ELECTRICIT	\$8,848.99	\$8,592.58	\$5,344.10	\$8,950.00	\$9,000.00	
E 101-42-421-383 UTILITY GAS	\$4,737.48	\$6,615.29	\$2,694.48	\$5,700.00	\$6,000.00	
E 101-42-421-384 REFUSE	\$2,176.10	\$2,557.32	\$2,210.35	\$1,600.00	\$2,500.00	
E 101-42-421-401 R & M - OTHER	\$1,001.17	\$3,088.68	\$1,163.25	\$0.00	\$1,000.00	
E 101-42-421-404 R & M- EQUIPMENT	\$2,807.46	\$1,679.24	\$758.40	\$3,400.00	\$3,000.00	
E 101-42-421-405 R & M - VEHICLES	\$15,672.95	\$17,303.72	\$7,479.91	\$14,350.00	\$15,000.00	
E 101-42-421-406 R & M - BLDG	\$10,140.19	\$12,191.48	\$1,579.63	\$8,000.00	\$9,000.00	
E 101-42-421-409 CONTRACTED CLEANI	\$6,535.99	\$5,865.00	\$4,755.00	\$6,000.00	\$6,800.00	
E 101-42-421-413 RENTALS	\$710.08	\$615.58	\$214.40	\$750.00	\$750.00	
E 101-42-421-414 LEASES-EQUIPMENT	\$6,608.56	\$5,916.02	\$5,805.92	\$5,750.00	\$6,000.00	
E 101-42-421-430 MISCELLANEOUS	\$853.46	\$1,179.55	\$1,184.18	\$1,500.00	\$1,500.00	
E 101-42-421-431 POLICE RESERVES	\$1,668.27	\$452.89	\$0.00	\$1,350.00	\$1,500.00	
E 101-42-421-432 GROUP CONFERENCI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-433 FORFEITURE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-434 DUES & SUBSCRIPTI	\$1,134.00	\$1,933.50	\$1,713.10	\$1,600.00	\$1,800.00	
E 101-42-421-435 CRIME PREVENTION-	\$456.29	\$1,366.28	\$919.13	\$1,000.00	\$1,200.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-42-421-436 SPECIAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00	VOTF
E 101-42-421-439 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-515 JUDGEMENTS & LOSS	\$0.00	\$0.00	\$2,000.00	\$1,000.00	\$0.00	Deductible
E 101-42-421-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-720 TRANSFER OUT	\$17,771.81	\$25,468.82	\$4,350.00	\$3,000.00	\$3,000.00	Youth Fund
<b>DIV 421 POLICE</b>	<b>\$1,790,361.64</b>	<b>\$1,824,985.19</b>	<b>\$1,605,228.17</b>	<b>\$2,078,079.00</b>	<b>\$2,290,050.00</b>	
<b>DIV 422 FIRE</b>						
E 101-42-422-101 REGULAR WAGES & S	\$85,623.22	\$72,757.47	\$75,098.35	\$87,000.00	\$88,000.00	
E 101-42-422-102 OVERTIME WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-422-103 PART-TIME WAGES	\$1,117.69	\$1,302.17	\$481.06	\$1,400.00	\$0.00	Cleaning co
E 101-42-422-122 EMPLOYER CONTRIB	\$6,635.53	\$5,665.44	\$5,781.75	\$7,200.00	\$7,000.00	
E 101-42-422-127 FIRE RELIEF CONTRI	\$7,800.00	\$9,800.00	\$9,800.00	\$10,000.00	\$10,200.00	
E 101-42-422-128 FIRE STATE AID PASS	\$90,583.65	\$87,045.42	\$91,716.94	\$70,000.00	\$87,000.00	Revenue off
E 101-42-422-135 MEDICAL	\$445.00	\$1,609.50	\$1,052.50	\$3,800.00	\$2,000.00	Annual & Ne
E 101-42-422-150 WORKERS COMPENS	\$24,191.70	\$29,343.88	\$33,132.00	\$34,000.00	\$33,000.00	
E 101-42-422-170 CLOTHING ALLOWAN	\$13,251.93	\$7,499.69	\$10,204.94	\$13,000.00	\$13,000.00	Turnout&Cla
E 101-42-422-200 OFFICE SUPPLIES	\$33.82	\$507.87	\$218.43	\$500.00	\$500.00	
E 101-42-422-203 SOFTWARE/SUPPORT	\$1,489.19	\$1,505.00	\$1,524.60	\$1,600.00	\$1,600.00	
E 101-42-422-210 SUPPLIES/MATERIAL	\$6,687.41	\$3,802.82	\$7,906.16	\$8,000.00	\$7,000.00	
E 101-42-422-211 SAFETY SUPPLIES/OS	\$56.75	\$850.00	\$746.39	\$1,000.00	\$1,000.00	
E 101-42-422-212 FUELS	\$6,564.32	\$4,511.28	\$2,349.10	\$7,000.00	\$7,000.00	
E 101-42-422-240 SMALL TOOLS	\$3,554.22	\$4,784.81	\$1,106.76	\$3,000.00	\$5,000.00	
E 101-42-422-305 CONSULTANTS-OTHE	\$0.00	\$142.50	\$0.00	\$0.00	\$0.00	
E 101-42-422-310 AUDITING	\$500.00	\$500.00	\$3,550.00	\$800.00	\$800.00	
E 101-42-422-320 COMMUNICATIONS/T	\$5,485.72	\$5,256.77	\$4,010.07	\$6,200.00	\$6,000.00	
E 101-42-422-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	
E 101-42-422-330 TRANSPORTATION/L	\$1,476.88	\$1,428.66	\$480.13	\$4,000.00	\$3,500.00	
E 101-42-422-340 TRAINING	\$3,190.00	\$4,930.00	\$7,275.00	\$6,000.00	\$6,000.00	
E 101-42-422-350 PUBLICATIONS	\$0.00	\$0.00	\$208.25	\$0.00	\$0.00	
E 101-42-422-360 COMP LIAB INSURAN	\$14,955.19	\$12,818.15	\$13,880.00	\$15,000.00	\$15,500.00	
E 101-42-422-381 UTILITY ELECTRICIT	\$4,866.35	\$4,754.85	\$2,918.80	\$5,000.00	\$5,000.00	
E 101-42-422-383 UTILITY GAS	\$3,597.11	\$6,573.46	\$2,378.71	\$4,800.00	\$6,000.00	
E 101-42-422-384 REFUSE	\$399.96	\$399.96	\$351.31	\$500.00	\$500.00	
E 101-42-422-401 R & M - OTHER	\$37.02	\$1,147.24	\$240.63	\$500.00	\$500.00	
E 101-42-422-404 R & M- EQUIPMENT	\$8,744.65	\$15,570.89	\$3,482.07	\$11,550.00	\$15,000.00	Hoses&Testi
E 101-42-422-405 R & M - VEHICLES	\$21,152.91	\$17,997.28	\$16,314.33	\$22,000.00	\$22,000.00	
E 101-42-422-406 R & M - BLDG	\$7,763.54	\$8,195.23	\$6,831.77	\$7,000.00	\$8,000.00	
E 101-42-422-409 CONTRACTED CLEANI	\$0.00	\$0.00	\$350.00	\$0.00	\$1,500.00	
E 101-42-422-413 RENTALS	\$338.61	\$321.60	\$214.40	\$450.00	\$500.00	Cylinders
E 101-42-422-414 LEASES-EQUIPMENT	\$1,185.48	\$1,104.00	\$828.00	\$1,400.00	\$1,400.00	
E 101-42-422-429 FIRE PREVENTION S	\$1,636.00	\$1,250.13	\$1,232.39	\$1,500.00	\$1,500.00	
E 101-42-422-430 MISCELLANEOUS	\$4.00	\$254.00	\$195.00	\$250.00	\$250.00	
E 101-42-422-434 DUES & SUBSCRIPTI	\$829.00	\$1,142.00	\$907.00	\$1,000.00	\$1,200.00	
E 101-42-422-500 CAPITAL OUTLAY	\$18,454.51	\$0.00	\$3,918.00	\$5,500.00	\$5,500.00	Laptops
E 101-42-422-515 JUDGEMENTS & LOSS	\$848.65	\$0.00	\$0.00	\$1,000.00	\$0.00	Deductible
E 101-42-422-550 CAP OUTLAY-EQUIP	\$0.00	\$2,368.00	\$4,787.32	\$4,700.00	\$8,000.00	Misc equip
<b>DIV 422 FIRE</b>	<b>\$343,500.01</b>	<b>\$317,140.07</b>	<b>\$315,472.16</b>	<b>\$346,700.00</b>	<b>\$370,950.00</b>	
<b>DIV 424 BUILDING &amp; INSPECTIONS</b>						
E 101-42-424-101 REGULAR WAGES & S	\$160,484.48	\$172,796.00	\$151,977.60	\$181,000.00	\$185,500.00	
E 101-42-424-102 OVERTIME WAGES	\$3,201.99	\$3,504.63	\$1,498.50	\$3,000.00	\$3,000.00	
E 101-42-424-103 PART-TIME WAGES	\$0.00	\$1,050.00	\$255.00	\$2,400.00	\$2,400.00	
E 101-42-424-104 TEMPORARY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-42-424-121 EMPLOYER CONTRIB	\$11,870.61	\$12,795.41	\$11,510.71	\$14,000.00	\$14,800.00	
E 101-42-424-122 EMPLOYER CONTRIB	\$11,945.39	\$13,138.64	\$11,885.75	\$14,500.00	\$15,000.00	
E 101-42-424-130 EMPLOYEE BENEFIT-I	\$27,456.56	\$26,326.43	\$19,971.57	\$33,500.00	\$24,500.00	
E 101-42-424-142 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-424-150 WORKERS COMPENS	\$704.50	\$1,067.12	\$621.00	\$1,200.00	\$1,200.00	
E 101-42-424-170 CLOTHING ALLOWAN	\$296.08	\$355.24	\$249.76	\$700.00	\$500.00	
E 101-42-424-200 OFFICE SUPPLIES	\$1,750.53	\$604.67	\$682.84	\$1,400.00	\$1,500.00	
E 101-42-424-203 SOFTWARE/SUPPORT	\$1,032.03	\$570.00	\$0.00	\$3,500.00	\$1,000.00	
E 101-42-424-210 SUPPLIES/MATERIAL	\$1,571.81	\$1,963.17	\$2,832.99	\$3,000.00	\$2,500.00	Lock boxes,
E 101-42-424-212 FUELS	\$2,968.83	\$2,914.69	\$1,136.44	\$3,500.00	\$3,500.00	
E 101-42-424-240 SMALL TOOLS	\$459.54	\$121.43	\$0.00	\$900.00	\$500.00	
E 101-42-424-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-424-313 FIRE PLAN REVIEW F	\$1,953.46	\$0.00	\$2,050.00	\$5,000.00	\$3,000.00	
E 101-42-424-320 COMMUNICATIONS/T	\$3,224.68	\$2,671.74	\$2,183.98	\$3,500.00	\$3,500.00	
E 101-42-424-330 TRANSPORTATION/L	\$1,040.53	\$871.36	\$214.26	\$1,500.00	\$1,500.00	
E 101-42-424-332 BUILDING INSPECTIO	\$21,595.00	\$22,700.00	\$25,320.00	\$15,000.00	\$25,000.00	Contract Ins
E 101-42-424-336 ELECTRICAL INSPECT	\$33,319.97	\$32,920.72	\$18,751.85	\$25,500.00	\$31,450.00	85%
E 101-42-424-340 TRAINING	\$2,630.00	\$3,674.00	\$1,332.00	\$3,500.00	\$3,600.00	
E 101-42-424-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	
E 101-42-424-360 COMP LIAB INSURAN	\$1,723.69	\$908.73	\$830.00	\$1,500.00	\$1,500.00	
E 101-42-424-404 R & M- EQUIPMENT	\$946.12	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
E 101-42-424-405 R & M - VEHICLES	\$1,329.33	\$1,867.73	\$423.28	\$1,000.00	\$1,500.00	
E 101-42-424-430 MISCELLANEOUS	\$6.40	\$0.00	\$0.00	\$500.00	\$500.00	
E 101-42-424-434 DUES & SUBSCRIPTI	\$1,290.50	\$1,565.50	\$1,640.50	\$1,500.00	\$1,600.00	ICC, AMBO
E 101-42-424-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 424 BUILDING & INSPECTIO	\$292,802.03	\$304,387.21	\$255,368.03	\$322,600.00	\$330,550.00	
DIV 425 EMERGENCY MANAGEMENT						
E 101-42-425-200 OFFICE SUPPLIES	\$131.27	\$134.07	\$0.00	\$135.00	\$150.00	
E 101-42-425-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-425-330 TRANSPORTATION/L	\$828.00	\$0.00	\$891.72	\$1,000.00	\$900.00	
E 101-42-425-340 TRAINING	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00	
E 101-42-425-381 UTILITY ELECTRICIT	\$1,484.45	\$2,599.21	\$1,598.49	\$1,600.00	\$2,750.00	
E 101-42-425-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-425-404 R & M- EQUIPMENT	\$1,146.46	\$148.25	\$1,250.59	\$1,500.00	\$1,000.00	
E 101-42-425-430 MISCELLANEOUS	\$0.00	\$184.13	\$63.39	\$200.00	\$200.00	
E 101-42-425-434 DUES & SUBSCRIPTI	\$200.00	\$200.00	\$0.00	\$250.00	\$250.00	
DIV 425 EMERGENCY MANAGEME	\$3,790.18	\$3,265.66	\$3,804.19	\$5,685.00	\$5,750.00	
DIV 427 ANIMAL CONTROL						
E 101-42-427-102 OVERTIME WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-427-210 SUPPLIES/MATERIAL	\$1,362.42	\$1,942.69	\$1,057.02	\$4,000.00	\$3,500.00	Mutt mitts
E 101-42-427-305 CONSULTANTS-OTHE	\$2,087.00	\$845.00	\$700.00	\$3,000.00	\$2,500.00	
E 101-42-427-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$500.00	\$250.00	
E 101-42-427-430 MISCELLANEOUS	\$191.70	\$0.00	\$0.00	\$500.00	\$250.00	
DIV 427 ANIMAL CONTROL	\$3,641.12	\$2,787.69	\$1,757.02	\$8,000.00	\$6,500.00	
DEPT 42 PUBLIC SAFETY	\$2,434,094.98	\$2,452,565.82	\$2,181,629.57	\$2,761,064.00	\$3,003,800.00	
DEPT 43 PUBLIC WORKS						
DIV 434 MAINTENANCE						
E 101-43-434-101 REGULAR WAGES & S	\$267,048.44	\$281,493.87	\$270,359.64	\$298,215.00	\$303,500.00	
E 101-43-434-102 OVERTIME WAGES	\$3,067.48	\$8,718.35	\$442.16	\$5,000.00	\$5,000.00	
E 101-43-434-103 PART-TIME WAGES	\$2,269.48	\$2,643.83	\$976.69	\$3,900.00	\$0.00	Cleaning
E 101-43-434-104 TEMPORARY WAGES	\$18,174.00	\$12,340.13	\$9,503.75	\$20,500.00	\$22,440.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-43-434-121 EMPLOYER CONTRIB	\$19,444.35	\$20,865.95	\$20,310.14	\$23,000.00	\$24,500.00	
E 101-43-434-122 EMPLOYER CONTRIB	\$20,650.13	\$21,856.18	\$20,855.04	\$25,100.00	\$26,000.00	
E 101-43-434-130 EMPLOYEE BENEFIT-I	\$60,628.41	\$62,982.24	\$54,674.45	\$67,600.00	\$62,000.00	
E 101-43-434-135 MEDICAL	\$0.00	\$0.00	\$338.85	\$0.00	\$0.00	
E 101-43-434-142 UNEMPLOYMENT	\$342.19	\$18.20	\$0.00	\$0.00	\$0.00	
E 101-43-434-150 WORKERS COMPENS	\$25,262.47	\$27,867.90	\$28,466.00	\$27,000.00	\$28,000.00	
E 101-43-434-170 CLOTHING ALLOWAN	\$2,957.35	\$2,099.42	\$4,014.54	\$3,500.00	\$3,500.00	&uniforms
E 101-43-434-200 OFFICE SUPPLIES	\$544.95	\$754.16	\$358.27	\$600.00	\$700.00	
E 101-43-434-203 SOFTWARE/SUPPORT	\$449.00	\$449.00	\$579.00	\$450.00	\$500.00	
E 101-43-434-206 CONTRACTS PAYMEN	\$7,297.50	\$9,160.00	\$0.00	\$8,000.00	\$9,000.00	Snow remov
E 101-43-434-209 ROAD SALT/SAND	\$76,833.42	\$126,216.56	\$69,891.88	\$112,000.00	\$130,000.00	
E 101-43-434-210 SUPPLIES/MATERIAL	\$7,643.28	\$10,857.16	\$9,912.08	\$8,500.00	\$9,000.00	
E 101-43-434-211 SAFETY SUPPLIES/OS	\$411.06	\$126.04	\$321.88	\$1,000.00	\$1,000.00	
E 101-43-434-212 FUELS	\$80,529.47	\$80,720.69	\$31,283.86	\$80,000.00	\$83,000.00	
E 101-43-434-213 VENDING MACHINES	-\$68.39	-\$12.20	\$0.00	\$0.00	\$0.00	
E 101-43-434-240 SMALL TOOLS	\$2,619.56	\$3,857.79	\$3,221.29	\$3,000.00	\$3,200.00	
E 101-43-434-303 ENGINEERING	\$23,021.93	\$26,164.46	\$9,157.08	\$21,000.00	\$12,000.00	
E 101-43-434-304 LAND DISTURBANCE-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-305 CONSULTANTS-OTHE	\$4,601.60	\$11,505.35	\$13,945.00	\$11,000.00	\$12,000.00	Grede testin
E 101-43-434-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-320 COMMUNICATIONS/T	\$6,548.40	\$6,436.16	\$4,028.22	\$7,000.00	\$7,000.00	
E 101-43-434-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-330 TRANSPORTATION/L	\$112.07	\$137.88	\$135.16	\$500.00	\$500.00	
E 101-43-434-340 TRAINING	\$1,340.00	\$891.50	\$280.00	\$2,000.00	\$1,500.00	
E 101-43-434-350 PUBLICATIONS	\$626.59	\$893.46	\$757.05	\$500.00	\$1,000.00	
E 101-43-434-360 COMP LIAB INSURAN	\$24,059.06	\$23,013.56	\$27,282.00	\$26,500.00	\$25,000.00	
E 101-43-434-381 UTILITY ELECTRICIT	\$12,371.46	\$13,934.03	\$8,494.16	\$14,000.00	\$14,000.00	
E 101-43-434-383 UTILITY GAS	\$10,698.26	\$20,010.59	\$7,342.44	\$15,000.00	\$17,000.00	
E 101-43-434-384 REFUSE	\$2,346.79	\$2,428.48	\$1,994.60	\$2,500.00	\$2,600.00	
E 101-43-434-386 UTIL-PROTECTIVE LI	\$215,414.55	\$216,003.50	\$153,321.50	\$220,000.00	\$218,000.00	
E 101-43-434-400 STRIPING - STREETS	\$13,621.64	\$3,325.45	\$3,486.59	\$20,000.00	\$20,000.00	
E 101-43-434-401 R & M - OTHER	\$5,187.18	\$2,206.37	\$339.98	\$7,000.00	\$6,000.00	+curbs
E 101-43-434-403 TRAFFIC SIGNS	\$5,557.88	\$6,590.27	\$3,761.92	\$10,000.00	\$10,000.00	Reflectivity
E 101-43-434-404 R & M- EQUIPMENT	\$72,809.10	\$78,207.37	\$53,147.66	\$52,000.00	\$70,000.00	
E 101-43-434-405 R & M - VEHICLES	\$3,865.22	\$10,056.47	\$1,773.19	\$7,800.00	\$8,500.00	
E 101-43-434-406 R & M - BLDG	\$18,382.28	\$18,671.84	\$8,514.13	\$15,000.00	\$18,000.00	
E 101-43-434-407 REPAIR-SEALCOAT/R	\$160,559.61	\$184,808.40	\$26,453.60	\$180,000.00	\$250,000.00	
E 101-43-434-409 CONTRACTED CLEANI	\$0.00	\$6.48	\$1,900.00	\$0.00	\$4,140.00	
E 101-43-434-413 RENTALS	\$222.03	\$204.96	\$165.93	\$500.00	\$500.00	
E 101-43-434-416 LEASES-OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-430 MISCELLANEOUS	\$140.00	\$181.27	\$170.16	\$500.00	\$500.00	
E 101-43-434-434 DUES & SUBSCRIPTI	\$386.25	\$242.50	\$223.75	\$500.00	\$500.00	
E 101-43-434-515 JUDGEMENTS & LOSS	\$3,000.00	\$1,368.00	\$0.00	\$1,000.00	\$1,000.00	
E 101-43-434-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 434 MAINTENANCE</b>	<b>\$1,180,976.05</b>	<b>\$1,300,303.62</b>	<b>\$852,183.64</b>	<b>\$1,301,665.00</b>	<b>\$1,411,080.00</b>	
<b>DIV 436 COMPOST FACILITY</b>						
E 101-43-436-104 TEMPORARY WAGES	\$6,324.03	\$6,397.98	\$6,288.81	\$9,000.00	\$10,000.00	
E 101-43-436-121 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$700.00	\$775.00	
E 101-43-436-122 EMPLOYER CONTRIB	\$483.73	\$489.48	\$481.10	\$700.00	\$770.00	
E 101-43-436-150 WORKERS COMPENS	\$363.12	\$389.08	\$158.00	\$450.00	\$450.00	
E 101-43-436-210 SUPPLIES/MATERIAL	\$641.99	\$629.51	\$585.02	\$1,000.00	\$1,000.00	
E 101-43-436-240 SMALL TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-436-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-43-436-305 CONSULTANTS-OTHE	\$86.00	\$99.00	\$0.00	\$0.00	\$100.00	
E 101-43-436-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-436-381 UTILITY ELECTRICIT	\$307.04	\$363.78	\$251.56	\$400.00	\$400.00	
E 101-43-436-401 R & M - OTHER	\$525.37	\$561.01	\$1,826.67	\$2,000.00	\$2,000.00	Turner
E 101-43-436-413 RENTALS	\$3,495.71	\$3,548.31	\$2,872.21	\$3,700.00	\$3,800.00	refuse/satell
E 101-43-436-414 LEASES-EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 436 COMPOST FACILITY	\$12,226.99	\$12,478.15	\$12,463.37	\$17,950.00	\$19,295.00	
DEPT 43 PUBLIC WORKS	\$1,193,203.04	\$1,312,781.77	\$864,647.01	\$1,319,615.00	\$1,430,375.00	
DEPT 45 CULTURE & RECREATION						
DIV 451 PLAYGROUNDS						
E 101-45-451-305 CONSULTANTS-OTHE	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	Comm Ed
E 101-45-451-437 AIDS TO OTHER GOV	\$12,000.00	\$12,000.00	\$0.00	\$22,000.00	\$22,000.00	Summer rec
DIV 451 PLAYGROUNDS	\$14,000.00	\$14,000.00	\$0.00	\$24,000.00	\$24,000.00	
DIV 452 PARKS						
E 101-45-452-101 REGULAR WAGES & S	\$65,995.42	\$84,216.45	\$76,147.20	\$89,900.00	\$133,000.00	
E 101-45-452-102 OVERTIME WAGES	\$0.00	\$360.20	\$15.00	\$1,000.00	\$500.00	
E 101-45-452-104 TEMPORARY WAGES	\$259.87	\$2,593.01	\$7,006.25	\$7,100.00	\$8,000.00	
E 101-45-452-106 REGULAR MEETING S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-452-121 EMPLOYER CONTRIB	\$4,763.80	\$6,098.56	\$5,711.04	\$6,900.00	\$10,500.00	
E 101-45-452-122 EMPLOYER CONTRIB	\$4,862.89	\$6,486.99	\$6,373.41	\$7,500.00	\$11,000.00	
E 101-45-452-130 EMPLOYEE BENEFIT-I	\$12,166.59	\$8,941.28	\$8,564.12	\$15,800.00	\$22,500.00	
E 101-45-452-135 MEDICAL	\$0.00	\$0.00	\$42.95	\$0.00	\$0.00	
E 101-45-452-150 WORKERS COMPENS	\$4,315.13	\$4,535.98	\$6,935.00	\$5,000.00	\$6,000.00	
E 101-45-452-170 CLOTHING ALLOWAN	\$739.81	\$635.73	\$1,664.54	\$1,000.00	\$1,000.00	
E 101-45-452-200 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	
E 101-45-452-210 SUPPLIES/MATERIAL	\$3,872.52	\$6,701.53	\$10,842.91	\$4,500.00	\$5,000.00	
E 101-45-452-211 SAFETY SUPPLIES/OS	\$0.00	\$32.46	\$447.29	\$200.00	\$200.00	
E 101-45-452-212 FUELS	\$1,700.00	\$1,200.00	\$505.25	\$2,000.00	\$2,000.00	
E 101-45-452-229 LANDSCAPING MATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Beaut Fund
E 101-45-452-240 SMALL TOOLS	\$320.59	\$833.91	\$2,382.08	\$1,000.00	\$1,000.00	
E 101-45-452-305 CONSULTANTS-OTHE	\$934.90	\$3,300.00	\$1,496.00	\$0.00	\$0.00	
E 101-45-452-320 COMMUNICATIONS/T	\$204.00	\$204.00	\$170.00	\$250.00	\$250.00	
E 101-45-452-330 TRANSPORTATION/L	\$0.00	\$0.00	\$0.00	\$200.00	\$250.00	
E 101-45-452-340 TRAINING	\$305.00	\$707.87	\$305.00	\$500.00	\$700.00	
E 101-45-452-360 COMP LIAB INSURAN	\$11,586.59	\$13,867.77	\$16,972.00	\$14,000.00	\$14,500.00	
E 101-45-452-381 UTILITY ELECTRICIT	\$966.91	\$1,365.14	\$575.29	\$1,500.00	\$1,600.00	
E 101-45-452-383 UTILITY GAS	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	
E 101-45-452-401 R & M - OTHER	\$4,965.22	\$1,092.76	\$6,306.91	\$4,000.00	\$4,000.00	
E 101-45-452-404 R & M- EQUIPMENT	\$8,479.20	\$5,495.62	\$5,257.52	\$7,500.00	\$7,000.00	
E 101-45-452-405 R & M - VEHICLES	\$350.08	\$4,700.18	\$1,359.55	\$4,000.00	\$3,500.00	
E 101-45-452-406 R & M - BLDG	\$818.12	\$564.00	\$372.17	\$1,500.00	\$1,000.00	
E 101-45-452-413 RENTALS	\$6,174.41	\$7,486.79	\$11,029.70	\$5,500.00	\$7,500.00	Sauk River?
E 101-45-452-430 MISCELLANEOUS	\$39.18	\$0.00	\$25.00	\$750.00	\$750.00	
E 101-45-452-515 JUDGEMENTS & LOSS	\$0.00	\$385.00	\$0.00	\$0.00	\$0.00	
E 101-45-452-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$133,820.23	\$161,805.23	\$170,506.18	\$181,950.00	\$241,750.00	
DIV 453 POOLS						
E 101-45-453-104 TEMPORARY WAGES	\$11,687.78	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-453-122 EMPLOYER CONTRIB	\$877.11	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-453-150 WORKERS COMPENS	\$675.09	\$336.54	\$0.00	\$0.00	\$0.00	
E 101-45-453-210 SUPPLIES/MATERIAL	\$2,830.34	\$3,314.30	\$2,115.31	\$3,000.00	\$3,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 101-45-453-240 SMALL TOOLS	\$129.11	\$0.00	\$0.00	\$200.00	\$200.00	
E 101-45-453-305 CONSULTANTS-OTHE	\$0.00	\$16,684.80	\$18,539.25	\$18,000.00	\$19,150.00	
E 101-45-453-320 COMMUNICATIONS/T	\$210.98	\$398.50	\$293.76	\$500.00	\$500.00	
E 101-45-453-330 TRANSPORTATION/L	\$0.00	\$256.50	\$541.50	\$500.00	\$500.00	
E 101-45-453-360 COMP LIAB INSURAN	\$3,322.64	\$3,205.67	\$3,499.00	\$3,800.00	\$3,500.00	
E 101-45-453-381 UTILITY ELECTRICIT	\$1,384.21	\$1,510.73	\$1,295.44	\$1,300.00	\$1,500.00	
E 101-45-453-401 R & M - OTHER	\$2,970.99	\$1,223.89	\$3,527.03	\$2,500.00	\$2,000.00	
E 101-45-453-430 MISCELLANEOUS	\$405.00	\$300.00	\$300.00	\$450.00	\$450.00	
E 101-45-453-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 453 POOLS</b>	<b>\$24,493.25</b>	<b>\$27,230.93</b>	<b>\$30,111.29</b>	<b>\$30,250.00</b>	<b>\$30,800.00</b>	
<b>DIV 454 RINKS</b>						
E 101-45-454-104 TEMPORARY WAGES	\$5,260.50	\$6,496.38	\$5,422.38	\$7,000.00	\$7,500.00	
E 101-45-454-121 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-454-122 EMPLOYER CONTRIB	\$402.41	\$496.96	\$414.81	\$500.00	\$550.00	
E 101-45-454-150 WORKERS COMPENS	\$259.24	\$328.17	\$241.00	\$400.00	\$400.00	
E 101-45-454-210 SUPPLIES/MATERIAL	\$3.98	\$0.00	\$27.79	\$100.00	\$100.00	
E 101-45-454-320 COMMUNICATIONS/T	\$192.43	\$166.68	\$143.74	\$250.00	\$250.00	
E 101-45-454-360 COMP LIAB INSURAN	\$1,982.26	\$1,834.65	\$1,961.00	\$2,100.00	\$2,000.00	
E 101-45-454-381 UTILITY ELECTRICIT	\$2,880.05	\$5,533.37	\$1,953.28	\$3,000.00	\$3,500.00	
E 101-45-454-401 R & M - OTHER	\$2,018.53	\$2,053.09	\$110.32	\$1,500.00	\$2,000.00	
E 101-45-454-413 RENTALS	\$0.00	\$125.00	\$0.00	\$250.00	\$250.00	
E 101-45-454-430 MISCELLANEOUS	\$120.00	\$90.00	\$0.00	\$300.00	\$300.00	
<b>DIV 454 RINKS</b>	<b>\$13,119.40</b>	<b>\$17,124.30</b>	<b>\$10,274.32</b>	<b>\$15,400.00</b>	<b>\$16,850.00</b>	
<b>DEPT 45 CULTURE &amp; RECREATION</b>	<b>\$185,432.88</b>	<b>\$220,160.46</b>	<b>\$210,891.79</b>	<b>\$251,600.00</b>	<b>\$313,400.00</b>	
<b>DEPT 48 CAPITAL PROJECTS</b>						
<b>DIV 463 OTHER FINANCIAL USES</b>						
E 101-48-463-440 REQUIRED RESERVE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-48-463-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-48-463-720 TRANSFER OUT	\$400,000.00	\$0.00	\$15,975.14	\$0.00	\$35,000.00	SAC/WAC lo
E 101-48-463-721 TRANSFER OUT - FD	\$30,000.00	\$30,000.00	\$50,000.00	\$50,000.00	\$60,000.00	
E 101-48-463-722 TRANSFER OUT - PD	\$50,000.00	\$60,000.00	\$100,000.00	\$100,000.00	\$0.00	
E 101-48-463-723 TRANSFER OUT - TEC	\$20,000.00	\$35,000.00	\$55,000.00	\$55,000.00	\$60,000.00	
E 101-48-463-724 TRANSFER OUT - BLD	\$145,000.00	\$160,000.00	\$150,000.00	\$150,000.00	\$175,000.00	
E 101-48-463-725 TRANSFER OUT - STR	\$0.00	\$400,000.00	\$450,000.00	\$450,000.00	\$150,000.00	
E 101-48-463-726 TRANSFER OUT - PW	\$105,000.00	\$200,000.00	\$230,000.00	\$230,000.00	\$250,000.00	
E 101-48-463-727 TRANSFER OUT - CIV	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00	
E 101-48-463-728 PAYMENT OF TAX AB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-48-463-731 TRANSFER OUT - PAR	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	\$0.00	
<b>DIV 463 OTHER FINANCIAL USES</b>	<b>\$773,000.00</b>	<b>\$890,000.00</b>	<b>\$1,074,975.14</b>	<b>\$1,059,000.00</b>	<b>\$737,000.00</b>	
<b>DEPT 48 CAPITAL PROJECTS</b>	<b>\$773,000.00</b>	<b>\$890,000.00</b>	<b>\$1,074,975.14</b>	<b>\$1,059,000.00</b>	<b>\$737,000.00</b>	
<b>FUND 101 GENERAL</b>	<b>\$5,368,735.19</b>	<b>\$5,668,658.47</b>	<b>\$4,979,941.93</b>	<b>\$6,217,343.00</b>	<b>\$6,298,862.00</b>	

**CITY OF SARTELL 2016 BUDGET  
SUPPORTING SCHEDULE A**

**101-41-411-434 Dues & Subscriptions**

St. Cloud APO	\$16,000	2015 dues - \$15,813
Greater SC Dev Corp	\$11,000	2016 dues
St. Cloud Area Chamber	\$720	2015 dues
Sartell Chamber	\$185	2015 dues
League of MN Cities	\$13,595	2015 dues - \$13,122
Coalition of Greater MN Cities	\$0	2016 dues - \$16,126

**TOTAL \$41,500**

**CITY OF SARTELL 2016 BUDGET  
SUPPORTING SCHEDULE B**

<b>101-41-411-439 Contributions</b>	<b>Source</b>	
RSVP	\$4,768	2015 actual - 2016 request is \$14,818
Whitney	\$2,250	2015 actual
Initiative Foundation	\$2,800	2016 request
SummerFest	\$0	\$1,000 from Lodging Tax Fund
<b>TOTAL</b>	<b>\$9,818</b>	

**CITY OF SARTELL 2016 BUDGET  
SUPPORTING SCHEDULE C**

**Audit (based on KDV quote)**

Administration	\$20,100	101-41-414-310
Fire/Govt. Center	\$800	101-42-422-310
Water	\$3,100	601-49-414-310
Sewer	\$3,100	602-49-414-310
Storm	\$3,100	603-49-850-310
TIF 5-2	\$300	441-46-465-310
TIF 5-4	\$300	444-46-465-310
TIF 5-5	\$300	445-46-465-310
	\$31,100	Total

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CITY FEE SCHEDULE**

The Council of the City of Sartell hereby ordains:

**SECTION 1. FEE SCHEDULE**

That the attached schedule of City fees is hereby adopted.

**SECTION 2. EFFECTIVE DATE**

That this ordinance is effective on January 1, 2016.

**PASSED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF DECEMBER, 2015.**

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

**ATTEST:**

\_\_\_\_\_  
**ADMINISTRATOR-CLERK-TREASURER**

**SEAL**



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

**RESOLUTION ESTABLISHING 2016  
PAY RATES FOR FIRE DEPARTMENT**

**WHEREAS**, the City Council desires to establish fair compensation rates for officers and members of the Sartell Fire Department in accordance with the policies and procedures of the Department which are reviewed and approved by the Sartell City Council; and

**WHEREAS**, officers and members of the Department provide many services on a volunteer, uncompensated basis, but the City provides nominal compensation for the specified required duties outlined in the policies and procedures;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA:** That the Council hereby adopts the following compensation rates for members of the Sartell Fire Department effective January 1, 2016:

Fire Call Pay: \$11.80 per hour with minimum compensation per call of 1.5 hours. Officer in charge receives \$17.70 per hour for entire call.

Truck and fire hose checks, squad drills, Fire Prevention Open House, station clean up, SCBA flow testing, safety meetings and safety audits, First Responder Refresher training (only if provided at Sartell Fire Department facility unless approved by Fire Chief) and other required training: \$10.06 per hour. If firefighter's primary employer requires First Responder training and firefighter has First Responder certification through primary employer, firefighter will not be compensated if they elect to attend the same training sponsored by the Fire Department.

State Fire School or other approved conferences (not including Relief Association): \$60 per diem

Special Events which are charged to the permit applicant (Fireworks for private parties): \$25 per hour

Most other duties are volunteer work and will not be compensated beyond the monthly compensation amounts outlined below (examples: mock car accident, Sartell Summer Parade, Fireworks for the City, visits to daycares and schools, Community waterball fights, Relief Association meetings, fundraisers, sandbagging unless called out as emergency response, etc.)

The following nominal compensation, payable on monthly basis, in addition to above hourly rates (monthly compensation intended to cover various duties, including but not limited to applicant scoring, Chiefs Association meetings, Lake Region meetings, training material preparation, monthly drill meetings, conducting agility tests, City meetings, including staff meetings, Council meetings, committee meetings such as building committee and similar):

Fire Chief: \$454.92 per month

Assistant Chiefs: \$162.01 per month each

Captains: \$80.58 per month each  
Safety Officer: \$80.58 per month  
Training Officer: \$80.58 per month  
Secretary/Treasurer: \$68.26 per month  
Non-officer Firefighters will receive \$45.49 per month in addition to the above hourly rates

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF DECEMBER, 2015.**

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**Mayor**

**ATTEST:**

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**Administrator**

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

**RESOLUTION ADOPTING FINANCIAL MANAGEMENT PLAN UPDATE**

**WHEREAS**, the City Council has adopted a Financial Management Plan for the City; and

**WHEREAS**, the City Council and staff continuously update the Plan with current projections and priorities and the Council desires to formalize adoption of the most up to date Plan; and

**WHEREAS**, the City Council and staff utilize the Plan as a working document for making financial recommendations and decisions, and the capital plans for the City are incorporated into the Plan as updated through public input at least annually, including a public hearing on November 9, 2015; and

**WHEREAS**, the Plan is a tool for financial management and capital planning but all future projections shown on the Plan are for planning purposes only and will be considered by the Council before annual budgets or capital plans are approved.

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

1. That the updated Financial Management Plan is hereby adopted.
2. That the Financial Management Plan will be used as a planning tool and does not represent pre-approval by the Council of any future budget, capital expenditure or tax rate.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF DECEMBER, 2015.**

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

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

**SEAL**

## AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT, entered into by and between the City of Sartell, hereinafter referred to as "Sartell", with its city hall located at 125 Pinecone Road North in the City of Sartell, MN 56377 and Stan Weinberger, attorney at law with offices located at 609 – 9<sup>th</sup> Street, in the City of Sartell, MN 56377.

### WITNESSETH:

WHEREAS, Stan Weinberger is an attorney who practices in various areas of law and is familiar with the legal matters that Sartell may encounter; and

WHEREAS, Sartell receives criminal prosecution services from the City of St. Cloud and some municipal legal services from other licensed attorneys; and

WHEREAS, the City desires to receive from Stan Weinberger and he is willing to provide to Sartell certain legal services under the terms of this contract. Stan Weinberger is interested in practicing law on a more limited basis than during his previous full time employment.

NOW, THEREFORE, Sartell and Stan Weinberger, in order to accomplish the foregoing purposes, agree as follows:

1. Stan Weinberger will advise the City of Sartell on matters in the area of General Municipal Law, Zoning, and Contracts.
2. Stan Weinberger will serve as the City Attorney for the City of Sartell.
3. Sartell understands that legal services relating to personnel and labor negotiations will not be performed by Stan Weinberger.
4. Sartell understands that Stan Weinberger will not handle civil litigation matters that Sartell may become involved in. Stan Weinberger will coordinate and facilitate communications between any outside counsel assigned to those matters and the City of Sartell. It is understood that most claims against the City of Sartell are insured and that counsel assigned by the insurance carrier would handle the defense of those claims.
5. Sartell understands that Stan Weinberger will not normally attend Sartell City Council meetings or other meetings of boards and commission but he will attend such meetings if special needs arise.
6. Sartell understands that Stan Weinberger will not always be available to meet their immediate need for legal services and Sartell will make arrangements to meet its needs from other sources during his absence. Stan Weinberger will inform Sartell of his office hours and extended periods of absence and Sartell understands that office hours will be limited by the "part time" nature of his practice.

7. Stan Weinberger is an independent contractor providing services to Sartell. Nothing in this contract should be construed to determine that he is an employee of Sartell. Stan Weinberger will maintain his own office, files, office equipment, library materials, research tools, and professional licensing necessary to provide the contracted services. Sartell understands that Stan Weinberger may rely on limited support services in areas such as clerical services when necessary to meet the needs of Sartell. Sartell will store inactive Sartell legal files in its facilities.

8. Sartell will pay a flat fee in the amount of \$9,000 to provide the specified services during the term of THIS AGREEMENT. Payment will be made as follows: \$1,500 on January 1; \$1,500 on March 1; \$1,500 on May 1; \$1,500 on July 1; \$1,500 on September 1 and \$1,500 on November 1. Stan Weinberger will not charge Sartell for travel within the St. Cloud metropolitan area but he will charge for travel outside of that area at the then current IRS rate. Stan Weinberger will also charge for extraordinary expenses incurred in handling Sartell matters. None of those expenses will be incurred without the prior approval of Sartell as indicated by their City Administrator.

9. Sartell expressly understands and agrees that it will fully indemnify, hold harmless and defend Stan Weinberger against all claims, losses, damage, liability, suits, judgments, costs and expenses, included, but not limited to, attorney's fees, by reason of the action or inaction by him in assisting Sartell by providing legal services under THIS AGREEMENT.

10. THIS AGREEMENT will be effective on January 1, 2016 and will continue until and unless terminated by either party upon 30 days written notice to the other party. The payment for services called for by paragraph 8 of THIS AGREEMENT will be prorated upon early termination by either party. For Sartell such notice will be directed to the City Administrator.

IN WITNESS WHEREOF, Sartell, by action of their city council and Stan Weinberger have caused THIS AGREEMENT to be executed.

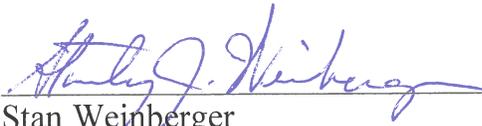
Approved by the City Council on December 14, 2015.

CITY OF SARTELL

By: \_\_\_\_\_  
Its Mayor

Date: \_\_\_\_\_

And: \_\_\_\_\_  
Its City Administrator

  
Stan Weinberger

Date: 12/1/2015



**City of Sartell  
12-9-2015**

**Agency Services**

The City of Sartell is interested in developing visuals and marketing materials to be used for grant writing and fundraising purposes highlighting the features and benefits associated with Sartell's parks, community amenities, and other resources eligible for potential funding. HatlingFlint will work with designated individuals from the City to develop these materials.

HatlingFlint services include concept development & art direction, copy writing, account management, project management, vendor coordination and grant application reviews and will be paid an amount not to exceed \$2,500 per month for a period not to exceed 4 months.

This estimate excludes sales tax of 6.5% for state and 0.5% city tax (if this applies).  
Unpaid balances are subject to a service charge of 1% per month, annual rate 12%.  
All estimates based on visuals, rough, dummies, etc., whether accompanied by verbal or written specification, shall be only tentative. Estimates are subject to revision upon inspection of final specifications.  
**10% - 15% plus or minus on all estimates. This estimate is good for 30 days.**

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 211 PARK IMPROVEMENT						
DEPT 45 CULTURE & RECREATION						
R 211-45-452-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 211-45-452-36210 INTEREST INCOME	\$28.69	\$20.85	\$20.27	\$0.00	\$0.00	
R 211-45-452-36223 MISC. RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 211-45-452-36230 CONTRIBUTIONS & DONAT	\$0.00	\$4,725.00	\$0.00	\$0.00	\$0.00	
R 211-45-452-36231 PARKLAND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 211-45-452-36234 ROUNDUP CONTRIBUTION	\$3,120.98	\$3,030.21	\$1,159.38	\$3,000.00	\$3,000.00	
R 211-45-452-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 211-45-452-39203 TRANSFER IN	\$18,000.00	\$20,000.00	\$18,000.00	\$18,000.00	\$20,000.00	221
R 211-45-452-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	<u>\$21,149.67</u>	<u>\$27,776.06</u>	<u>\$19,179.65</u>	<u>\$21,000.00</u>	<u>\$23,000.00</u>	
FUND 211 PARK IMPROVEMENT	<u>\$21,149.67</u>	<u>\$27,776.06</u>	<u>\$19,179.65</u>	<u>\$21,000.00</u>	<u>\$23,000.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 211 PARK IMPROVEMENT						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 211-45-452-210 SUPPLIES/MATERIAL	\$1,171.35	\$1,225.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-305 CONSULTANTS-OTHE	\$7,225.00	\$11,000.00	\$1,250.00	\$0.00	\$0.00	
E 211-45-452-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-401 R & M - OTHER	\$3,550.00	\$669.45	\$4,393.82	\$0.00	\$0.00	
E 211-45-452-406 R & M - BLDG	\$0.00	\$107.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-413 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-436 SPECIAL PROJECTS	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-500 CAPITAL OUTLAY	\$12,982.00	\$0.00	\$4,338.00	\$9,000.00	\$19,000.00	FMP
E 211-45-452-552 CAP OUTLAY-LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 211-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$24,928.35	\$23,501.45	\$9,981.82	\$9,000.00	\$19,000.00	
DEPT 45 CULTURE & RECREATION	\$24,928.35	\$23,501.45	\$9,981.82	\$9,000.00	\$19,000.00	
FUND 211 PARK IMPROVEMENT	\$24,928.35	\$23,501.45	\$9,981.82	\$9,000.00	\$19,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 212 YOUTH PROGRAMS						
DEPT 42 PUBLIC SAFETY						
R 212-42-421-36210 INTEREST INCOME	\$7.97	\$11.12	\$16.50	\$0.00	\$0.00	
R 212-42-421-36230 CONTRIBUTIONS & DONAT	\$7,898.79	\$7,454.56	\$6,983.00	\$11,120.00	\$8,000.00	DARE, etc
R 212-42-421-39203 TRANSFER IN	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	from Gen Fund
DEPT 42 PUBLIC SAFETY	\$10,906.76	\$10,465.68	\$9,999.50	\$14,120.00	\$11,000.00	
FUND 212 YOUTH PROGRAMS	\$10,906.76	\$10,465.68	\$9,999.50	\$14,120.00	\$11,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 212 YOUTH PROGRAMS</b>						
<b>DEPT 42 PUBLIC SAFETY</b>						
<b>DIV 421 POLICE</b>						
E 212-42-421-102 OVERTIME WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 212-42-421-104 TEMPORARY WAGES	\$1,852.50	\$2,587.51	\$1,706.27	\$2,400.00	\$2,200.00	
E 212-42-421-121 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 212-42-421-122 EMPLOYER CONTRIB	\$141.72	\$197.94	\$130.53	\$200.00	\$200.00	
E 212-42-421-170 CLOTHING ALLOWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 212-42-421-210 SUPPLIES/MATERIAL	\$8,365.96	\$7,370.03	\$6,042.29	\$10,000.00	\$7,000.00	
E 212-42-421-330 TRANSPORTATION/L	\$34.99	\$34.99	\$0.00	\$200.00	\$100.00	
E 212-42-421-340 TRAINING	\$400.00	\$0.00	\$500.00	\$400.00	\$500.00	
E 212-42-421-413 RENTALS	\$450.00	\$0.00	\$450.00	\$500.00	\$500.00	
E 212-42-421-430 MISCELLANEOUS	\$355.00	\$805.00	\$0.00	\$500.00	\$500.00	
E 212-42-421-434 DUES & SUBSCRIPTI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 421 POLICE</b>	<b>\$11,600.17</b>	<b>\$10,995.47</b>	<b>\$8,829.09</b>	<b>\$14,200.00</b>	<b>\$11,000.00</b>	
<b>DEPT 42 PUBLIC SAFETY</b>	<b>\$11,600.17</b>	<b>\$10,995.47</b>	<b>\$8,829.09</b>	<b>\$14,200.00</b>	<b>\$11,000.00</b>	
<b>FUND 212 YOUTH PROGRAMS</b>	<b>\$11,600.17</b>	<b>\$10,995.47</b>	<b>\$8,829.09</b>	<b>\$14,200.00</b>	<b>\$11,000.00</b>	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 217 POLICE RESERVES						
DEPT 42 PUBLIC SAFETY						
R 217-42-421-36210 INTEREST INCOME	\$0.00	\$6.03	\$9.39	\$0.00	\$0.00	
R 217-42-421-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$3,000.00	\$0.00	\$2,000.00	
R 217-42-421-39201 TRANSFER FROM GEN FUN	\$0.00	\$0.00	\$1,350.00	\$0.00	\$1,500.00	
R 217-42-421-39203 TRANSFER IN	\$0.00	\$4,917.56	\$0.00	\$0.00	\$0.00	
DEPT 42 PUBLIC SAFETY	\$0.00	\$4,923.59	\$4,359.39	\$0.00	\$3,500.00	
FUND 217 POLICE RESERVES	\$0.00	\$4,923.59	\$4,359.39	\$0.00	\$3,500.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 217 POLICE RESERVES						
DEPT 42 PUBLIC SAFETY						
DIV 421 POLICE						
E 217-42-421-170 CLOTHING ALLOWAN	\$0.00	\$550.57	\$385.94	\$0.00	\$500.00	
E 217-42-421-210 SUPPLIES/MATERIAL	\$0.00	\$493.95	\$98.73	\$0.00	\$100.00	
E 217-42-421-240 SMALL TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 217-42-421-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$2,474.30	\$0.00	\$2,500.00	
DIV 421 POLICE	\$0.00	\$1,044.52	\$2,958.97	\$0.00	\$3,100.00	
DEPT 42 PUBLIC SAFETY	\$0.00	\$1,044.52	\$2,958.97	\$0.00	\$3,100.00	
FUND 217 POLICE RESERVES	\$0.00	\$1,044.52	\$2,958.97	\$0.00	\$3,100.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 221 BEAUTIFICATION</b>						
<b>DEPT 45 CULTURE &amp; RECREATION</b>						
R 221-45-452-34114 ESCROW FEES-LAND USE A	\$5,500.00	\$23,500.00	\$6,050.00	\$0.00	\$0.00	
R 221-45-452-36210 INTEREST INCOME	\$200.75	\$338.18	\$221.71	\$0.00	\$0.00	
R 221-45-452-36221 ADVERTISING/SIGN RENTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-36222 TOWER RENTAL	\$128,532.55	\$134,151.80	\$98,442.30	\$125,000.00	\$136,000.00	
R 221-45-452-36230 CONTRIBUTIONS & DONAT	\$1,000.00	\$500.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-36251 SHIPPING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39105 CENTENNIAL HIST BOOK S	\$190.92	\$41.91	\$0.00	\$0.00	\$0.00	
R 221-45-452-39106 CENTENNIAL COOKBOOK S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39107 SALE OF CITY PINS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39108 SALE OF CITY PRINTS	\$232.81	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39109 OTHER CENTENNIAL SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39110 SALE OF CENTENNIAL POS	\$14.90	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 221-45-452-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DEPT 45 CULTURE &amp; RECREATION</b>	<b>\$135,671.93</b>	<b>\$158,531.89</b>	<b>\$104,714.01</b>	<b>\$125,000.00</b>	<b>\$136,000.00</b>	
<b>FUND 221 BEAUTIFICATION</b>	<b>\$135,671.93</b>	<b>\$158,531.89</b>	<b>\$104,714.01</b>	<b>\$125,000.00</b>	<b>\$136,000.00</b>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 221 BEAUTIFICATION						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 221-45-452-103 PART-TIME WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-104 TEMPORARY WAGES	\$11,452.00	\$14,272.53	\$16,577.26	\$18,360.00	\$26,000.00	
E 221-45-452-121 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-122 EMPLOYER CONTRIB	\$876.09	\$1,091.86	\$1,268.15	\$1,500.00	\$2,000.00	
E 221-45-452-142 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-210 SUPPLIES/MATERIAL	\$2,836.32	\$2,219.00	\$9,901.52	\$5,000.00	\$10,000.00	
E 221-45-452-216 HOLIDAY DECORATI	\$688.42	\$805.05	\$320.15	\$1,000.00	\$500.00	
E 221-45-452-229 LANDSCAPING MATE	\$570.57	\$1,138.05	\$358.70	\$2,000.00	\$1,000.00	
E 221-45-452-240 SMALL TOOLS	\$0.00	\$10.99	\$0.00	\$1,000.00	\$500.00	
E 221-45-452-303 ENGINEERING	\$234.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-305 CONSULTANTS-OTHE	\$12,900.00	\$47,372.00	\$6,500.00	\$7,500.00	\$7,000.00	Prairie Maint
E 221-45-452-307 SPECIAL STUDIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-320 COMMUNICATIONS/T	\$168.96	\$663.90	\$251.88	\$0.00	\$500.00	
E 221-45-452-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-381 UTILITY ELECTRICIT	\$1,291.04	\$2,568.09	\$1,084.51	\$0.00	\$2,500.00	
E 221-45-452-401 R & M - OTHER	\$13,741.06	\$9,366.93	\$1,624.30	\$25,000.00	\$5,000.00	
E 221-45-452-430 MISCELLANEOUS	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-500 CAPITAL OUTLAY	\$13,995.93	\$8,125.00	\$89,117.50	\$70,000.00	\$90,000.00	FMP
E 221-45-452-552 CAP OUTLAY-LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 221-45-452-720 TRANSFER OUT	\$45,000.00	\$65,000.00	\$32,464.40	\$34,000.00	\$20,000.00	Fund 211
DIV 452 PARKS	\$103,804.39	\$152,633.40	\$159,468.37	\$165,360.00	\$165,000.00	
DEPT 45 CULTURE & RECREATION	\$103,804.39	\$152,633.40	\$159,468.37	\$165,360.00	\$165,000.00	
FUND 221 BEAUTIFICATION	\$103,804.39	\$152,633.40	\$159,468.37	\$165,360.00	\$165,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 223 LODGING TAX						
DEPT 46 COMMUNITY/ECON DEV						
R 223-46-465-31410 LODGING TAX	\$28,951.88	\$29,666.92	\$17,585.13	\$28,000.00	\$30,000.00	
R 223-46-465-36210 INTEREST INCOME	\$13.48	\$16.34	\$13.56	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$28,965.36	\$29,683.26	\$17,598.69	\$28,000.00	\$30,000.00	
FUND 223 LODGING TAX	\$28,965.36	\$29,683.26	\$17,598.69	\$28,000.00	\$30,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 223 LODGING TAX						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 223-46-465-305 CONSULTANTS-OTHE	\$27,504.30	\$28,183.58	\$13,696.27	\$26,600.00	\$28,500.00	
E 223-46-465-430 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Summerfest
E 223-46-465-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 465 COMMUNITY DEVELOPM	\$28,504.30	\$29,183.58	\$14,696.27	\$27,600.00	\$29,500.00	
DEPT 46 COMMUNITY/ECON DEV	\$28,504.30	\$29,183.58	\$14,696.27	\$27,600.00	\$29,500.00	
FUND 223 LODGING TAX	\$28,504.30	\$29,183.58	\$14,696.27	\$27,600.00	\$29,500.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 224 ECONOMIC DEVELOPMENT FUND						
DEPT 46 COMMUNITY/ECON DEV						
R 224-46-465-31010 CURRENT AD VALOREM TA	\$22,252.30	\$22,282.33	\$11,730.58	\$22,467.00	\$22,467.00	Abatement
R 224-46-465-31020 DELINQUENT AD VALOREM	\$227.81	-\$162.75	\$79.21	\$0.00	\$0.00	
R 224-46-465-31030 MARKET VALUE CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 224-46-465-33405 STATE DTED GRANT-CAPIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 224-46-465-33632 OTHER GRANTS - OPERATI	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 224-46-465-34113 ADMINISTRATIVE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 224-46-465-36210 INTEREST INCOME	\$69.38	\$78.57	\$67.08	\$0.00	\$0.00	
R 224-46-465-36211 INTEREST ON LOANS	\$0.00	\$1,540.65	\$0.00	\$0.00	\$0.00	
R 224-46-465-36230 CONTRIBUTIONS & DONAT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 224-46-465-39201 TRANSFER FROM GEN FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 224-46-465-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$34,049.49	\$23,738.80	\$11,876.87	\$22,467.00	\$22,467.00	
FUND 224 ECONOMIC DEVELOPMENT FUND	\$34,049.49	\$23,738.80	\$11,876.87	\$22,467.00	\$22,467.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 224 ECONOMIC DEVELOPMENT FUND						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 224-46-465-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 224-46-465-305 CONSULTANTS-OTHE	\$0.00	\$12,121.25	\$0.00	\$0.00	\$0.00	
E 224-46-465-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 224-46-465-330 TRANSPORTATION/L	\$144.73	\$0.00	\$0.00	\$0.00	\$0.00	
E 224-46-465-430 MISCELLANEOUS	\$199.90	\$101.10	\$77.04	\$1,000.00	\$1,750.00	\$750 SSC
E 224-46-465-436 SPECIAL PROJECTS	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	
E 224-46-465-439 CONTRIBUTIONS	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	
E 224-46-465-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 224-46-465-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 224-46-465-728 PAYMENT OF TAX AB	\$22,467.00	\$22,467.00	\$22,467.00	\$22,467.00	\$22,467.00	Abatement
DIV 465 COMMUNITY DEVELOPM	\$22,811.63	\$35,689.35	\$24,044.04	\$23,467.00	\$24,217.00	
DEPT 46 COMMUNITY/ECON DEV	\$22,811.63	\$35,689.35	\$24,044.04	\$23,467.00	\$24,217.00	
FUND 224 ECONOMIC DEVELOPMENT FU	\$22,811.63	\$35,689.35	\$24,044.04	\$23,467.00	\$24,217.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 225 SEWER CAPACITY						
DEPT 49 ENTERPRISES						
R 225-49-450-36210 INTEREST INCOME	-\$258.16	\$48.06	\$208.55	\$0.00	\$0.00	
R 225-49-450-36250 MISCELLANEOUS	\$9.67	\$4.73	\$4.11	\$0.00	\$0.00	
R 225-49-450-37811 SEWER CONNECT	\$485,600.00	\$235,874.00	\$490,092.00	\$478,068.00	\$422,066.00	
R 225-49-450-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 225-49-450-39201 TRANSFER FROM GEN FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 225-49-450-39203 TRANSFER IN	\$0.00	\$414,017.72	\$218,067.50	\$250,000.00	\$150,000.00	101,402,444
DEPT 49 ENTERPRISES	\$485,351.51	\$649,944.51	\$708,372.16	\$728,068.00	\$572,066.00	
FUND 225 SEWER CAPACITY	\$485,351.51	\$649,944.51	\$708,372.16	\$728,068.00	\$572,066.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 225 SEWER CAPACITY						
DEPT 49 ENTERPRISES						
DIV 450 SEWER						
E 225-49-450-206 CONTRACTS PAYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 225-49-450-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 225-49-450-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 225-49-450-404 R & M- EQUIPMENT	\$0.00	\$72,495.42	\$0.00	\$0.00	\$0.00	
E 225-49-450-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 225-49-450-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$24,459.00	\$103,000.00	\$0.00	LS #6 & #3
E 225-49-450-552 CAP OUTLAY-LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 225-49-450-720 TRANSFER OUT	\$605,000.00	\$605,000.00	\$605,000.00	\$605,000.00	\$590,000.00	602, 331
DIV 450 SEWER	\$605,000.00	\$677,495.42	\$629,459.00	\$708,000.00	\$590,000.00	
DEPT 49 ENTERPRISES	\$605,000.00	\$677,495.42	\$629,459.00	\$708,000.00	\$590,000.00	
FUND 225 SEWER CAPACITY	\$605,000.00	\$677,495.42	\$629,459.00	\$708,000.00	\$590,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 226 WATER CAPACITY						
DEPT 49 ENTERPRISES						
R 226-49-400-36210 INTEREST INCOME	\$894.03	\$943.97	\$378.64	\$0.00	\$0.00	
R 226-49-400-37712 WATER CONNECTION	\$599,225.00	\$293,152.00	\$609,050.00	\$594,104.00	\$524,509.00	
R 226-49-400-39203 TRANSFER IN	\$0.00	\$414,017.74	\$218,067.50	\$250,000.00	\$150,000.00	101,402,444
DEPT 49 ENTERPRISES	\$600,119.03	\$708,113.71	\$827,496.14	\$844,104.00	\$674,509.00	
FUND 226 WATER CAPACITY	\$600,119.03	\$708,113.71	\$827,496.14	\$844,104.00	\$674,509.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 226 WATER CAPACITY						
DEPT 49 ENTERPRISES						
DIV 400 WATER						
E 226-49-400-206 CONTRACTS PAYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 226-49-400-720 TRANSFER OUT	\$855,000.00	\$855,000.00	\$855,000.00	\$855,000.00	\$900,000.00	319,320
DIV 400 WATER	\$855,000.00	\$855,000.00	\$855,000.00	\$855,000.00	\$900,000.00	
DEPT 49 ENTERPRISES	\$855,000.00	\$855,000.00	\$855,000.00	\$855,000.00	\$900,000.00	
FUND 226 WATER CAPACITY	\$855,000.00	\$855,000.00	\$855,000.00	\$855,000.00	\$900,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 227 PEG ACCESS FEES						
DEPT 41 GENERAL GOVERNMENT						
R 227-41-414-36210 INTEREST INCOME	\$108.38	\$136.63	\$176.38	\$0.00	\$0.00	
R 227-41-414-39103 PEG ACCESS FEES	\$35,505.40	\$33,303.75	\$18,677.25	\$35,000.00	\$35,000.00	
R 227-41-414-39410 REFUNDS AND REIMBURSE	\$49.49	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 41 GENERAL GOVERNMENT	\$35,663.27	\$33,440.38	\$18,853.63	\$35,000.00	\$35,000.00	
FUND 227 PEG ACCESS FEES	\$35,663.27	\$33,440.38	\$18,853.63	\$35,000.00	\$35,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 227 PEG ACCESS FEES						
DEPT 41 GENERAL GOVERNMENT						
DIV 414 ADMINISTRATION						
E 227-41-414-240 SMALL TOOLS	\$1,867.54	\$1,034.36	\$0.00	\$0.00	\$0.00	
E 227-41-414-305 CONSULTANTS-OTHE	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 227-41-414-320 COMMUNICATIONS/T	\$1,853.51	\$0.00	\$0.00	\$0.00	\$0.00	
E 227-41-414-350 PUBLICATIONS	\$2,808.44	\$0.00	\$0.00	\$0.00	\$0.00	
E 227-41-414-381 UTILITY ELECTRICIT	\$1,184.80	\$0.00	\$0.00	\$0.00	\$0.00	
E 227-41-414-404 R & M- EQUIPMENT	\$3,198.85	\$2,195.90	\$0.00	\$0.00	\$0.00	
E 227-41-414-430 MISCELLANEOUS	\$0.00	\$165.00	\$0.00	\$0.00	\$0.00	
E 227-41-414-500 CAPITAL OUTLAY	\$7,505.14	\$14,811.01	\$0.00	\$0.00	\$0.00	
E 227-41-414-720 TRANSFER OUT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 414 ADMINISTRATION	\$28,443.28	\$18,206.27	\$0.00	\$0.00	\$0.00	
DEPT 41 GENERAL GOVERNMENT	\$28,443.28	\$18,206.27	\$0.00	\$0.00	\$0.00	
FUND 227 PEG ACCESS FEES	\$28,443.28	\$18,206.27	\$0.00	\$0.00	\$0.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 241 SALES TAX EXTENSION						
DEPT 46 COMMUNITY/ECON DEV						
R 241-46-465-31060 SALES TAX REVENUE	\$1,047,806.57	\$1,044,716.13	\$439,217.01	\$1,092,092.00	\$1,124,812.00	
R 241-46-465-36210 INTEREST INCOME	\$212.98	-\$285.97	\$0.00	\$0.00	\$0.00	
R 241-46-465-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 241-46-465-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$1,048,019.55	\$1,044,430.16	\$439,217.01	\$1,092,092.00	\$1,124,812.00	
FUND 241 SALES TAX EXTENSION	\$1,048,019.55	\$1,044,430.16	\$439,217.01	\$1,092,092.00	\$1,124,812.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 241 SALES TAX EXTENSION						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 241-46-465-210 SUPPLIES/MATERIAL	\$0.00	\$0.00	\$139.70	\$0.00	\$0.00	
E 241-46-465-303 ENGINEERING	\$0.00	\$3,435.00	\$0.00	\$0.00	\$0.00	
E 241-46-465-305 CONSULTANTS-OTHE	\$5,622.50	\$903.26	\$7,330.00	\$0.00	\$0.00	
E 241-46-465-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 241-46-465-436 SPECIAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 241-46-465-500 CAPITAL OUTLAY	\$212,008.53	\$648,665.95	\$19,116.73	\$0.00	\$0.00	
E 241-46-465-610 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 241-46-465-611 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 241-46-465-720 TRANSFER OUT	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	DS 324
DIV 465 COMMUNITY DEVELOPM	\$917,631.03	\$1,353,004.21	\$726,586.43	\$700,000.00	\$700,000.00	
DEPT 46 COMMUNITY/ECON DEV	\$917,631.03	\$1,353,004.21	\$726,586.43	\$700,000.00	\$700,000.00	
FUND 241 SALES TAX EXTENSION	\$917,631.03	\$1,353,004.21	\$726,586.43	\$700,000.00	\$700,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 250 CEMETERY FUND</b>						
<b>DEPT 49 ENTERPRISES</b>						
R 250-49-441-34940 BURIAL SITE PREPERATIO	\$3,850.00	\$2,425.00	\$875.00	\$2,000.00	\$2,000.00	
R 250-49-441-36210 INTEREST INCOME	\$81.39	\$107.37	\$90.99	\$0.00	\$0.00	
R 250-49-441-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 250-49-441-36240 CEMETERY - SALE OF LOTS	\$4,500.00	\$2,750.00	\$1,000.00	\$3,000.00	\$3,000.00	
R 250-49-441-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DEPT 49 ENTERPRISES</b>	<b>\$8,431.39</b>	<b>\$5,282.37</b>	<b>\$1,965.99</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	
<b>FUND 250 CEMETERY FUND</b>	<b>\$8,431.39</b>	<b>\$5,282.37</b>	<b>\$1,965.99</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 250 CEMETERY FUND						
DEPT 49 ENTERPRISES						
DIV 441 CEMETERY						
E 250-49-441-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 250-49-441-408 CEMETERY MAINTEN	\$3,225.00	\$2,072.85	\$288.99	\$3,000.00	\$2,500.00	
E 250-49-441-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 441 CEMETERY	\$3,225.00	\$2,072.85	\$288.99	\$3,000.00	\$2,500.00	
DEPT 49 ENTERPRISES	\$3,225.00	\$2,072.85	\$288.99	\$3,000.00	\$2,500.00	
FUND 250 CEMETERY FUND	\$3,225.00	\$2,072.85	\$288.99	\$3,000.00	\$2,500.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 260 REGIONAL PARK FUND</b>						
<b>DEPT 45 CULTURE &amp; RECREATION</b>						
R 260-45-452-33417 OTHER GRANTS-CAPITAL	\$0.00	\$0.00	\$8,922.00	\$0.00	\$0.00	
R 260-45-452-33633 STATE GRANT - OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 260-45-452-36210 INTEREST INCOME	\$412.44	\$196.25	\$94.34	\$0.00	\$0.00	
R 260-45-452-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	
R 260-45-452-36231 PARKLAND FEES	\$9,976.00	\$0.00	\$0.00	\$0.00	\$25,000.00	
R 260-45-452-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 260-45-452-39203 TRANSFER IN	\$55,000.00	\$60,000.00	\$48,359.40	\$0.00	\$0.00	
<b>DEPT 45 CULTURE &amp; RECREATION</b>	<b>\$65,388.44</b>	<b>\$60,196.25</b>	<b>\$107,375.74</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	
<b>FUND 260 REGIONAL PARK FUND</b>	<b>\$65,388.44</b>	<b>\$60,196.25</b>	<b>\$107,375.74</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 260 REGIONAL PARK FUND						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 260-45-452-210 SUPPLIES/MATERIAL	\$0.00	\$1,245.00	\$123.95	\$0.00	\$0.00	
E 260-45-452-303 ENGINEERING	\$7,346.25	\$3,675.00	\$2,097.00	\$0.00	\$0.00	
E 260-45-452-305 CONSULTANTS-OTHE	\$33,303.30	\$1,431.39	\$0.00	\$0.00	\$0.00	
E 260-45-452-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 260-45-452-355 PERMITS-MISCELLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 260-45-452-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 260-45-452-430 MISCELLANEOUS	\$0.00	\$4,102.00	\$0.00	\$0.00	\$0.00	
E 260-45-452-436 SPECIAL PROJECTS	\$25,000.00	\$0.00	\$121,463.45	\$0.00	\$0.00	
E 260-45-452-500 CAPITAL OUTLAY	\$83,000.00	\$30,565.80	\$43,988.62	\$17,500.00	\$0.00	
E 260-45-452-611 INTEREST	\$3,202.54	\$1,964.49	\$511.37	\$0.00	\$0.00	
E 260-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$151,852.09	\$42,983.68	\$168,184.39	\$17,500.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$151,852.09	\$42,983.68	\$168,184.39	\$17,500.00	\$0.00	
FUND 260 REGIONAL PARK FUND	\$151,852.09	\$42,983.68	\$168,184.39	\$17,500.00	\$0.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 261 PARK DISTRICT 1						
DEPT 45 CULTURE & RECREATION						
R 261-45-452-33422 STATE GRANTS - CAPITAL	\$0.00	\$1,016,981.69	\$0.00	\$0.00	\$0.00	
R 261-45-452-36210 INTEREST INCOME	\$690.76	\$421.02	\$232.37	\$0.00	\$0.00	
R 261-45-452-36231 PARKLAND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 261-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 261-45-452-39410 REFUNDS AND REIMBURSE	\$0.00	\$2,086.15	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$690.76	\$1,019,488.86	\$232.37	\$0.00	\$0.00	
FUND 261 PARK DISTRICT 1	\$690.76	\$1,019,488.86	\$232.37	\$0.00	\$0.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 261 PARK DISTRICT 1</b>						
<b>DEPT 45 CULTURE &amp; RECREATION</b>						
<b>DIV 452 PARKS</b>						
E 261-45-452-210 SUPPLIES/MATERIAL	\$0.00	\$1,343.13	\$0.00	\$0.00	\$0.00	
E 261-45-452-240 SMALL TOOLS	\$545.83	\$0.00	\$0.00	\$0.00	\$0.00	
E 261-45-452-303 ENGINEERING	\$6,298.00	\$26,972.50	\$1,471.25	\$0.00	\$0.00	
E 261-45-452-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	
E 261-45-452-350 PUBLICATIONS	\$0.00	\$437.69	\$0.00	\$0.00	\$0.00	
E 261-45-452-500 CAPITAL OUTLAY	\$0.00	\$1,038,379.29	\$1,472.50	\$0.00	\$165,000.00	Lake Francis
E 261-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 452 PARKS</b>	<b>\$6,843.83</b>	<b>\$1,067,132.61</b>	<b>\$3,943.75</b>	<b>\$0.00</b>	<b>\$165,000.00</b>	
<b>DEPT 45 CULTURE &amp; RECREATION</b>	<b>\$6,843.83</b>	<b>\$1,067,132.61</b>	<b>\$3,943.75</b>	<b>\$0.00</b>	<b>\$165,000.00</b>	
<b>FUND 261 PARK DISTRICT 1</b>	<b>\$6,843.83</b>	<b>\$1,067,132.61</b>	<b>\$3,943.75</b>	<b>\$0.00</b>	<b>\$165,000.00</b>	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 262 PARK DISTRICT 2						
DEPT 45 CULTURE & RECREATION						
R 262-45-452-36210 INTEREST INCOME	\$200.77	\$246.79	\$204.49	\$0.00	\$0.00	
R 262-45-452-36231 PARKLAND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 262-45-452-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 262-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$200.77	\$246.79	\$204.49	\$0.00	\$0.00	
FUND 262 PARK DISTRICT 2	\$200.77	\$246.79	\$204.49	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 262 PARK DISTRICT 2						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 262-45-452-210 SUPPLIES/MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 262-45-452-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 262-45-452-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$50,000.00	\$100,000.00	Watab Park
E 262-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$0.00	\$0.00	\$0.00	\$50,000.00	\$100,000.00	
DEPT 45 CULTURE & RECREATION	\$0.00	\$0.00	\$0.00	\$50,000.00	\$100,000.00	
FUND 262 PARK DISTRICT 2	\$0.00	\$0.00	\$0.00	\$50,000.00	\$100,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 263 PARK DISTRICT 3						
DEPT 45 CULTURE & RECREATION						
R 263-45-452-36210 INTEREST INCOME	\$80.73	\$129.79	\$104.33	\$0.00	\$0.00	
R 263-45-452-36231 PARKLAND FEES	\$39,906.00	\$0.00	\$0.00	\$0.00	\$100,000.00	
R 263-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$39,986.73	\$129.79	\$104.33	\$0.00	\$100,000.00	
FUND 263 PARK DISTRICT 3	\$39,986.73	\$129.79	\$104.33	\$0.00	\$100,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 263 PARK DISTRICT 3</b>						
<b>DEPT 45 CULTURE &amp; RECREATION</b>						
<b>DIV 452 PARKS</b>						
E 263-45-452-210 SUPPLIES/MATERIAL	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	
E 263-45-452-229 LANDSCAPING MATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 263-45-452-401 R & M - OTHER	\$2,459.36	\$0.00	\$0.00	\$0.00	\$0.00	
E 263-45-452-413 RENTALS	\$98.63	\$0.00	\$0.00	\$0.00	\$0.00	
E 263-45-452-500 CAPITAL OUTLAY	\$3,874.22	\$2,633.33	\$0.00	\$0.00	\$125,000.00	PCR parking
E 263-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 452 PARKS</b>	<b>\$6,432.21</b>	<b>\$3,173.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	
<b>DEPT 45 CULTURE &amp; RECREATION</b>	<b>\$6,432.21</b>	<b>\$3,173.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	
<b>FUND 263 PARK DISTRICT 3</b>	<b>\$6,432.21</b>	<b>\$3,173.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 264 PARK DISTRICT 4						
DEPT 45 CULTURE & RECREATION						
R 264-45-452-36210 INTEREST INCOME	\$6.60	\$5.02	\$2.88	\$0.00	\$0.00	
R 264-45-452-36231 PARKLAND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 264-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$6.60	\$5.02	\$2.88	\$0.00	\$0.00	
FUND 264 PARK DISTRICT 4	\$6.60	\$5.02	\$2.88	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 264 PARK DISTRICT 4						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 264-45-452-500 CAPITAL OUTLAY	\$0.00	\$1,316.67	\$0.00	\$0.00	\$10,000.00	Wilds courts
E 264-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$0.00	\$1,316.67	\$0.00	\$0.00	\$10,000.00	
DEPT 45 CULTURE & RECREATION	\$0.00	\$1,316.67	\$0.00	\$0.00	\$10,000.00	
FUND 264 PARK DISTRICT 4	\$0.00	\$1,316.67	\$0.00	\$0.00	\$10,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 265 PARK DISTRICT 5						
DEPT 45 CULTURE & RECREATION						
R 265-45-452-36210 INTEREST INCOME	\$126.33	\$155.27	\$128.66	\$0.00	\$0.00	
R 265-45-452-36231 PARKLAND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 265-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$126.33	\$155.27	\$128.66	\$0.00	\$0.00	
FUND 265 PARK DISTRICT 5	\$126.33	\$155.27	\$128.66	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 265 PARK DISTRICT 5						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 265-45-452-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 265-45-452-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 265-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 265 PARK DISTRICT 5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 266 PARK DISTRICT 6						
DEPT 45 CULTURE & RECREATION						
R 266-45-452-36210 INTEREST INCOME	\$195.17	\$239.89	\$198.77	\$0.00	\$0.00	
R 266-45-452-36231 PARKLAND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 266-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$195.17	\$239.89	\$198.77	\$0.00	\$0.00	
FUND 266 PARK DISTRICT 6	\$195.17	\$239.89	\$198.77	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 266 PARK DISTRICT 6						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 266-45-452-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	ValSmith co
E 266-45-452-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	
DEPT 45 CULTURE & RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	
FUND 266 PARK DISTRICT 6	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 267 RECREATIONAL FIELD FUND						
DEPT 45 CULTURE & RECREATION						
R 267-45-452-36210 INTEREST INCOME	\$5.68	\$6.30	\$9.62	\$0.00	\$0.00	
R 267-45-452-36220 PARK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 267-45-452-36223 MISC. RENTAL	\$10,000.00	\$15,000.00	\$10,000.00	\$20,000.00	\$25,000.00	Lease
R 267-45-452-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 267-45-452-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$10,005.68	\$15,006.30	\$10,009.62	\$20,000.00	\$25,000.00	
FUND 267 RECREATIONAL FIELD FUND	\$10,005.68	\$15,006.30	\$10,009.62	\$20,000.00	\$25,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 267 RECREATIONAL FIELD FUND						
DEPT 45 CULTURE & RECREATION						
DIV 452 PARKS						
E 267-45-452-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-355 PERMITS-MISCELLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-360 COMP LIAB INSURAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-381 UTILITY ELECTRICIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-383 UTILITY GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-406 R & M - BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 267-45-452-720 TRANSFER OUT	\$10,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$10,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	
DEPT 45 CULTURE & RECREATION	\$10,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	
FUND 267 RECREATIONAL FIELD FUND	\$10,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 319 GO WATER REV BONDS OF 2008B						
DEPT 47 DEBT SERVICE						
R 319-47-380-36210 INTEREST INCOME	-\$88.14	\$42.29	-\$130.36	\$0.00	\$0.00	
R 319-47-380-39203 TRANSFER IN	\$305,000.00	\$305,000.00	\$305,000.00	\$305,000.00	\$300,000.00	226
R 319-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$304,911.86	\$305,042.29	\$304,869.64	\$305,000.00	\$300,000.00	
FUND 319 GO WATER REV BONDS OF 2008B	\$304,911.86	\$305,042.29	\$304,869.64	\$305,000.00	\$300,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 319 GO WATER REV BONDS OF 2008B						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 319-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$170,000.00	\$170,000.00	\$175,000.00	
E 319-47-380-611 INTEREST	\$138,534.59	\$133,095.01	\$129,726.26	\$129,726.00	\$123,776.26	
E 319-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$0.00	\$450.00	\$450.00	
DIV 380 OTHER FINANCIAL SOUR	\$138,959.59	\$133,545.01	\$299,726.26	\$300,176.00	\$299,226.26	
DEPT 47 DEBT SERVICE	\$138,959.59	\$133,545.01	\$299,726.26	\$300,176.00	\$299,226.26	
FUND 319 GO WATER REV BONDS OF 20	\$138,959.59	\$133,545.01	\$299,726.26	\$300,176.00	\$299,226.26	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 320 GO UTILITY REVENUE BONDS 2009A						
DEPT 47 DEBT SERVICE						
R 320-47-380-36210 INTEREST INCOME	-\$175.95	\$84.73	-\$259.87	\$0.00	\$0.00	
R 320-47-380-39203 TRANSFER IN	\$704,100.00	\$704,100.00	\$704,100.00	\$704,100.00	\$704,100.00	226,601,02,03
R 320-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$703,924.05	\$704,184.73	\$703,840.13	\$704,100.00	\$704,100.00	
FUND 320 GO UTILITY REVENUE BONDS 2009A	\$703,924.05	\$704,184.73	\$703,840.13	\$704,100.00	\$704,100.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 320 GO UTILITY REVENUE BONDS 2009A						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 320-47-380-305 CONSULTANTS-OTHE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 320-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$440,000.00	\$440,000.00	\$450,000.00	
E 320-47-380-611 INTEREST	\$277,141.66	\$266,292.71	\$259,475.00	\$259,475.00	\$246,275.00	
E 320-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$450.00	\$450.00	\$450.00	
E 320-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$278,566.66	\$266,742.71	\$699,925.00	\$699,925.00	\$696,725.00	
DEPT 47 DEBT SERVICE	\$278,566.66	\$266,742.71	\$699,925.00	\$699,925.00	\$696,725.00	
FUND 320 GO UTILITY REVENUE BONDS	\$278,566.66	\$266,742.71	\$699,925.00	\$699,925.00	\$696,725.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 321 GO CIP BONDS 2009B						
DEPT 47 DEBT SERVICE						
R 321-47-380-31010 CURRENT AD VALOREM TA	\$232,904.19	\$233,057.70	\$122,709.39	\$235,000.00	\$235,000.00	
R 321-47-380-31020 DELINQUENT AD VALOREM	\$2,373.33	-\$1,688.16	\$834.49	\$0.00	\$0.00	
R 321-47-380-31030 MARKET VALUE CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 321-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 321-47-380-36210 INTEREST INCOME	-\$202.94	\$48.95	-\$272.57	\$0.00	\$0.00	
R 321-47-380-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 321-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 321-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$235,074.58	\$231,418.49	\$123,271.31	\$235,000.00	\$235,000.00	
FUND 321 GO CIP BONDS 2009B	\$235,074.58	\$231,418.49	\$123,271.31	\$235,000.00	\$235,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 321 GO CIP BONDS 2009B						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 321-47-380-610 PRINCIPAL	\$175,000.00	\$180,000.00	\$185,000.00	\$185,000.00	\$190,000.00	
E 321-47-380-611 INTEREST	\$46,387.50	\$41,062.50	\$35,587.50	\$35,587.50	\$29,962.50	
E 321-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$450.00	\$450.00	\$450.00	
E 321-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 321-47-380-622 PAYMENT TO REFUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 321-47-380-623 BOND DISCOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 321-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$221,812.50	\$221,512.50	\$221,037.50	\$221,037.50	\$220,412.50	
DEPT 47 DEBT SERVICE	\$221,812.50	\$221,512.50	\$221,037.50	\$221,037.50	\$220,412.50	
FUND 321 GO CIP BONDS 2009B	\$221,812.50	\$221,512.50	\$221,037.50	\$221,037.50	\$220,412.50	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 324 GO BONDS SERIES 2009E						
DEPT 47 DEBT SERVICE						
R 324-47-380-36101 SPECIAL ASSESSMENTS	\$410,181.99	\$206,783.41	\$10,086.83	\$80,000.00	\$6,000.00	
R 324-47-380-36210 INTEREST INCOME	\$4,789.05	\$5,377.63	\$2,478.02	\$0.00	\$0.00	
R 324-47-380-39203 TRANSFER IN	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	Fund 241
R 324-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	<u>\$1,114,971.04</u>	<u>\$912,161.04</u>	<u>\$712,564.85</u>	<u>\$780,000.00</u>	<u>\$706,000.00</u>	
FUND 324 GO BONDS SERIES 2009E	<u>\$1,114,971.04</u>	<u>\$912,161.04</u>	<u>\$712,564.85</u>	<u>\$780,000.00</u>	<u>\$706,000.00</u>	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 324 GO BONDS SERIES 2009E						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 324-47-380-610 PRINCIPAL	\$355,000.00	\$1,015,000.00	\$1,035,000.00	\$1,035,000.00	\$705,000.00	
E 324-47-380-611 INTEREST	\$175,537.50	\$155,875.00	\$125,125.00	\$125,125.00	\$97,262.50	
E 324-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$0.00	\$450.00	\$450.00	
E 324-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 324-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$530,962.50	\$1,171,325.00	\$1,160,125.00	\$1,160,575.00	\$802,712.50	
DEPT 47 DEBT SERVICE	\$530,962.50	\$1,171,325.00	\$1,160,125.00	\$1,160,575.00	\$802,712.50	
FUND 324 GO BONDS SERIES 2009E	\$530,962.50	\$1,171,325.00	\$1,160,125.00	\$1,160,575.00	\$802,712.50	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 325 2010A GO BONDS						
DEPT 47 DEBT SERVICE						
R 325-47-380-33419 MUNICIPAL STATE AID-CO	\$568,865.00	\$345,358.00	\$197,031.88	\$0.00	\$0.00	
R 325-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 325-47-380-36210 INTEREST INCOME	\$5,262.90	\$5,316.43	\$3,515.16	\$0.00	\$0.00	
R 325-47-380-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 325-47-380-39203 TRANSFER IN	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00	601, 603
R 325-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$799,127.90	\$575,674.43	\$425,547.04	\$225,000.00	\$225,000.00	
FUND 325 2010A GO BONDS	\$799,127.90	\$575,674.43	\$425,547.04	\$225,000.00	\$225,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 325 2010A GO BONDS						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 325-47-380-610 PRINCIPAL	\$270,000.00	\$295,000.00	\$305,000.00	\$305,000.00	\$325,000.00	
E 325-47-380-611 INTEREST	\$158,477.50	\$152,827.50	\$146,446.25	\$146,446.25	\$138,952.50	
E 325-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$450.00	\$450.00	\$450.00	
E 325-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 325-47-380-623 BOND DISCOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 325-47-380-720 TRANSFER OUT	\$0.00	\$745,000.00	\$236,135.00	\$236,135.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$428,902.50	\$1,193,277.50	\$688,031.25	\$688,031.25	\$464,402.50	
DEPT 47 DEBT SERVICE	\$428,902.50	\$1,193,277.50	\$688,031.25	\$688,031.25	\$464,402.50	
FUND 325 2010A GO BONDS	\$428,902.50	\$1,193,277.50	\$688,031.25	\$688,031.25	\$464,402.50	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 326 2010B REFUNDING BONDS-SEWER						
DEPT 47 DEBT SERVICE						
R 326-47-380-33419 MUNICIPAL STATE AID-CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 326-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 326-47-380-36210 INTEREST INCOME	-\$1,892.62	\$86.60	-\$192.55	\$0.00	\$0.00	
R 326-47-380-39203 TRANSFER IN	\$235,000.00	\$235,000.00	\$235,000.00	\$235,000.00	\$235,000.00	602,603
R 326-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 326-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 326-47-380-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	<u>\$233,107.38</u>	<u>\$235,086.60</u>	<u>\$234,807.45</u>	<u>\$235,000.00</u>	<u>\$235,000.00</u>	
FUND 326 2010B REFUNDING BONDS-SEWER	<u>\$233,107.38</u>	<u>\$235,086.60</u>	<u>\$234,807.45</u>	<u>\$235,000.00</u>	<u>\$235,000.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 326 2010B REFUNDING BONDS-SEWER						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 326-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$180,000.00	\$180,000.00	\$180,000.00	
E 326-47-380-611 INTEREST	\$61,658.34	\$58,166.66	\$55,850.00	\$55,850.00	\$51,575.00	
E 326-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$450.00	\$450.00	\$450.00	
E 326-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 326-47-380-622 PAYMENT TO REFUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 326-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$62,083.34	\$58,616.66	\$236,300.00	\$236,300.00	\$232,025.00	
DEPT 47 DEBT SERVICE	\$62,083.34	\$58,616.66	\$236,300.00	\$236,300.00	\$232,025.00	
FUND 326 2010B REFUNDING BONDS-SE	\$62,083.34	\$58,616.66	\$236,300.00	\$236,300.00	\$232,025.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 327 MSA SHARE OF FUND 326						
DEPT 47 DEBT SERVICE						
R 327-47-380-33419 MUNICIPAL STATE AID-CO	\$98,525.00	\$91,825.00	\$5,012.50	\$85,025.00	\$83,150.00	
R 327-47-380-36210 INTEREST INCOME	\$702.96	\$167.61	\$412.99	\$0.00	\$0.00	
R 327-47-380-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$99,227.96	\$91,992.61	\$5,425.49	\$85,025.00	\$83,150.00	
FUND 327 MSA SHARE OF FUND 326	\$99,227.96	\$91,992.61	\$5,425.49	\$85,025.00	\$83,150.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 327 MSA SHARE OF FUND 326						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 327-47-380-610 PRINCIPAL	\$85,000.00	\$85,000.00	\$80,000.00	\$80,000.00	\$75,000.00	
E 327-47-380-611 INTEREST	\$14,375.00	\$12,675.00	\$10,925.00	\$10,925.00	\$9,087.50	
E 327-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 327-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$99,375.00	\$97,675.00	\$90,925.00	\$90,925.00	\$84,087.50	
DEPT 47 DEBT SERVICE	\$99,375.00	\$97,675.00	\$90,925.00	\$90,925.00	\$84,087.50	
FUND 327 MSA SHARE OF FUND 326	\$99,375.00	\$97,675.00	\$90,925.00	\$90,925.00	\$84,087.50	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 328 2010B REFUNDING BONDS-WATER						
DEPT 47 DEBT SERVICE						
R 328-47-380-36210 INTEREST INCOME	\$792.22	\$274.14	-\$401.80	\$0.00	\$0.00	
R 328-47-380-39203 TRANSFER IN	\$250,000.00	\$250,000.00	\$305,000.00	\$305,000.00	\$305,000.00	601
R 328-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 328-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 328-47-380-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$250,792.22	\$250,274.14	\$304,598.20	\$305,000.00	\$305,000.00	
FUND 328 2010B REFUNDING BONDS-WATER	\$250,792.22	\$250,274.14	\$304,598.20	\$305,000.00	\$305,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 328 2010B REFUNDING BONDS-WATER						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 328-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$260,000.00	\$260,000.00	\$265,000.00	
E 328-47-380-611 INTEREST	\$58,708.34	\$53,716.66	\$50,375.00	\$50,375.00	\$44,137.50	
E 328-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 328-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 328-47-380-622 PAYMENT TO REFUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 328-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$58,708.34	\$53,716.66	\$310,375.00	\$310,375.00	\$309,137.50	
DEPT 47 DEBT SERVICE	\$58,708.34	\$53,716.66	\$310,375.00	\$310,375.00	\$309,137.50	
FUND 328 2010B REFUNDING BONDS-W	\$58,708.34	\$53,716.66	\$310,375.00	\$310,375.00	\$309,137.50	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 329 2012A GO BONDS-ABATEMENT						
DEPT 47 DEBT SERVICE						
R 329-47-380-36210 INTEREST INCOME	\$264.74	\$251.88	\$28.86	\$0.00	\$0.00	
R 329-47-380-39203 TRANSFER IN	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	417
R 329-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 329-47-380-39321 PREMIUMS ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$125,264.74	\$125,251.88	\$125,028.86	\$125,000.00	\$125,000.00	
FUND 329 2012A GO BONDS-ABATEMENT	\$125,264.74	\$125,251.88	\$125,028.86	\$125,000.00	\$125,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 329 2012A GO BONDS-ABATEMENT						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 329-47-380-610 PRINCIPAL	\$0.00	\$110,000.00	\$110,000.00	\$110,000.00	\$115,000.00	
E 329-47-380-611 INTEREST	\$12,065.00	\$10,300.00	\$8,100.00	\$8,100.00	\$5,850.00	
E 329-47-380-620 FISCAL AGENT FEES	\$425.00	\$450.00	\$0.00	\$450.00	\$450.00	
DIV 380 OTHER FINANCIAL SOUR	\$12,490.00	\$120,750.00	\$118,100.00	\$118,550.00	\$121,300.00	
DEPT 47 DEBT SERVICE	\$12,490.00	\$120,750.00	\$118,100.00	\$118,550.00	\$121,300.00	
FUND 329 2012A GO BONDS-ABATEMEN	\$12,490.00	\$120,750.00	\$118,100.00	\$118,550.00	\$121,300.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 330 2012A BONDS-REFUND312						
DEPT 47 DEBT SERVICE						
R 330-47-380-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 330-47-380-31020 DELINQUENT AD VALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 330-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 330-47-380-36210 INTEREST INCOME	\$0.00	\$234.51	-\$72.59	\$0.00	\$0.00	
R 330-47-380-39203 TRANSFER IN	\$0.00	\$106,189.38	\$150,000.00	\$150,000.00	\$145,000.00	410
R 330-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 330-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 330-47-380-39321 PREMIUMS ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$0.00	\$106,423.89	\$149,927.41	\$150,000.00	\$145,000.00	
FUND 330 2012A BONDS-REFUND312	\$0.00	\$106,423.89	\$149,927.41	\$150,000.00	\$145,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 330 2012A BONDS-REFUND312						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 330-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$115,000.00	\$115,000.00	\$120,000.00	
E 330-47-380-611 INTEREST	\$0.00	\$16,975.00	\$32,800.00	\$32,800.00	\$30,450.00	
E 330-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 330-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 330-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$0.00	\$16,975.00	\$147,800.00	\$147,800.00	\$150,450.00	
DEPT 47 DEBT SERVICE	\$0.00	\$16,975.00	\$147,800.00	\$147,800.00	\$150,450.00	
FUND 330 2012A BONDS-REFUND312	\$0.00	\$16,975.00	\$147,800.00	\$147,800.00	\$150,450.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 331 2012A BONDS-REFUND 315						
DEPT 47 DEBT SERVICE						
R 331-47-380-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 331-47-380-31020 DELINQUENT AD VALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 331-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 331-47-380-36210 INTEREST INCOME	\$0.00	\$104.29	-\$194.07	\$0.00	\$0.00	
R 331-47-380-39203 TRANSFER IN	\$0.00	\$60,457.34	\$175,000.00	\$175,000.00	\$175,000.00	225, 602
R 331-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 331-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 331-47-380-39321 PREMIUMS ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$0.00	\$60,561.63	\$174,805.93	\$175,000.00	\$175,000.00	
FUND 331 2012A BONDS-REFUND 315	\$0.00	\$60,561.63	\$174,805.93	\$175,000.00	\$175,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 331 2012A BONDS-REFUND 315						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 331-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$135,000.00	\$135,000.00	\$140,000.00	
E 331-47-380-611 INTEREST	-\$1,918.61	\$19,734.38	\$38,118.76	\$38,119.00	\$35,369.00	
E 331-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 331-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 331-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	-\$1,918.61	\$19,734.38	\$173,118.76	\$173,119.00	\$175,369.00	
DEPT 47 DEBT SERVICE	-\$1,918.61	\$19,734.38	\$173,118.76	\$173,119.00	\$175,369.00	
FUND 331 2012A BONDS-REFUND 315	-\$1,918.61	\$19,734.38	\$173,118.76	\$173,119.00	\$175,369.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 332 2012A BONDS-REFUND316						
DEPT 47 DEBT SERVICE						
R 332-47-380-31010 CURRENT AD VALOREM TA	\$2,320.28	\$296,509.70	\$164,709.32	\$315,434.00	\$315,434.00	
R 332-47-380-31020 DELINQUENT AD VALOREM	\$0.00	-\$2,544.26	\$1,120.19	\$0.00	\$0.00	
R 332-47-380-36101 SPECIAL ASSESSMENTS	\$173,110.04	\$858,641.84	\$34,975.47	\$60,000.00	\$40,000.00	
R 332-47-380-36210 INTEREST INCOME	\$257.79	\$1,891.48	\$1,013.00	\$0.00	\$0.00	
R 332-47-380-36250 MISCELLANEOUS	\$0.00	\$0.18	\$0.00	\$0.00	\$0.00	
R 332-47-380-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 332-47-380-39203 TRANSFER IN	\$0.00	\$300,699.14	\$117,000.00	\$117,000.00	\$117,000.00	601
R 332-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 332-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 332-47-380-39321 PREMIUMS ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$175,688.11	\$1,455,198.08	\$318,817.98	\$492,434.00	\$472,434.00	
FUND 332 2012A BONDS-REFUND316	\$175,688.11	\$1,455,198.08	\$318,817.98	\$492,434.00	\$472,434.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 332 2012A BONDS-REFUND316						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 332-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$605,000.00	\$605,000.00	\$620,000.00	
E 332-47-380-611 INTEREST	\$0.00	\$25,200.00	\$44,350.00	\$44,350.00	\$32,100.00	
E 332-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 332-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 332-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$0.00	\$25,200.00	\$649,350.00	\$649,350.00	\$652,100.00	
DEPT 47 DEBT SERVICE	\$0.00	\$25,200.00	\$649,350.00	\$649,350.00	\$652,100.00	
FUND 332 2012A BONDS-REFUND316	\$0.00	\$25,200.00	\$649,350.00	\$649,350.00	\$652,100.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 333 2012A BONDS-REFUND318						
DEPT 47 DEBT SERVICE						
R 333-47-380-31010 CURRENT AD VALOREM TA	\$0.00	\$93,170.51	\$100,858.25	\$193,152.00	\$193,152.00	
R 333-47-380-31020 DELINQUENT AD VALOREM	\$0.00	-\$1,315.70	\$685.99	\$0.00	\$0.00	
R 333-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$56,423.37	\$86,644.71	\$120,000.00	\$90,000.00	
R 333-47-380-36210 INTEREST INCOME	\$0.00	\$439.14	\$926.80	\$0.00	\$0.00	
R 333-47-380-39203 TRANSFER IN	\$0.00	\$151,969.89	\$0.00	\$0.00	\$0.00	
R 333-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 333-47-380-39315 REFUNDING BOND ISSUAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 333-47-380-39321 PREMIUMS ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$0.00	\$300,687.21	\$189,115.75	\$313,152.00	\$283,152.00	
FUND 333 2012A BONDS-REFUND318	\$0.00	\$300,687.21	\$189,115.75	\$313,152.00	\$283,152.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 333 2012A BONDS-REFUND318						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 333-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$245,000.00	
E 333-47-380-611 INTEREST	\$0.00	\$0.00	\$15,100.00	\$15,100.00	\$12,650.00	
E 333-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 333-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 333-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$0.00	\$0.00	\$15,100.00	\$15,100.00	\$257,650.00	
DEPT 47 DEBT SERVICE	\$0.00	\$0.00	\$15,100.00	\$15,100.00	\$257,650.00	
FUND 333 2012A BONDS-REFUND318	\$0.00	\$0.00	\$15,100.00	\$15,100.00	\$257,650.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 334 2014A BONDS						
DEPT 47 DEBT SERVICE						
R 334-47-380-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 334-47-380-36101 SPECIAL ASSESSMENTS	\$0.00	\$593,022.85	\$64,833.29	\$90,000.00	\$235,000.00	
R 334-47-380-36210 INTEREST INCOME	\$0.00	\$3,731.82	\$3,346.06	\$0.00	\$0.00	
R 334-47-380-39203 TRANSFER IN	\$0.00	\$2,229,991.68	\$357,000.00	\$357,000.00	\$500,152.00	603,417,333
DEPT 47 DEBT SERVICE	\$0.00	\$2,826,746.35	\$425,179.35	\$447,000.00	\$735,152.00	
FUND 334 2014A BONDS	\$0.00	\$2,826,746.35	\$425,179.35	\$447,000.00	\$735,152.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 334 2014A BONDS						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 334-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$1,120,000.00	\$1,120,000.00	\$1,190,000.00	
E 334-47-380-611 INTEREST	\$0.00	\$0.00	\$197,100.00	\$197,100.00	\$150,900.00	
E 334-47-380-620 FISCAL AGENT FEES	\$0.00	\$475.00	\$0.00	\$450.00	\$450.00	
DIV 380 OTHER FINANCIAL SOUR	\$0.00	\$475.00	\$1,317,100.00	\$1,317,550.00	\$1,341,350.00	
DEPT 47 DEBT SERVICE	\$0.00	\$475.00	\$1,317,100.00	\$1,317,550.00	\$1,341,350.00	
FUND 334 2014A BONDS	\$0.00	\$475.00	\$1,317,100.00	\$1,317,550.00	\$1,341,350.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 335 2015A BONDS						
DEPT 47 DEBT SERVICE						
R 335-47-380-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$445,000.00	
R 335-47-380-36210 INTEREST INCOME	\$0.00	\$0.00	\$557.68	\$0.00	\$0.00	
R 335-47-380-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 335-47-380-39310 BOND PROCEEDS	\$0.00	\$0.00	\$5,370,000.00	\$0.00	\$0.00	
R 335-47-380-39321 PREMIUMS ON BONDS SOL	\$0.00	\$0.00	\$104,131.00	\$0.00	\$0.00	
DEPT 47 DEBT SERVICE	\$0.00	\$0.00	\$5,474,688.68	\$0.00	\$445,000.00	
FUND 335 2015A BONDS	\$0.00	\$0.00	\$5,474,688.68	\$0.00	\$445,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 335 2015A BONDS						
DEPT 47 DEBT SERVICE						
DIV 380 OTHER FINANCIAL SOURCES						
E 335-47-380-610 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 335-47-380-611 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$131,202.08	
E 335-47-380-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	
E 335-47-380-621 COST OF ISSUANCE	\$0.00	\$0.00	\$80,878.74	\$0.00	\$0.00	
E 335-47-380-720 TRANSFER OUT	\$0.00	\$0.00	\$5,393,809.94	\$0.00	\$0.00	
DIV 380 OTHER FINANCIAL SOUR	\$0.00	\$0.00	\$5,474,688.68	\$0.00	\$131,652.08	
DEPT 47 DEBT SERVICE	\$0.00	\$0.00	\$5,474,688.68	\$0.00	\$131,652.08	
FUND 335 2015A BONDS	\$0.00	\$0.00	\$5,474,688.68	\$0.00	\$131,652.08	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 402 PUBLIC IMPROVEMENT REVOLVING</b>						
DEPT 46 COMMUNITY/ECON DEV						
R 402-46-465-33406 STATE DOT GRANT - CAPIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 402-46-465-33417 OTHER GRANTS-CAPITAL	\$0.00	\$143,356.00	\$234,642.00	\$0.00	\$0.00	
R 402-46-465-33419 MUNICIPAL STATE AID-CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 402-46-465-34114 ESCROW FEES-LAND USE A	\$44,000.00	\$41,000.00	\$60,500.00	\$0.00	\$0.00	
R 402-46-465-36101 SPECIAL ASSESSMENTS	\$256,050.09	\$156,032.05	\$13,707.65	\$60,000.00	\$20,000.00	
R 402-46-465-36105 DEVELOPER CONTRACT PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 402-46-465-36210 INTEREST INCOME	\$3,242.15	\$3,500.03	\$3,129.92	\$0.00	\$0.00	
R 402-46-465-36211 INTEREST ON LOANS	\$3,202.54	\$1,964.49	\$511.37	\$0.00	\$0.00	
R 402-46-465-36250 MISCELLANEOUS	\$54,720.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 402-46-465-39203 TRANSFER IN	\$400,000.00	\$0.00	\$0.00	\$34,000.00	\$0.00	221
R 402-46-465-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 402-46-465-39410 REFUNDS AND REIMBURSE	\$648,700.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	<u>\$1,409,914.78</u>	<u>\$345,852.57</u>	<u>\$312,490.94</u>	<u>\$94,000.00</u>	<u>\$20,000.00</u>	
FUND 402 PUBLIC IMPROVEMENT REVOLVING	<u>\$1,409,914.78</u>	<u>\$345,852.57</u>	<u>\$312,490.94</u>	<u>\$94,000.00</u>	<u>\$20,000.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 402 PUBLIC IMPROVEMENT REVOLVING						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 402-46-465-206 CONTRACTS PAYMEN	\$0.00	\$4,955.80	\$0.00	\$0.00	\$0.00	
E 402-46-465-303 ENGINEERING	\$20,006.30	\$7,341.75	\$213.75	\$0.00	\$0.00	
E 402-46-465-305 CONSULTANTS-OTHE	\$53,416.97	\$36.75	\$19,885.00	\$30,000.00	\$42,000.00	
E 402-46-465-308 LEGAL	\$43,033.49	\$6,752.20	\$3,180.00	\$0.00	\$0.00	
E 402-46-465-350 PUBLICATIONS	\$177.87	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-351 RECORDING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-355 PERMITS-MISCELLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-430 MISCELLANEOUS	\$4,891.74	\$228.50	\$0.00	\$0.00	\$0.00	
E 402-46-465-436 SPECIAL PROJECTS	\$0.00	\$212,296.31	\$174,321.00	\$0.00	\$0.00	
E 402-46-465-500 CAPITAL OUTLAY	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-510 ACQUISITION COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-515 JUDGEMENTS & LOSS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-525 REFUND & REIMBURS	\$648,700.00	\$25,500.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-551 CAP OUTLAY-IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-610 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-611 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-621 COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 402-46-465-720 TRANSFER OUT	\$450,000.00	\$51,494.75	\$250,000.00	\$250,000.00	\$275,000.00	225,226,41
DIV 465 COMMUNITY DEVELOPM	\$1,220,226.37	\$323,606.06	\$447,599.75	\$280,000.00	\$317,000.00	
DEPT 46 COMMUNITY/ECON DEV	\$1,220,226.37	\$323,606.06	\$447,599.75	\$280,000.00	\$317,000.00	
FUND 402 PUBLIC IMPROVEMENT REVO	\$1,220,226.37	\$323,606.06	\$447,599.75	\$280,000.00	\$317,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 405 MSA STREET MAINTENANCE						
DEPT 43 PUBLIC WORKS						
R 405-43-431-33418 MUNICIPAL STATE AID-MAI	\$24,555.00	\$24,555.00	\$34,593.00	\$24,500.00	\$24,500.00	
R 405-43-431-36210 INTEREST INCOME	\$202.46	\$258.74	\$233.79	\$0.00	\$0.00	
DEPT 43 PUBLIC WORKS	\$24,757.46	\$24,813.74	\$34,826.79	\$24,500.00	\$24,500.00	
FUND 405 MSA STREET MAINTENANCE	\$24,757.46	\$24,813.74	\$34,826.79	\$24,500.00	\$24,500.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 405 MSA STREET MAINTENANCE						
DEPT 43 PUBLIC WORKS						
DIV 431 STREETS & ROADWAYS						
E 405-43-431-303 ENGINEERING	\$19,355.07	\$12,666.62	\$0.00	\$10,000.00	\$10,000.00	+bridge ins
E 405-43-431-407 REPAIR-SEALCOAT/R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 431 STREETS & ROADWAYS	\$19,355.07	\$12,666.62	\$0.00	\$10,000.00	\$10,000.00	
DEPT 43 PUBLIC WORKS	\$19,355.07	\$12,666.62	\$0.00	\$10,000.00	\$10,000.00	
FUND 405 MSA STREET MAINTENANCE	\$19,355.07	\$12,666.62	\$0.00	\$10,000.00	\$10,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 410 BUILDING FUND						
DEPT 48 CAPITAL PROJECTS						
R 410-48-350-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 410-48-350-31020 DELINQUENT AD VALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 410-48-350-31030 MARKET VALUE CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 410-48-350-36210 INTEREST INCOME	\$42.60	-\$19.42	\$0.00	\$0.00	\$0.00	
R 410-48-350-36230 CONTRIBUTIONS & DONAT	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 410-48-350-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 410-48-350-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 410-48-350-39203 TRANSFER IN	\$145,000.00	\$160,000.00	\$150,000.00	\$150,000.00	\$175,000.00	from Gen Fund
R 410-48-350-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$4,202.00	\$0.00	\$0.00	
DEPT 48 CAPITAL PROJECTS	<u>\$149,042.60</u>	<u>\$159,980.58</u>	<u>\$154,202.00</u>	<u>\$150,000.00</u>	<u>\$175,000.00</u>	
FUND 410 BUILDING FUND	<u>\$149,042.60</u>	<u>\$159,980.58</u>	<u>\$154,202.00</u>	<u>\$150,000.00</u>	<u>\$175,000.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 410 BUILDING FUND</b>						
<b>DEPT 48 CAPITAL PROJECTS</b>						
<b>DIV 463 OTHER FINANCIAL USES</b>						
E 410-48-463-206 CONTRACTS PAYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-210 SUPPLIES/MATERIAL	\$0.00	\$1,019.17	\$0.00	\$0.00	\$0.00	
E 410-48-463-240 SMALL TOOLS	\$2,054.34	\$3,713.97	\$0.00	\$0.00	\$0.00	
E 410-48-463-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-305 CONSULTANTS-OTHE	\$289.91	\$500.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-351 RECORDING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-406 R & M - BLDG	\$5,400.00	\$16,636.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$9,200.00	\$0.00	FMP
E 410-48-463-500 CAPITAL OUTLAY	\$0.00	\$24,990.87	\$0.00	\$0.00	\$0.00	
E 410-48-463-610 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-611 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-620 FISCAL AGENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 410-48-463-720 TRANSFER OUT	\$145,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$145,000.00	DS 330
<b>DIV 463 OTHER FINANCIAL USES</b>	<b>\$152,744.25</b>	<b>\$196,860.01</b>	<b>\$150,000.00</b>	<b>\$159,200.00</b>	<b>\$145,000.00</b>	
<b>DEPT 48 CAPITAL PROJECTS</b>	<b>\$152,744.25</b>	<b>\$196,860.01</b>	<b>\$150,000.00</b>	<b>\$159,200.00</b>	<b>\$145,000.00</b>	
<b>FUND 410 BUILDING FUND</b>	<b>\$152,744.25</b>	<b>\$196,860.01</b>	<b>\$150,000.00</b>	<b>\$159,200.00</b>	<b>\$145,000.00</b>	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 412 PD EQUIPMENT FUND</b>						
<b>DEPT 42 PUBLIC SAFETY</b>						
R 412-42-421-33417 OTHER GRANTS-CAPITAL	\$0.00	\$9,750.00	\$0.00	\$0.00	\$0.00	
R 412-42-421-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 412-42-421-35104 ADMINISTRATIVE FINES	\$520.00	\$240.00	\$420.00	\$0.00	\$0.00	
R 412-42-421-36210 INTEREST INCOME	\$12.51	\$4.41	\$0.00	\$0.00	\$0.00	
R 412-42-421-36230 CONTRIBUTIONS & DONAT	\$650.00	\$4,320.00	\$2,000.00	\$0.00	\$0.00	
R 412-42-421-36250 MISCELLANEOUS	\$0.00	\$0.00	\$53.00	\$0.00	\$0.00	
R 412-42-421-39101 SALE OR LOSS OF PROPER	\$4,638.75	\$12,550.00	\$8,799.25	\$0.00	\$0.00	
R 412-42-421-39201 TRANSFER FROM GEN FUN	\$50,000.00	\$60,000.00	\$100,000.00	\$100,000.00	\$0.00	
R 412-42-421-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DEPT 42 PUBLIC SAFETY</b>	<b>\$55,821.26</b>	<b>\$86,864.41</b>	<b>\$111,272.25</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	
<b>FUND 412 PD EQUIPMENT FUND</b>	<b>\$55,821.26</b>	<b>\$86,864.41</b>	<b>\$111,272.25</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 412 PD EQUIPMENT FUND						
DEPT 42 PUBLIC SAFETY						
DIV 421 POLICE						
E 412-42-421-210 SUPPLIES/MATERIAL	\$549.28	\$1,120.86	\$675.67	\$0.00	\$0.00	
E 412-42-421-240 SMALL TOOLS	\$0.00	\$399.00	\$913.00	\$0.00	\$0.00	
E 412-42-421-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 412-42-421-415 LEASES- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 412-42-421-430 MISCELLANEOUS	\$0.00	\$55.00	\$50.00	\$0.00	\$0.00	
E 412-42-421-500 CAPITAL OUTLAY	\$64,314.06	\$106,320.94	\$71,179.50	\$72,000.00	\$55,500.00	FMP
E 412-42-421-720 TRANSFER OUT	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	
DIV 421 POLICE	\$64,863.34	\$108,445.80	\$72,818.17	\$72,000.00	\$55,500.00	
DEPT 42 PUBLIC SAFETY	\$64,863.34	\$108,445.80	\$72,818.17	\$72,000.00	\$55,500.00	
FUND 412 PD EQUIPMENT FUND	\$64,863.34	\$108,445.80	\$72,818.17	\$72,000.00	\$55,500.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 413 FD EQUIPMENT FUND</b>						
<b>DEPT 42 PUBLIC SAFETY</b>						
R 413-42-422-33150 FEDERAL CAPITAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 413-42-422-33417 OTHER GRANTS-CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 413-42-422-33422 STATE GRANTS - CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 413-42-422-33631 TOWNSHIP FIRE AGREEME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 413-42-422-36210 INTEREST INCOME	\$260.90	\$403.41	\$239.99	\$0.00	\$0.00	
R 413-42-422-36223 MISC. RENTAL	\$175.00	\$150.00	\$0.00	\$0.00	\$0.00	
R 413-42-422-36230 CONTRIBUTIONS & DONAT	\$1,300.00	\$6,940.00	\$125.00	\$0.00	\$0.00	
R 413-42-422-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 413-42-422-39101 SALE OR LOSS OF PROPER	\$28.75	\$0.00	\$30.27	\$0.00	\$0.00	
R 413-42-422-39201 TRANSFER FROM GEN FUN	\$30,000.00	\$30,000.00	\$50,000.00	\$50,000.00	\$60,000.00	
R 413-42-422-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DEPT 42 PUBLIC SAFETY</b>	<b>\$31,764.65</b>	<b>\$37,493.41</b>	<b>\$50,395.26</b>	<b>\$50,000.00</b>	<b>\$60,000.00</b>	
<b>FUND 413 FD EQUIPMENT FUND</b>	<b>\$31,764.65</b>	<b>\$37,493.41</b>	<b>\$50,395.26</b>	<b>\$50,000.00</b>	<b>\$60,000.00</b>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 413 FD EQUIPMENT FUND						
DEPT 42 PUBLIC SAFETY						
DIV 422 FIRE						
E 413-42-422-203 SOFTWARE/SUPPORT	\$650.00	\$650.00	\$650.00	\$0.00	\$0.00	
E 413-42-422-240 SMALL TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 413-42-422-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 413-42-422-500 CAPITAL OUTLAY	\$8,790.47	\$36,096.36	\$0.00	\$185,900.00	\$10,000.00	FMP
E 413-42-422-550 CAP OUTLAY-EQUIP	\$11,741.20	\$17,042.44	\$570.65	\$0.00	\$0.00	
E 413-42-422-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 422 FIRE	\$21,181.67	\$53,788.80	\$1,220.65	\$185,900.00	\$10,000.00	
DEPT 42 PUBLIC SAFETY	\$21,181.67	\$53,788.80	\$1,220.65	\$185,900.00	\$10,000.00	
FUND 413 FD EQUIPMENT FUND	\$21,181.67	\$53,788.80	\$1,220.65	\$185,900.00	\$10,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 414 PW EQUIPMENT FUND</b>						
<b>DEPT 43 PUBLIC WORKS</b>						
R 414-43-434-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 414-43-434-31030 MARKET VALUE CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 414-43-434-33417 OTHER GRANTS-CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 414-43-434-36210 INTEREST INCOME	\$190.57	\$439.93	\$80.17	\$0.00	\$0.00	
R 414-43-434-36230 CONTRIBUTIONS & DONAT	\$2,300.00	\$0.00	\$1,000.00	\$0.00	\$0.00	
R 414-43-434-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 414-43-434-39101 SALE OR LOSS OF PROPER	\$1,345.60	\$0.00	\$12,528.02	\$0.00	\$0.00	
R 414-43-434-39201 TRANSFER FROM GEN FUN	\$105,000.00	\$200,000.00	\$230,000.00	\$230,000.00	\$250,000.00	
R 414-43-434-39203 TRANSFER IN	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	
R 414-43-434-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DEPT 43 PUBLIC WORKS</b>	<b>\$108,836.17</b>	<b>\$200,939.93</b>	<b>\$243,608.19</b>	<b>\$230,000.00</b>	<b>\$250,000.00</b>	
<b>FUND 414 PW EQUIPMENT FUND</b>	<b>\$108,836.17</b>	<b>\$200,939.93</b>	<b>\$243,608.19</b>	<b>\$230,000.00</b>	<b>\$250,000.00</b>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 414 PW EQUIPMENT FUND						
DEPT 43 PUBLIC WORKS						
DIV 434 MAINTENANCE						
E 414-43-434-206 CONTRACTS PAYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 414-43-434-240 SMALL TOOLS	\$499.11	\$1,285.65	\$220.58	\$0.00	\$0.00	
E 414-43-434-404 R & M- EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 414-43-434-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 414-43-434-500 CAPITAL OUTLAY	\$85,214.67	\$136,571.46	\$316,728.07	\$292,500.00	\$198,500.00	FMP
E 414-43-434-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 414-43-434-720 TRANSFER OUT	\$78,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 434 MAINTENANCE	\$163,713.78	\$137,857.11	\$316,948.65	\$292,500.00	\$198,500.00	
DEPT 43 PUBLIC WORKS	\$163,713.78	\$137,857.11	\$316,948.65	\$292,500.00	\$198,500.00	
FUND 414 PW EQUIPMENT FUND	\$163,713.78	\$137,857.11	\$316,948.65	\$292,500.00	\$198,500.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 415 TECHNOLOGY FUND						
DEPT 41 GENERAL GOVERNMENT						
R 415-41-350-36210 INTEREST INCOME	\$63.01	-\$50.93	\$0.00	\$0.00	\$0.00	
R 415-41-350-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 415-41-350-39201 TRANSFER FROM GEN FUN	\$20,000.00	\$35,000.00	\$55,000.00	\$55,000.00	\$60,000.00	
R 415-41-350-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 41 GENERAL GOVERNMENT	<u>\$20,063.01</u>	<u>\$34,949.07</u>	<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$60,000.00</u>	
FUND 415 TECHNOLOGY FUND	<u>\$20,063.01</u>	<u>\$34,949.07</u>	<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$60,000.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 415 TECHNOLOGY FUND						
DEPT 41 GENERAL GOVERNMENT						
DIV 350 GENERAL GOVERNMENT						
E 415-41-350-203 SOFTWARE/SUPPORT	\$230.19	\$32,266.50	\$5,664.94	\$0.00	\$0.00	
E 415-41-350-210 SUPPLIES/MATERIAL	\$840.06	\$0.00	\$0.00	\$0.00	\$0.00	
E 415-41-350-240 SMALL TOOLS	\$4,538.44	\$3,124.70	\$3,149.52	\$0.00	\$0.00	
E 415-41-350-305 CONSULTANTS-OTHE	\$0.00	\$2,780.00	\$0.00	\$5,500.00	\$0.00	
E 415-41-350-340 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 415-41-350-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 415-41-350-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$40,000.00	\$76,100.00	FMP
E 415-41-350-550 CAP OUTLAY-EQUIP	\$25,093.76	\$40,548.76	\$5,979.33	\$0.00	\$0.00	
DIV 350 GENERAL GOVERNMENT	\$30,702.45	\$78,719.96	\$14,793.79	\$45,500.00	\$76,100.00	
DEPT 41 GENERAL GOVERNMENT	\$30,702.45	\$78,719.96	\$14,793.79	\$45,500.00	\$76,100.00	
FUND 415 TECHNOLOGY FUND	\$30,702.45	\$78,719.96	\$14,793.79	\$45,500.00	\$76,100.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 416 EMERGENCY MANAGEMENT FUND						
DEPT 42 PUBLIC SAFETY						
R 416-42-425-36210 INTEREST INCOME	\$63.36	-\$0.47	\$0.00	\$0.00	\$0.00	
R 416-42-425-39201 TRANSFER FROM GEN FUN	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00	
DEPT 42 PUBLIC SAFETY	\$5,063.36	\$4,999.53	\$6,000.00	\$6,000.00	\$7,000.00	
FUND 416 EMERGENCY MANAGEMENT FUND	\$5,063.36	\$4,999.53	\$6,000.00	\$6,000.00	\$7,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 416 EMERGENCY MANAGEMENT FUND						
DEPT 42 PUBLIC SAFETY						
DIV 425 EMERGENCY MANAGEMENT						
E 416-42-425-500 CAPITAL OUTLAY	\$53,223.75	\$0.00	\$0.00	\$0.00	\$12,000.00	FMP
E 416-42-425-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 425 EMERGENCY MANAGEME	\$53,223.75	\$0.00	\$0.00	\$0.00	\$12,000.00	
DEPT 42 PUBLIC SAFETY	\$53,223.75	\$0.00	\$0.00	\$0.00	\$12,000.00	
FUND 416 EMERGENCY MANAGEMENT F	\$53,223.75	\$0.00	\$0.00	\$0.00	\$12,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 417 STREET FUND</b>						
<b>DEPT 43 PUBLIC WORKS</b>						
R 417-43-431-33406 STATE DOT GRANT - CAPIT	\$172,000.00	\$0.00	\$192,000.00	\$0.00	\$0.00	
R 417-43-431-36101 SPECIAL ASSESSMENTS	\$13,299.93	\$375,000.00	\$22,392.81	\$0.00	\$0.00	
R 417-43-431-36210 INTEREST INCOME	\$1,001.81	\$1,239.17	\$443.54	\$0.00	\$0.00	
R 417-43-431-36230 CONTRIBUTIONS & DONAT	\$0.00	\$7,075.00	\$0.00	\$0.00	\$0.00	
R 417-43-431-36250 MISCELLANEOUS	\$0.00	\$0.00	\$330.00	\$0.00	\$0.00	
R 417-43-431-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 417-43-431-39201 TRANSFER FROM GEN FUN	\$0.00	\$400,000.00	\$450,000.00	\$450,000.00	\$150,000.00	
R 417-43-431-39203 TRANSFER IN	\$450,000.00	\$0.00	\$50,000.00	\$50,000.00	\$100,000.00	PIR
R 417-43-431-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$192,000.00	\$0.00	TIP Reimb
<b>DEPT 43 PUBLIC WORKS</b>	<b>\$636,301.74</b>	<b>\$783,314.17</b>	<b>\$715,166.35</b>	<b>\$692,000.00</b>	<b>\$250,000.00</b>	
<b>FUND 417 STREET FUND</b>	<b>\$636,301.74</b>	<b>\$783,314.17</b>	<b>\$715,166.35</b>	<b>\$692,000.00</b>	<b>\$250,000.00</b>	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 417 STREET FUND						
DEPT 43 PUBLIC WORKS						
DIV 431 STREETS & ROADWAYS						
E 417-43-431-206 CONTRACTS PAYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 417-43-431-210 SUPPLIES/MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 417-43-431-303 ENGINEERING	\$35,300.00	\$170,760.00	\$56,710.93	\$0.00	\$0.00	
E 417-43-431-305 CONSULTANTS-OTHE	\$0.00	\$5,800.00	\$23,007.28	\$0.00	\$0.00	
E 417-43-431-307 SPECIAL STUDIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 417-43-431-308 LEGAL	\$0.00	\$0.00	\$4,869.00	\$0.00	\$0.00	
E 417-43-431-350 PUBLICATIONS	\$0.00	\$0.00	\$2,367.76	\$0.00	\$0.00	
E 417-43-431-407 REPAIR-SEALCOAT/R	\$0.00	\$29,713.39	\$0.00	\$0.00	\$0.00	
E 417-43-431-430 MISCELLANEOUS	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	
E 417-43-431-436 SPECIAL PROJECTS	\$0.00	\$3,102.79	\$0.00	\$0.00	\$0.00	
E 417-43-431-500 CAPITAL OUTLAY	\$8,244.00	\$515,742.44	\$4,964.91	\$790,000.00	\$262,000.00	FMP
E 417-43-431-551 CAP OUTLAY-IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 417-43-431-720 TRANSFER OUT	\$425,000.00	\$462,000.00	\$425,000.00	\$425,000.00	\$375,000.00	334&329
DIV 431 STREETS & ROADWAYS	\$468,544.00	\$1,187,118.62	\$517,069.88	\$1,215,000.00	\$637,000.00	
DEPT 43 PUBLIC WORKS	\$468,544.00	\$1,187,118.62	\$517,069.88	\$1,215,000.00	\$637,000.00	
FUND 417 STREET FUND	\$468,544.00	\$1,187,118.62	\$517,069.88	\$1,215,000.00	\$637,000.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 428 PINECONE ROAD 2015 PROJECT						
DEPT 46 COMMUNITY/ECON DEV						
R 428-46-465-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 428-46-465-36210 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 428-46-465-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 428-46-465-39203 TRANSFER IN	\$0.00	\$0.00	\$5,393,809.94	\$0.00	\$0.00	
R 428-46-465-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$0.00	\$0.00	\$5,393,809.94	\$0.00	\$0.00	
FUND 428 PINECONE ROAD 2015 PROJECT	\$0.00	\$0.00	\$5,393,809.94	\$0.00	\$0.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 428 PINECONE ROAD 2015 PROJECT						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 428-46-465-303 ENGINEERING	\$0.00	\$0.00	\$104,260.50	\$0.00	\$200,000.00	
E 428-46-465-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$4,963.00	\$0.00	\$0.00	
E 428-46-465-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 428-46-465-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 428-46-465-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 428-46-465-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$562,485.35	\$0.00	\$300,000.00	
E 428-46-465-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 465 COMMUNITY DEVELOPM	\$0.00	\$0.00	\$671,708.85	\$0.00	\$500,000.00	
DEPT 46 COMMUNITY/ECON DEV	\$0.00	\$0.00	\$671,708.85	\$0.00	\$500,000.00	
FUND 428 PINECONE ROAD 2015 PROJE	\$0.00	\$0.00	\$671,708.85	\$0.00	\$500,000.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 429 4TH/50TH CAPITAL PROJECT						
DEPT 46 COMMUNITY/ECON DEV						
R 429-46-465-33406 STATE DOT GRANT - CAPIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 429-46-465-36101 SPECIAL ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 429-46-465-36210 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 429-46-465-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 429-46-465-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 429-46-465-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 429 4TH/50TH CAPITAL PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 429 4TH/50TH CAPITAL PROJECT						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 429-46-465-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	
E 429-46-465-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 429-46-465-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	
E 429-46-465-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 429-46-465-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 429-46-465-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	ROW?
E 429-46-465-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 465 COMMUNITY DEVELOPM	\$0.00	\$0.00	\$0.00	\$0.00	\$520,000.00	
DEPT 46 COMMUNITY/ECON DEV	\$0.00	\$0.00	\$0.00	\$0.00	\$520,000.00	
FUND 429 4TH/50TH CAPITAL PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$520,000.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 441 TIF DISTRICT 5-2 (PHEASANT)						
DEPT 46 COMMUNITY/ECON DEV						
R 441-46-465-31050 TAX INCREMENTS	\$23,899.97	\$24,070.15	\$12,340.67	\$24,000.00	\$24,500.00	
R 441-46-465-36210 INTEREST INCOME	\$20.00	\$26.72	\$28.84	\$0.00	\$0.00	
R 441-46-465-39201 TRANSFER FROM GEN FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$23,919.97	\$24,096.87	\$12,369.51	\$24,000.00	\$24,500.00	
DEPT 48 CAPITAL PROJECTS						
R 441-48-380-36103 DEVELOPER AGREEMENT E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 48 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 441 TIF DISTRICT 5-2 (PHEASANT)	\$23,919.97	\$24,096.87	\$12,369.51	\$24,000.00	\$24,500.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 441 TIF DISTRICT 5-2 (PHEASANT)						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 441-46-465-305 CONSULTANTS-OTHE	\$1,300.01	\$495.41	\$0.00	\$1,000.00	\$700.00	TIF Reports
E 441-46-465-310 AUDITING	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	
E 441-46-465-350 PUBLICATIONS	\$72.77	\$66.64	\$0.00	\$80.00	\$80.00	
E 441-46-465-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	TIF Admin
E 441-46-465-605 PAY-AS-YOU-GO NOT	\$21,509.97	\$21,663.13	\$11,106.60	\$22,000.00	\$22,500.00	
DIV 465 COMMUNITY DEVELOPM	\$22,882.75	\$22,525.18	\$11,406.60	\$23,680.00	\$23,880.00	
DEPT 46 COMMUNITY/ECON DEV	\$22,882.75	\$22,525.18	\$11,406.60	\$23,680.00	\$23,880.00	
FUND 441 TIF DISTRICT 5-2 (PHEASANT)	\$22,882.75	\$22,525.18	\$11,406.60	\$23,680.00	\$23,880.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 444 TIF DISTRICT 5-4 (REKER)						
DEPT 46 COMMUNITY/ECON DEV						
R 444-46-465-31050 TAX INCREMENTS	\$0.00	\$92,261.63	\$47,734.20	\$92,000.00	\$94,000.00	
R 444-46-465-36210 INTEREST INCOME	\$0.00	\$3.25	\$18.50	\$0.00	\$0.00	
R 444-46-465-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 444-46-465-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$0.00	\$92,264.88	\$47,752.70	\$92,000.00	\$94,000.00	
FUND 444 TIF DISTRICT 5-4 (REKER)	\$0.00	\$92,264.88	\$47,752.70	\$92,000.00	\$94,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 444 TIF DISTRICT 5-4 (REKER)						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 444-46-465-305 CONSULTANTS-OTHE	\$1,650.00	\$495.42	\$0.00	\$1,000.00	\$700.00	TIF Reports
E 444-46-465-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 444-46-465-310 AUDITING	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	
E 444-46-465-350 PUBLICATIONS	\$72.77	\$66.64	\$0.00	\$80.00	\$80.00	
E 444-46-465-351 RECORDING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 444-46-465-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	TIF Admin
E 444-46-465-605 PAY-AS-YOU-GO NOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 444-46-465-611 INTEREST	\$0.00	\$1,540.65	\$0.00	\$0.00	\$1,600.00	
E 444-46-465-720 TRANSFER OUT	\$0.00	\$83,035.46	\$0.00	\$82,000.00	\$90,000.00	SAC & WAC
DIV 465 COMMUNITY DEVELOPM	\$1,722.77	\$85,438.17	\$300.00	\$83,680.00	\$92,980.00	
DEPT 46 COMMUNITY/ECON DEV	\$1,722.77	\$85,438.17	\$300.00	\$83,680.00	\$92,980.00	
FUND 444 TIF DISTRICT 5-4 (REKER)	\$1,722.77	\$85,438.17	\$300.00	\$83,680.00	\$92,980.00	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 445 TIF DISTRICT 5-5 (BURL OAKS)						
DEPT 46 COMMUNITY/ECON DEV						
R 445-46-465-31050 TAX INCREMENTS	\$0.00	\$28,728.88	\$14,769.95	\$28,000.00	\$29,000.00	
R 445-46-465-36210 INTEREST INCOME	\$0.00	-\$0.39	\$4.75	\$0.00	\$0.00	
R 445-46-465-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 445-46-465-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 46 COMMUNITY/ECON DEV	\$0.00	\$28,728.49	\$14,774.70	\$28,000.00	\$29,000.00	
FUND 445 TIF DISTRICT 5-5 (BURL OAKS)	\$0.00	\$28,728.49	\$14,774.70	\$28,000.00	\$29,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 445 TIF DISTRICT 5-5 (BURL OAKS)						
DEPT 46 COMMUNITY/ECON DEV						
DIV 465 COMMUNITY DEVELOPMENT						
E 445-46-465-305 CONSULTANTS-OTHE	\$1,299.99	\$495.42	\$0.00	\$1,000.00	\$700.00	TIF Reports
E 445-46-465-308 LEGAL	\$0.00	\$997.00	\$0.00	\$0.00	\$0.00	
E 445-46-465-310 AUDITING	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	
E 445-46-465-350 PUBLICATIONS	\$72.76	\$66.64	\$0.00	\$80.00	\$80.00	
E 445-46-465-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	TIF Admin
E 445-46-465-605 PAY-AS-YOU-GO NOT	\$0.00	\$25,855.99	\$13,292.95	\$24,000.00	\$27,000.00	
E 445-46-465-611 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 445-46-465-720 TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 465 COMMUNITY DEVELOPM	\$1,372.75	\$27,715.05	\$13,592.95	\$25,680.00	\$28,380.00	
DEPT 46 COMMUNITY/ECON DEV	\$1,372.75	\$27,715.05	\$13,592.95	\$25,680.00	\$28,380.00	
FUND 445 TIF DISTRICT 5-5 (BURL OAK)	\$1,372.75	\$27,715.05	\$13,592.95	\$25,680.00	\$28,380.00	

CITY OF SARTELL

Revenue Budget Worksheet-2016

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 601 WATER FUND						
DEPT 49 ENTERPRISES						
R 601-49-400-31010 CURRENT AD VALOREM TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-31020 DELINQUENT AD VALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-31910 PENALTIES AND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-32150 WATER CONTRACTOR LICE	\$2,420.00	\$1,760.00	\$1,875.00	\$2,000.00	\$2,000.00	
R 601-49-400-33150 FEDERAL CAPITAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-36210 INTEREST INCOME	\$2,088.57	\$3,112.45	\$3,356.44	\$0.00	\$0.00	
R 601-49-400-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-36260 CONTRIBUTED REVENUE	\$14,302.26	\$65,026.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-37710 WATER SALES	\$1,646,864.58	\$1,534,752.94	\$506,956.17	\$1,896,500.00	\$1,800,000.00	
R 601-49-400-37711 WATER METER SALE	\$24,329.75	\$32,841.41	\$16,046.94	\$25,000.00	\$25,000.00	
R 601-49-400-37713 WATER TURN ON	\$2,485.00	\$2,105.01	\$1,029.25	\$2,500.00	\$2,000.00	
R 601-49-400-37715 OTHER WATER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-37716 WELLHEAD PROTECTION F	\$25,918.21	\$26,351.44	\$2.42	\$25,000.00	\$26,000.00	
R 601-49-400-37760 WATER SALES LATE PENAL	\$20,203.69	\$23,160.28	\$14,834.90	\$20,000.00	\$20,000.00	
R 601-49-400-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-49-400-39410 REFUNDS AND REIMBURSE	\$10,998.98	\$11,995.59	\$0.00	\$0.00	\$0.00	
R 601-49-414-34109 LBG ADMIN REIMBURSEME	\$25,049.56	\$35,615.89	\$22,806.98	\$30,000.00	\$35,000.00	
DEPT 49 ENTERPRISES	\$1,774,660.60	\$1,736,721.01	\$566,908.10	\$2,001,000.00	\$1,910,000.00	
FUND 601 WATER FUND	\$1,774,660.60	\$1,736,721.01	\$566,908.10	\$2,001,000.00	\$1,910,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
<b>FUND 601 WATER FUND</b>						
<b>DEPT 49 ENTERPRISES</b>						
<b>DIV 414 ADMINISTRATION</b>						
E 601-49-414-101 REGULAR WAGES & S	\$22,545.80	\$23,049.02	\$16,584.80	\$23,500.00	\$24,750.00	
E 601-49-414-102 OVERTIME WAGES	\$75.85	\$268.98	\$457.39	\$0.00	\$500.00	
E 601-49-414-121 EMPLOYER CONTRIB	\$1,609.29	\$1,659.46	\$1,278.17	\$1,770.00	\$1,950.00	
E 601-49-414-122 EMPLOYER CONTRIB	\$1,575.50	\$1,562.84	\$1,205.98	\$1,800.00	\$1,950.00	
E 601-49-414-130 EMPLOYEE BENEFIT-I	\$5,382.40	\$5,684.15	\$5,646.84	\$6,400.00	\$6,000.00	
E 601-49-414-135 MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-414-150 WORKERS COMPENS	\$228.84	\$213.11	\$201.50	\$250.00	\$250.00	
E 601-49-414-170 CLOTHING ALLOWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-414-200 OFFICE SUPPLIES	\$0.00	\$195.27	\$67.48	\$500.00	\$500.00	
E 601-49-414-202 BANK & WIRE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-414-203 SOFTWARE/SUPPORT	\$13,864.90	\$15,686.78	\$10,441.24	\$15,000.00	\$17,000.00	
E 601-49-414-240 SMALL TOOLS	\$0.00	\$0.00	\$195.00	\$300.00	\$300.00	
E 601-49-414-305 CONSULTANTS-OTHE	\$5,836.45	\$5,925.23	\$3,747.41	\$6,400.00	\$7,000.00	Locates
E 601-49-414-310 AUDITING	\$2,800.00	\$3,003.97	\$2,900.00	\$2,900.00	\$3,100.00	
E 601-49-414-311 LBG ADMIN FEES	\$28,383.17	\$32,310.50	\$21,824.28	\$30,000.00	\$35,000.00	Pass thru
E 601-49-414-320 COMMUNICATIONS/T	\$123.13	\$189.83	\$66.72	\$200.00	\$200.00	
E 601-49-414-322 POSTAGE	\$40.00	\$20.00	\$50.00	\$0.00	\$0.00	
E 601-49-414-330 TRANSPORTATION/L	\$59.80	\$183.40	\$151.16	\$100.00	\$200.00	
E 601-49-414-340 TRAINING	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	
E 601-49-414-354 PRINTING AND BINDI	\$10,467.12	\$10,410.96	\$5,282.69	\$10,000.00	\$12,000.00	
E 601-49-414-360 COMP LIAB INSURAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-414-401 R & M - OTHER	\$0.00	\$60.00	\$0.00	\$200.00	\$100.00	
E 601-49-414-413 RENTALS	\$300.00	\$300.00	\$150.00	\$350.00	\$350.00	post meter/
E 601-49-414-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	
E 601-49-414-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-414-729 TRANSFER OUT - TO	\$27,313.00	\$31,328.00	\$0.00	\$32,112.00	\$32,914.00	Share of oth
<b>DIV 414 ADMINISTRATION</b>	<b>\$120,605.25</b>	<b>\$132,051.50</b>	<b>\$70,270.66</b>	<b>\$131,882.00</b>	<b>\$144,164.00</b>	
<b>DIV 493 WATER DEPARTMENT</b>						
E 601-49-493-101 REGULAR WAGES & S	\$192,379.30	\$207,010.76	\$148,012.36	\$256,205.00	\$283,133.00	
E 601-49-493-102 OVERTIME WAGES	\$0.00	\$0.00	\$434.75	\$5,000.00	\$5,000.00	
E 601-49-493-112 ON CALL WAGES	\$6,485.30	\$6,450.30	\$4,486.87	\$7,100.00	\$7,500.00	
E 601-49-493-121 EMPLOYER CONTRIB	\$14,640.85	\$15,090.87	\$11,461.50	\$20,100.00	\$22,912.00	
E 601-49-493-122 EMPLOYER CONTRIB	\$14,866.27	\$15,188.29	\$11,065.95	\$20,500.00	\$22,650.00	
E 601-49-493-130 EMPLOYEE BENEFIT-I	\$41,315.99	\$41,047.12	\$32,381.99	\$66,582.00	\$70,600.00	
E 601-49-493-142 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-493-150 WORKERS COMPENS	\$11,051.20	\$10,573.10	\$11,948.00	\$11,500.00	\$13,000.00	
E 601-49-493-170 CLOTHING ALLOWAN	\$2,418.32	\$1,546.44	\$2,807.43	\$3,500.00	\$3,500.00	
E 601-49-493-200 OFFICE SUPPLIES	\$1,135.76	\$497.46	\$792.39	\$1,500.00	\$1,500.00	
E 601-49-493-210 SUPPLIES/MATERIAL	\$17,640.97	\$4,556.86	\$3,514.22	\$10,000.00	\$9,000.00	
E 601-49-493-211 SAFETY SUPPLIES/OS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
E 601-49-493-212 FUELS	\$8,198.35	\$7,901.47	\$819.41	\$9,000.00	\$9,000.00	
E 601-49-493-214 SUPPLIES - ANTHRAC	\$115,608.53	\$97,695.07	\$67,827.61	\$115,000.00	\$115,000.00	
E 601-49-493-227 SUPPLIES/METERS	\$30,925.76	\$34,068.45	\$24,227.59	\$25,000.00	\$35,000.00	
E 601-49-493-240 SMALL TOOLS	\$1,892.16	\$1,803.10	\$813.23	\$1,500.00	\$1,500.00	
E 601-49-493-303 ENGINEERING	\$12,902.62	\$30,888.54	\$6,428.96	\$15,000.00	\$15,000.00	
E 601-49-493-305 CONSULTANTS-OTHE	\$205.95	\$2,188.96	\$170.90	\$6,000.00	\$5,000.00	wellheadpro
E 601-49-493-314 WATER TESTING	\$3,580.00	\$3,649.99	\$2,346.00	\$4,000.00	\$4,000.00	
E 601-49-493-320 COMMUNICATIONS/T	\$9,228.14	\$9,554.00	\$6,212.17	\$12,000.00	\$11,000.00	
E 601-49-493-330 TRANSPORTATION/L	\$785.58	\$1,070.33	\$40.00	\$1,500.00	\$1,500.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 601-49-493-340 TRAINING	\$680.00	\$1,164.50	\$715.00	\$2,200.00	\$2,000.00	
E 601-49-493-350 PUBLICATIONS	\$80.85	\$0.00	\$785.28	\$1,000.00	\$1,000.00	
E 601-49-493-355 PERMITS-MISCELLAN	\$13,791.00	\$13,046.63	\$10,558.22	\$14,500.00	\$14,500.00	
E 601-49-493-360 COMP LIAB INSURAN	\$16,018.80	\$14,035.09	\$14,586.00	\$18,000.00	\$18,000.00	
E 601-49-493-381 UTILITY ELECTRICIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-493-382 UTILITY GAS - WATE	\$13,685.16	\$23,892.67	\$10,162.95	\$24,000.00	\$24,000.00	
E 601-49-493-383 UTILITY GAS	\$539.24	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49-493-384 REFUSE	\$1,181.80	\$1,782.43	\$861.74	\$2,500.00	\$2,000.00	
E 601-49-493-387 UTIL ELEC-WATER PL	\$119,911.22	\$123,021.98	\$55,773.76	\$130,000.00	\$130,000.00	
E 601-49-493-388 UTIL ELEC-WELLS	\$32,819.02	\$32,258.26	\$17,260.91	\$35,000.00	\$35,000.00	
E 601-49-493-389 UTIL ELEC-TOWERS	\$849.80	\$1,171.52	\$881.18	\$3,000.00	\$2,000.00	
E 601-49-493-401 R & M - OTHER	\$32,127.82	\$5,122.08	\$3,889.60	\$5,000.00	\$5,000.00	
E 601-49-493-404 R & M- EQUIPMENT	\$1,161.51	\$1,923.81	\$693.43	\$10,000.00	\$8,000.00	
E 601-49-493-405 R & M - VEHICLES	\$2,274.60	\$4,731.38	\$1,010.05	\$4,500.00	\$4,500.00	
E 601-49-493-406 R & M - BLDG	\$2,093.67	\$1,594.97	\$961.52	\$3,000.00	\$3,000.00	
E 601-49-493-410 R & M-WATER PLANT	\$25,366.51	\$38,074.56	\$14,943.91	\$25,000.00	\$25,000.00	
E 601-49-493-411 R & M-WELLS	\$42,289.83	\$7,777.80	\$0.00	\$37,000.00	\$30,000.00	
E 601-49-493-412 R & M-TOWERS	\$7,760.13	\$14,609.38	\$9,275.80	\$10,000.00	\$14,000.00	
E 601-49-493-413 RENTALS	\$0.00	\$40.00	\$0.00	\$200.00	\$200.00	
E 601-49-493-430 MISCELLANEOUS	\$76.00	\$103.00	\$96.00	\$2,500.00	\$1,000.00	
E 601-49-493-434 DUES & SUBSCRIPTI	\$414.00	\$183.00	\$437.00	\$750.00	\$750.00	
E 601-49-493-445 DEPRECIATION	\$922,409.72	\$923,813.73	\$0.00	\$306,459.00	\$0.00	
E 601-49-493-500 CAPITAL OUTLAY	\$1,370.38	\$28,717.79	\$27,156.48	\$0.00	\$60,000.00	Tower Mixer
E 601-49-493-515 JUDGEMENTS & LOSS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
E 601-49-493-720 TRANSFER OUT	\$586,522.00	\$586,522.00	\$641,522.00	\$641,522.00	\$641,522.00	320,25,28,3
<b>DIV 493 WATER DEPARTMENT</b>	<b>\$2,308,684.11</b>	<b>\$2,315,367.69</b>	<b>\$1,147,362.16</b>	<b>\$1,869,118.00</b>	<b>\$1,659,267.00</b>	
<b>DEPT 49 ENTERPRISES</b>	<b>\$2,429,289.36</b>	<b>\$2,447,419.19</b>	<b>\$1,217,632.82</b>	<b>\$2,001,000.00</b>	<b>\$1,803,431.00</b>	
<b>FUND 601 WATER FUND</b>	<b>\$2,429,289.36</b>	<b>\$2,447,419.19</b>	<b>\$1,217,632.82</b>	<b>\$2,001,000.00</b>	<b>\$1,803,431.00</b>	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 602 SEWER FUND						
DEPT 49 ENTERPRISES						
R 602-49-450-32151 SEWER CONTRACTOR LICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49-450-32287 OTHER PERMITS	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	
R 602-49-450-36210 INTEREST INCOME	\$956.86	\$1,497.84	\$1,106.96	\$0.00	\$0.00	
R 602-49-450-36260 CONTRIBUTED REVENUE	\$34,188.41	\$161,334.00	\$0.00	\$0.00	\$0.00	
R 602-49-450-37810 SEWER CHARGES	\$1,741,589.56	\$1,763,130.39	\$723,009.21	\$1,985,629.00	\$1,900,000.00	
R 602-49-450-37812 OTHER SEWER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49-450-37860 SEWER CHARGES LATE PE	\$17,768.03	\$18,521.43	\$13,698.41	\$17,000.00	\$20,000.00	
R 602-49-450-39203 TRANSFER IN	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$440,000.00	SAC for PFA
R 602-49-450-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 602-49-450-39410 REFUNDS AND REIMBURSE	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	
DEPT 49 ENTERPRISES	\$2,244,502.86	\$2,395,183.66	\$1,187,914.58	\$2,452,629.00	\$2,360,000.00	
FUND 602 SEWER FUND	\$2,244,502.86	\$2,395,183.66	\$1,187,914.58	\$2,452,629.00	\$2,360,000.00	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 602 SEWER FUND						
DEPT 49 ENTERPRISES						
DIV 414 ADMINISTRATION						
E 602-49-414-101 REGULAR WAGES & S	\$22,545.80	\$22,988.00	\$16,584.80	\$23,500.00	\$24,750.00	
E 602-49-414-102 OVERTIME WAGES	\$75.83	\$268.95	\$457.36	\$0.00	\$500.00	
E 602-49-414-121 EMPLOYER CONTRIB	\$1,609.20	\$1,659.45	\$1,278.15	\$1,770.00	\$1,950.00	
E 602-49-414-122 EMPLOYER CONTRIB	\$1,575.26	\$1,623.72	\$1,205.85	\$2,300.00	\$1,950.00	
E 602-49-414-130 EMPLOYEE BENEFIT-I	\$5,505.55	\$5,328.55	\$2,731.69	\$6,400.00	\$6,000.00	
E 602-49-414-150 WORKERS COMPENS	\$228.84	\$213.11	\$201.50	\$250.00	\$250.00	
E 602-49-414-170 CLOTHING ALLOWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-414-200 OFFICE SUPPLIES	\$0.00	\$14.99	\$0.00	\$0.00	\$0.00	
E 602-49-414-202 BANK & WIRE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-414-203 SOFTWARE/SUPPORT	\$13,563.50	\$14,541.45	\$9,212.70	\$15,000.00	\$16,000.00	
E 602-49-414-240 SMALL TOOLS	\$0.00	\$0.00	\$195.00	\$0.00	\$200.00	
E 602-49-414-305 CONSULTANTS-OTHE	\$0.00	\$3.97	\$0.00	\$0.00	\$0.00	
E 602-49-414-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-414-310 AUDITING	\$2,800.00	\$2,900.00	\$2,900.00	\$2,900.00	\$3,100.00	
E 602-49-414-320 COMMUNICATIONS/T	\$123.06	\$104.81	\$66.67	\$200.00	\$200.00	
E 602-49-414-322 POSTAGE	\$0.00	\$20.00	\$0.00	\$50.00	\$50.00	
E 602-49-414-330 TRANSPORTATION/L	\$59.79	\$25.76	\$60.38	\$500.00	\$500.00	
E 602-49-414-340 TRAINING	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	
E 602-49-414-354 PRINTING AND BINDI	\$10,441.43	\$10,360.93	\$5,282.66	\$10,000.00	\$12,000.00	
E 602-49-414-360 COMP LIAB INSURAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-414-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	
E 602-49-414-413 RENTALS	\$300.00	\$300.00	\$150.00	\$350.00	\$350.00	post meter/
E 602-49-414-430 MISCELLANEOUS	\$0.00	\$20.00	\$0.00	\$100.00	\$100.00	
E 602-49-414-729 TRANSFER OUT - TO	\$27,313.00	\$31,328.00	\$0.00	\$32,112.00	\$32,914.00	Share of oth
DIV 414 ADMINISTRATION	\$86,141.26	\$91,701.69	\$40,326.76	\$96,132.00	\$101,514.00	
DIV 496 SEWER MAINTENANCE						
E 602-49-496-101 REGULAR WAGES & S	\$75,168.35	\$79,188.20	\$49,391.40	\$80,899.00	\$105,000.00	
E 602-49-496-102 OVERTIME WAGES	\$0.00	\$323.56	\$0.00	\$500.00	\$500.00	
E 602-49-496-104 TEMPORARY WAGES	\$4,137.38	\$2,886.63	\$3,933.00	\$6,120.00	\$6,800.00	
E 602-49-496-112 ON CALL WAGES	\$6,485.22	\$6,450.22	\$4,486.82	\$7,100.00	\$6,700.00	
E 602-49-496-121 EMPLOYER CONTRIB	\$5,925.89	\$6,102.87	\$4,040.97	\$6,650.00	\$8,800.00	
E 602-49-496-122 EMPLOYER CONTRIB	\$6,507.36	\$6,425.94	\$4,320.08	\$7,210.00	\$9,165.00	
E 602-49-496-130 EMPLOYEE BENEFIT-I	\$2,522.58	\$9,982.02	\$7,676.27	\$10,500.00	\$17,450.00	
E 602-49-496-135 MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-496-142 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-496-150 WORKERS COMPENS	\$3,944.64	\$4,743.14	\$4,537.00	\$5,500.00	\$5,500.00	
E 602-49-496-170 CLOTHING ALLOWAN	\$196.90	\$234.62	\$788.32	\$400.00	\$850.00	
E 602-49-496-210 SUPPLIES/MATERIAL	\$89,116.52	\$49,712.45	\$30,189.98	\$138,500.00	\$80,000.00	bioxide
E 602-49-496-212 FUELS	\$3,980.85	\$3,973.10	\$1,406.22	\$4,000.00	\$4,000.00	
E 602-49-496-240 SMALL TOOLS	\$260.67	\$687.42	\$351.26	\$1,000.00	\$1,000.00	
E 602-49-496-303 ENGINEERING	\$12,666.61	\$24,143.09	\$19.12	\$16,000.00	\$16,000.00	Contract+
E 602-49-496-305 CONSULTANTS-OTHE	\$4,092.00	\$5,038.75	\$2,998.55	\$4,500.00	\$5,000.00	
E 602-49-496-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-496-320 COMMUNICATIONS/T	\$2,468.27	\$3,816.58	\$2,085.66	\$2,750.00	\$4,000.00	
E 602-49-496-330 TRANSPORTATION/L	\$747.63	\$385.01	\$0.00	\$1,000.00	\$1,000.00	
E 602-49-496-340 TRAINING	\$720.00	\$712.50	\$0.00	\$1,000.00	\$1,000.00	
E 602-49-496-350 PUBLICATIONS	\$0.00	\$74.97	\$0.00	\$500.00	\$500.00	
E 602-49-496-355 PERMITS-MISCELLAN	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	
E 602-49-496-360 COMP LIAB INSURAN	\$17,230.16	\$20,833.86	\$24,858.00	\$22,000.00	\$26,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
E 602-49-496-381 UTILITY ELECTRICIT	\$42,451.59	\$39,787.19	\$18,334.73	\$50,000.00	\$45,000.00	
E 602-49-496-383 UTILITY GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-496-401 R & M - OTHER	\$54,502.31	\$120,134.45	\$4,885.17	\$50,000.00	\$75,000.00	LS #8
E 602-49-496-404 R & M- EQUIPMENT	\$9,523.40	\$44,660.93	\$461,926.44	\$191,450.00	\$200,000.00	SC bonds
E 602-49-496-405 R & M - VEHICLES	\$1,684.56	\$283.71	\$1,641.69	\$4,000.00	\$4,000.00	
E 602-49-496-406 R & M - BLDG	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	
E 602-49-496-413 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-496-415 LEASES- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-496-430 MISCELLANEOUS	\$69.00	\$23.00	\$69.00	\$500.00	\$500.00	
E 602-49-496-434 DUES & SUBSCRIPTI	\$25.00	\$0.00	\$25.00	\$500.00	\$500.00	
E 602-49-496-500 CAPITAL OUTLAY	\$0.00	\$37,019.18	\$27,156.49	\$442,000.00	\$50,000.00	3rd portable
E 602-49-496-515 JUDGEMENTS & LOSS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
E 602-49-496-611 INTEREST	\$224,596.00	\$237,164.88	\$0.00	\$0.00	\$250,000.00	
E 602-49-496-720 TRANSFER OUT	\$260,000.00	\$260,000.00	\$250,000.00	\$250,000.00	\$255,000.00	320,326,33
E 602-49-496-729 TRANSFER OUT - TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>DIV 496 SEWER MAINTENANCE</b>	<b>\$830,022.89</b>	<b>\$964,788.27</b>	<b>\$905,221.17</b>	<b>\$1,307,579.00</b>	<b>\$1,182,265.00</b>	
<b>DIV 497 SEWER DISPOSAL</b>						
E 602-49-497-315 TREATMENT	\$570,080.05	\$605,170.38	\$307,146.96	\$570,000.00	\$610,000.00	
E 602-49-497-355 PERMITS-MISCELLAN	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	
E 602-49-497-416 LEASES-OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-497-430 MISCELLANEOUS	\$1,559.00	-\$1,559.00	\$0.00	\$0.00	\$0.00	
E 602-49-497-445 DEPRECIATION	\$596,113.27	\$606,210.72	\$0.00	\$0.00	\$0.00	
E 602-49-497-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-49-497-610 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$550,000.00	\$0.00	PFA-WWTP
E 602-49-497-611 INTEREST	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	PFA-WWTP
<b>DIV 497 SEWER DISPOSAL</b>	<b>\$1,167,752.32</b>	<b>\$1,209,822.10</b>	<b>\$307,246.96</b>	<b>\$1,320,000.00</b>	<b>\$610,000.00</b>	
<b>DEPT 49 ENTERPRISES</b>	<b>\$2,083,916.47</b>	<b>\$2,266,312.06</b>	<b>\$1,252,794.89</b>	<b>\$2,723,711.00</b>	<b>\$1,893,779.00</b>	
<b>FUND 602 SEWER FUND</b>	<b>\$2,083,916.47</b>	<b>\$2,266,312.06</b>	<b>\$1,252,794.89</b>	<b>\$2,723,711.00</b>	<b>\$1,893,779.00</b>	

**CITY OF SARTELL**  
**Revenue Budget Worksheet-2016**

Account Descr	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 603 STORMWATER FUND						
DEPT 49 ENTERPRISES						
R 603-49-850-36210 INTEREST INCOME	\$185.47	\$99.30	\$290.87	\$0.00	\$0.00	
R 603-49-850-36250 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 603-49-850-36260 CONTRIBUTED REVENUE	\$0.00	\$29,400.00	\$0.00	\$0.00	\$0.00	
R 603-49-850-37910 STORMWATER CHARGES	\$338,806.53	\$358,301.82	\$150,416.80	\$391,000.00	\$400,000.00	
R 603-49-850-37960 STORM CHARGES LATE PE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 603-49-850-39101 SALE OR LOSS OF PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 603-49-850-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 603-49-850-39310 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 603-49-850-39410 REFUNDS AND REIMBURSE	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 49 ENTERPRISES	<u>\$341,492.00</u>	<u>\$387,801.12</u>	<u>\$150,707.67</u>	<u>\$391,000.00</u>	<u>\$400,000.00</u>	
FUND 603 STORMWATER FUND	<u>\$341,492.00</u>	<u>\$387,801.12</u>	<u>\$150,707.67</u>	<u>\$391,000.00</u>	<u>\$400,000.00</u>	

**CITY OF SARTELL**  
**Expenditure Budget Worksheet-2016**

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
FUND 603 STORMWATER FUND						
DEPT 49 ENTERPRISES						
DIV 850 STORM UTILITY						
E 603-49-850-104 TEMPORARY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	Seasonal MS
E 603-49-850-122 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 603-49-850-210 SUPPLIES/MATERIAL	\$108.63	\$366.05	\$0.00	\$1,000.00	\$1,000.00	
E 603-49-850-303 ENGINEERING	\$22,108.77	\$10,856.87	\$694.50	\$28,000.00	\$15,000.00	
E 603-49-850-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 603-49-850-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 603-49-850-310 AUDITING	\$2,800.00	\$2,900.00	\$2,900.00	\$2,900.00	\$3,100.00	
E 603-49-850-320 COMMUNICATIONS/T	\$439.89	\$279.93	\$0.00	\$1,000.00	\$500.00	
E 603-49-850-340 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 603-49-850-350 PUBLICATIONS	\$177.87	\$0.00	\$0.00	\$400.00	\$400.00	
E 603-49-850-355 PERMITS-MISCELLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 603-49-850-401 R & M - OTHER	\$14,278.31	\$58,376.80	\$9,221.25	\$30,000.00	\$30,000.00	
E 603-49-850-430 MISCELLANEOUS	\$346.00	\$0.00	\$0.00	\$500.00	\$500.00	
E 603-49-850-434 DUES & SUBSCRIPTI	\$2,889.00	\$2,889.00	\$4,706.00	\$4,000.00	\$5,000.00	CMWEA
E 603-49-850-445 DEPRECIATION	\$412,207.07	\$412,339.53	\$0.00	\$69,000.00	\$0.00	
E 603-49-850-500 CAPITAL OUTLAY	\$0.00	\$317.80	\$4,419.95	\$0.00	\$0.00	
E 603-49-850-720 TRANSFER OUT	\$221,578.00	\$221,578.00	\$221,578.00	\$221,578.00	\$221,578.00	320,22,25,2
E 603-49-850-729 TRANSFER OUT - TO	\$27,313.00	\$31,328.00	\$0.00	\$32,112.00	\$32,914.00	
DIV 850 STORM UTILITY	\$704,246.54	\$741,231.98	\$243,519.70	\$390,490.00	\$318,992.00	
DEPT 49 ENTERPRISES	\$704,246.54	\$741,231.98	\$243,519.70	\$390,490.00	\$318,992.00	
FUND 603 STORMWATER FUND	\$704,246.54	\$741,231.98	\$243,519.70	\$390,490.00	\$318,992.00	

CITY OF SARTELL

Fee Schedule

Type	2015	Proposed 2016	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	\$7	Community events, subject to City approval; price per day, plus tax
Plus set up/admin fee	\$10	\$10	administrative fee, plus tax
Pinecone Road Sign Rental - bottom sign panel - advertisements	\$2,400/year	\$2,400/year	Plus tax; all signs subject to City approval
	\$1,500/6 mos	\$1,500/6 mos	
	\$900/3 mos	\$900/3 mos	
	\$350/1 mo	\$350/1 mo	
	\$100/week	\$100/week	
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
	\$100 pickup; + postage to ship	\$100 pickup; + postage to ship	4 books

CITY OF SARTELL

Fee Schedule

Type	2015	Proposed 2016	Comments
Special Assessment Search	\$15; \$20 same day	\$15; \$20 same day	Written request required; per parcel
Municipal Subsidy Application	\$5,000	\$5,000	Deposit, <b>plus actual costs</b>
<b>ANIMALS</b>			
Animal <del>Animal</del> Dog License - 4 mos. or older	\$30	<b>\$20</b>	Current rabies vaccine - unspayed
Animal <del>Animal</del> Dog License - 4 mos. or older	\$15	<b>\$10</b>	Current rabies vaccine - spayed
Animal <del>Animal</del> Dog License - purchased after June 1	\$40	<b>\$30</b>	Current rabies vaccine - unspayed
Animal <del>Animal</del> Dog License - purchased after June 1	\$25	<b>\$15</b>	Current rabies vaccine - spayed
Duplicate animal <del>dog</del> license	\$5	\$5	
Impounding Fee - per licensed animal	\$50 + impound fees	\$50 + impound fees	1st offense/license year <del>6/1-5/31</del>
<del>or animal not requiring license</del>	\$60 + impound fees	\$60 + impound fees	2nd offense/license year <del>6/1-5/31</del>
	\$85 + impound fees	\$85 + impound fees	3rd offense/license year <del>6/1-5/31</del>
Impounding Fee - per unlicensed <del>dog</del> or non-resident animal *	\$70 + impound fees	\$70 + impound fees	1st offense/license year <del>6/1-5/31</del>
* must get <del>dog</del> license prior to release if City resident	\$85 + impound fees	\$85 + impound fees	2nd offense/license year <del>6/1-5/31</del>
	\$115 + impound fees	\$115 + impound fees	3rd offense/license year <del>6/1-5/31</del>
Potentially Dangerous Dog License	NEW	\$100	per year - in addition to dog license
Dangerous Dog License	NEW	\$100	per year - in addition to dog license & potentially dangerous dog license
Kennel License <del>grandfathered in</del> - 3+ dogs over 4 mos. of age *	\$65	\$65	<b>Annual fee - each dog must also be separately licensed</b>
*each dog must be licensed	\$125	\$125	4 dogs total - annual fee
	\$180	\$180	5 or more dogs total - annual fee
<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
Cremation	\$375	\$375	Includes \$100 admin
Open & Close Grave ( <b>Winter Rates</b> )	Per contract + \$100	Per contract + \$100	Contract pricing subject to change

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
Adult	\$725	\$725	Includes \$100 admin
Infant (up to 3 feet)	\$500	\$500	Includes \$100 admin
Cremation	\$500	\$500	Includes \$100 admin
Sunday or holiday burial surcharge	\$75	\$75	
Monument and Marker Foundations	\$50	\$50	
<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
	\$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+

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
Inspections - other than normal business hours	\$60	\$60	per hour - 1 hr min
Inspections - other/miscellaneous/re-inspections	\$30	\$30	per hour - 1 hr min
Building Plan Review Fee	65% of permit fee 25% of permit fee 50% of permit fee	65% of permit fee 25% of permit fee 50% of permit fee	Comm/Ind/Multi-Family Only New Single Family Construction Only Other residential (additions, decks, etc)
House/Large Object Moving Permit	25% of permit fee Based upon valuation; \$100 minimum \$100	25% of permit fee Based upon valuation; \$100 minimum \$100	Residential - similar plans 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)
	\$75	\$75	Comm/Ind/Multi-Family/Development Sites
Shingle Replacement Permit	\$70	\$70	
Window Replacement Permit	\$70	\$70	
Door Replacement Permit	\$70	\$70	
Siding Replacement Permit	\$70	\$70	
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	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	

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
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	
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	
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	

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
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	\$30	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	
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;	\$35/hole plus \$35 per 100 lineal feet up to 400 feet;	Excavation Permit
	\$25 per 100 feet beyond 400	\$25 per 100 feet beyond 400	
	\$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 after	\$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

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
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
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)

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
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
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	

CITY OF SARTELL

Fee Schedule

Type	2015	Proposed 2016	Comments
<b>FIRE DEPARTMENT</b>			
Sale of consumer fireworks - inside a building		\$100	Annual
Sale of consumer fireworks - outside a bldg		\$350	Annual
Pyrotechnic Displays - seasonal	NEW	\$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
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
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

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
<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
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 State: \$5,000	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>LIQUOR - INTOXICATING</b>			
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	Prorated to quarters - no refunds On initial application only

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
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
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</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.)

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
Lions Park Gazebo - resident	\$25	\$25	Per hour; Rental form & liquor form (if applic.)
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 required on all parks
Damage Deposit	\$100	\$100	
<b>POLICE</b>			
Photocopies (first 100 pages)	\$.25/page	\$.25/page	PLUS \$16/hour
Photocopies (after 100 pages)	\$.15/page	\$.15/page	
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

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
Parking Violation - Fire Hydrant/Lane	\$25	\$25	Plus \$5 late fee if not paid w/in 7 days
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	2 hour min
Special Event Services - reserve officer	\$20/hour	\$20/hour	2 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	

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
<b><i>PUBLIC WORKS</i></b>			
Dump truck (w/operator)	\$160	\$160	per hour; 1 hour minimum
Tractor (w/operator)	\$160	\$160	per hour; 1 hour minimum
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
<b>Picnic Table Delivery Fee</b>	<b>NEW</b>	<b>\$50</b>	<b>Per hour, per City staff person; Only available in off season (Oct-March)</b>
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><i>RENTAL DWELLINGS</i></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><i>UTILITY SERVICE FEES</i></b>			
<b>Sanitary Sewer Service Rates:</b>			
<b>Service Charge</b>			
Residential & churches, convents, elem & high schools, mobile homes, nursing homes & nursing apartments	\$4.13 per 100 cubic feet	<b>\$4.29</b> 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

CITY OF SARTELL

Fee Schedule

Type	2015	Proposed 2016	Comments
Commercial	\$4.13 per 100 cubic feet	<b>\$4.29</b> per 100 cubic feet	Volume calculated as 100% of the current bi-monthly water usage
Large industrial - Dezurik, Verso, Grede	\$4.13 per 100 cubic feet	<b>\$4.29</b> per 100 cubic feet	Volume calculated at 100% of sewage discharge into system
Excess Sewer Strength beyond domestic strength	actual	actual	per charge from treating agency
Sewer Availability Charge (SAC)	\$2,732	<b>\$2,814</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	\$13.80 \$2.30 per 100 cubic feet	<b>\$14.34</b> <b>\$2.39</b> per 100 cubic feet	Minimum charge - first 600 c.f. above 600 c.f.
Service Charge - seniors 65 + old; <b>only for pre-2009 accounts which were grandfathered in</b>	\$6.90	<b>\$7.17</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	
Delinquent payment fee	\$10 or 10%	\$10 or 10%	of past-due balance: higher of the two
Red Tag fee	\$10	\$10	Charged if property red tagged for late payment - in addition to initial delinquent payment fee of \$10 or 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	
Requested water turn-on/off: after hours	\$50/hour	\$50/hour	Two hour minimum charge
Water tap in	\$175	\$175	

CITY OF SARTELL

Fee Schedule

Type	2015	Proposed 2016	Comments
Water Availability Charge (WAC)	\$3,395	\$3,497	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
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	\$13.00	\$13.50	4 units or less; per account per billing
Storm Utility - Commercial/Multi/Other	\$30.00	\$31.00	5 or more resid/all C/I; per account per bi-monthly billing

**CITY OF SARTELL**

**Fee Schedule**

<b>Type</b>	<b>2015</b>	<b>Proposed 2016</b>	<b>Comments</b>
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**Exhibit A**

Sample Trunk Charge Calculations

Sample Parcel:

Total Parcel Area

Dedicated Right of Way

Delineated Wetlands

Existing Water Body easement (ditch, pond, etc.)

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**

**Original Adopted: August 24, 2009**

**Update Adopted: July 23, 2012**

**Update Adopted: December 10, 2012**

**Update Adopted: December 9, 2013**

**Update Adopted: December 8, 2014**

**Update Adopted: December 14, 2015**



## *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 capital improvement plan and implementation of that plan to provide the infrastructure which diversified the City's tax base has been instrumental in the City's bond rating. The FMP starts with that groundwork and develops a unified financial planning document to ensure the City's financial ability to carry out the comprehensive 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 annual transfers include the Fire Equipment Fund, Police Equipment Fund, Public Works Equipment Fund, Building Fund, Technology Fund, Park Fund (in non-election years only), 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 the constant 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



## ***Financial Management Plan***

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exempt debt levies, but not planned capital funding to avoid that debt, **levy limit rules will be 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



## ***Financial Management Plan***

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and level, at the lowest interest rate possible, allows the most efficient management of the tax levy.

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 full costs of various service levels.
2. Assist with sound management of the City government by providing accurate and timely information on financial condition.
3. 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. Provide essential public facilities and prevent deterioration of the City's infrastructure including its public facilities and capital infrastructure such as roads and parks.
7. Protect and enhance the City's credit rating.
8. Provide a systematic process for evaluating the effect of proposed significant projects.
9. To 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 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 fund and maintain the current level of services provided to citizens. It is a snap shot of the costs of government to fund the status quo.

### **Growth Projections**

Sartell will continue to grow due to its proximity to both St. Cloud and the Twin Cities. With adequate capacity in the City's infrastructure, the City is prepared 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 2015-2020. These new homes are estimated to have an average value of \$212,564.
- b. Approximately 700 new multi-family units between 2015 and 2020.
- 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 2014, the City's unassigned General Fund Balance was \$2,802,437, or 58.13%, of General Fund expenditures for 2014 and 45.07% of budgeted 2015 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



## **Financial Management Plan**

maintain a healthy operating reserve.

### **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 annual transfers into Fund 211 using general fund and beautification fund in alternating 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:

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



## **Financial Management Plan**

<b>Celebration Park</b>	Regional - 4	2005 Playground Equipment Existing Wading Pool & Shelter Add trees 2016	2016 add trees	2016 General 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 Trails, Memorial Park, Lights, 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 2016	2016 add trees	2016 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 Park</b>	Neighborhood - 4	Greenway only		



## Financial Management Plan

<b>North Side Park</b>	Regional - 5	1995 Playground equip; 2002 Disc Golf; existing Champion Field; existing Tennis Courts Champion Field concession/restrooms – 2014 2016 tennis court maint		2014: Sales tax 2016: General Park fund
<b>Oak View Pond Park</b>	Neighborhood - 6	Greenway only		
<b>Pinecone Central Park</b>	Regional - 4	2015 dog park 2016 – 20???: Add parking; complete additional fields 2016 Add playground equipment		Sales Tax & private fundraising
<b>Pinecone Regional Park</b>	Regional - 3	2004 Outdoor Rink/ Shelter 2016 Add more parking; 2016? Add 2 <sup>nd</sup> sheet of ice; new park name Future: Skatepark location?		2016: Park District 3 & Sales Tax; private fundraising for 2 <sup>nd</sup> sheet of ice
<b>Pine Lakes Park (formerly referred to as FranGen Park)</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 Park</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	2016 – pedestrian bridge 2016 - Additional Land Acquisition?		State funds
<b>Stonebrook Estates Park</b>	Neighborhood - 4	Greenway only		



**Financial Management Plan**

<b>Tiffany Meadows Park</b>	Neighborhood - 4	Greenway only		
<b>Val Smith Park</b>	Regional - 6	1993 Picnic shelter; 1994 BB & Tennis courts; 1999 & 2001 playground equip; 2006-2009 ballfield improvements, bleachers 2014/15 New Shelter 2016 Add shelter logo; reconstruct one tennis & improve BB court		2014/15 Sales Tax  2016 Park District 6 Fund
<b>Watab Creek Parks North &amp; South</b>	Regional - 2	1998/99 playground equip; existing wading pool, shelter, poolhouse, tennis courts 2016 access, parking & shelter upgrades		2016 Sales tax & Park District 2 Fund
<b>Wilds Parks North &amp; South</b>	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. The City’s goal of reduced reliance on this Fund is not achieved within this Plan. Spreadsheet projections of the Beautification Fund are attached as Exhibit D.

**Fund 223 - Lodging Tax:** 95% of the lodging tax revenues are paid to the St. Cloud Area Convention and Visitor’s Bureau to fund area-wide promotions; starting in 2016 we may pay part to SCACVB and part to other vendors/contractors capable of promoting tourism and carrying out visitor’s bureau duties. The other 5% is used to assist Sartell initiatives such as Sartell’s Centennial celebration and an annual contribution toward SummerFest.

**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.



## **Financial Management Plan**

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

**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.

Utility Facility	Year of Install/Replace	Cost Estimate	Source of Funds
<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>	Expansion is development driven; date uncertain	\$4,600,000	20 year DS not currently budgeted from WAC Fund
<b>6 MGD WTP, Wells 14, 15 &amp; 16, and SW Trunk Watermain</b>	2007/2008	\$12 million	20 year DS WAC fund



## Financial Management Plan

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	2010: \$75,000 2012: \$486,000	Water Utility Fund
400,000 Gallon East Water Storage Tank	1987 Construction 2005 Maintenance 2018 Rehab		Water Utility Fund
500,000 Gallon Water Storage Tank – Huntington 1 <sup>st</sup>	1999 Construction 2020 Rehab	\$400,000	Water Utility Fund
Ditches and Ponds	Annual survey for needs		
St. Cloud WWTP	2010 and 2022? Timing of 2 <sup>nd</sup> expansion uncertain based on growth	2010: \$9,400,000 2022: \$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
Portable Generators	3 as of 2014	\$60,000	Sewer Utility Fund
Additional Conveyance Capacity from St. Cloud & Forcemain	2022	\$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; 2022 Rebuild	\$50,000 2022: \$600,000	20 year DS combined with WWTP expansion from SAC
LS #3 Riverside/7 <sup>th</sup> Lift Station (pumps are replaced from ops budget)	Upgrade in 2015	\$75,000	SAC Fund



## Financial Management Plan

Utility Facility	Year of Install/Replace	Cost Estimate	Source of Funds
LS #4 Watab Creek Lift Station (east of Rolling Green) (pumps are replaced from ops budget)		Rotational rehab	Sewer Utility Fund
LS #5 3 <sup>rd</sup> Ave. N. Lift Station	Eliminated with	2008 street	reconstruction project
LS #6 Ridge Road Lift Station (pumps are replaced from ops budget)	Control panel work in 2015	\$28,000	SAC Fund
LS #7 Riverside 1500 Block Lift Station (pumps are replaced from ops budget)		Rotational rehab	Sewer Utility Fund
LS #8 15 <sup>th</sup> Ave./3 <sup>rd</sup> St Lift Station (pumps are replaced from ops budget)		2016 rehab	Sewer Utility Fund
LS #9 7 <sup>th</sup> Ave. S/Edinburgh Lift (pumps are replaced from ops budget)		2017 rehab	Sewer Utility Fund
LS #10 (former LS#1) (pumps are replaced from ops budget)		Rotational rehab	Sewer Utility Fund
LS #11 27 <sup>th</sup> St. – Water Plan (pumps are replaced from ops budget)t	Old #11 Elim; this is new #11 Countryside	\$900,000 for LS/main to Countryside?	
LS #12 Watab Creek Lift Station (west of Pine Cone) (pumps are replaced from ops budget)	2014 Upgrade	\$75,000	SAC Fund
LS #13 (New – Bakers Lake – development driven)	2021?	\$532,000	SAC Fund
Replace or remove utility bridge; upgrade Sewer Across River	2017 w/East Side streets – hold for AIM redev plan	\$600,000?	Unfunded at this time

**Fund 241 - Sales Tax Fund:** The \$1,600,000 remaining for community resource facilities are combined in the sales tax extension bonding for 2016 community center, with that \$1.6 allocation used toward the community resource facilities components – senior center, meeting rooms, etc. Future sales tax collections will be split between transportation and community amenity improvements as authorized by the 2014 ballot questions. Projections using a 3% inflator on the sales tax extension result in a little over \$33 million in collections over the 20 year extension. A portion of the roadway 50% has been used toward Pinecone Road improvements, using tax abatement levy to be repaid back into the general fund from sales tax collections starting in 2020. The 50% amenities portion, combined with the \$1.6 million community resources facilities collections out to 2018, can fund about \$12.5 million in 2016/2017 bonds. These estimates can be updated annually and growth in the early years can change the 3% projections dramatically so Council can make updates to capital plans based on updated projections each year.

**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 community facilities, including City Hall/administration buildings, public safety buildings, public works facilities, parks, trails, and other



## **Financial Management Plan**

recreational facilities. 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 to be reconstructed in 2020, and a public works building expansion that can be used for public safety storage in the interim is planned for 2018. 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: (New in 2006)</b>	1. 2006 2. Expansion in 2018?	1. \$2,200,000 2. \$1,000,000	1. 20 year Bldg Fund debt 2. 10 year Bldg Fund debt
<b>Public Utilities Building</b>	Acquired in 2005		
<b>Compost Site Storage Bldg</b>	Unscheduled		
<b>Community Center</b>	2016	\$11 million	Sales Tax

**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



## **Financial Management Plan**

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.

**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. The cash flow for this Fund showing budgeted rotations and additions is attached as Exhibit I:

<b>Equipment</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
2005 Tasers	Purchase 7 in 2015	\$7,000	Grant or Other
2006 Laser Speed-Reading Device			Grant or Other
2007 Speed Trailer			Grant or Other
Opticoms			Grant or Other
Squad video cameras	2014/2019		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	2015	\$25,000	Police Equip Fund
1998 GMC Safari Van (Fixed asset PDV 16); DARE #6	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. **(Longer term growth may make a platform truck important to public safety and our ISO rating – pricing on that is in the \$1.5 million range):**

<b>Equipment</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
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



**Financial Management Plan**

<b>Equipment</b>	<b>Year of Install/Replace</b>	<b>Cost Estimate</b>	<b>Source of Funds</b>
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
Unit #18: 1995 EZ Loader	2014	\$2,500	Fire Equip Fund
Unit #19: 1995 Zodiac Boat & Mercury Motor	2014	\$15,500	Fire Equip Fund
Unit 25: 1995 Freightliner Tanker	2025	\$222,342	Fire Equip Fund
Unit 26: 1991 Ford F350 4x4 Pickup Grass Rig	2021	Equipment only: \$68,874	DNR: truck Equip: Fire Equip Fund
Engine 22: 1990 Freightliner Pumper	2020	\$450,000	Fire Equip Fund
Unit 20: 1988 GMC Value Van	2015	\$145,000	Fire Equip Fund
Unit 23: 1985 Ford Tanker	WILL NOT BE REPLACED	BUT WILL BE	MAINTAINED
Old #27: DNR owned 1977 Dodge Brush Rig			
Unit 27: 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 Bultright 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 adds one smaller plow truck in 2016. The City 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 replace or add a vehicle or two every year – pickups w/plows are planned for a 7 year life and others a 12 year life. 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 of \$5,000-\$10,000 is used 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:



## Financial Management Plan

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
2016 Add Plow Truck	2016	\$180,000 (smaller)	PW Equip Fund
2011 Freightliner Plow Truck PWV 044	2028	\$230,000	PW Equip Fund
2007 Sterling Plow Truck PWV 032	2024	\$220,000	PW Equip Fund
2005 Sterling Plow Truck PWV 027	2022	\$210,000	PW Equip Fund
2003 Sterling Plow Truck PWV 003	2020	\$250,000	PW Equip Fund
2000 Sterling Plow Truck PWV 006	2017	\$200,000	PW Equip Fund
1991 Ford Plow Truck PWV 008	2014/2031	\$200,000	PW Equip Fund
1991 Isuzu Dump Truck PWV 036	Acquired in 2008	w/golf course	Purchase
2018 Pickup (addition to fleet)	2018	\$30,000	PW Equip Fund
2014 Ford F350 Pickup			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	2025	\$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	2015	\$30,000	PW Equip Fund
2004 Chevy ¾ ton w/plow PWV 020	2014	\$30,000	PW Equip Fund
2003 Chevy ½ ton PWV 025	2016	\$28,000	Water/Sewer
2000 Chevy ½ ton PWV 005	2015	\$28,000	Water/Sewer
1998 Chevy S-10 PWV 030	2013	\$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	\$200,000	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			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



**Financial Management Plan**

Equipment	Year of Install/Replace	Cost Estimate	Source of Funds
2013 Wildcat Pothole patcher			PW Equip Fund
2003 Sterling Jet Vac 2100 PWV 016	2015	\$350,000	Sewer Fund
2002 Tractor/Mower JD 235	2022		Beautification
2000 Brush Chipper			Beautification
1994 Caterpillar Loader	2015/2030	\$230,000-\$245,000	PW Equip Fund
1991 Chevy Crane Truck PWV 009	Won't be	Replaced	
Current Year Tractors/Mowers	Trade in every year		Beautification

**Fund 415 - Technology Fund:** The City has a goal of sufficient funding for technology purchases to put Sartell in the forefront for automated citizen access to information and services. However, most computers and tablets are below our capitalization threshold and so they are not itemized here. Instead, decisions on rotation of such items approximately every 4 years 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
Verso/AIM Site Siren	2018?	\$20,000?	Siren 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. \$15,000	Siren 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 plan through the City’s engineering firm in 2014 and plans to follow the recommendations of that plan for maintenance and reconstruction. Sealcoating and overlays are planned as street maintenance to be paid from an annual General Fund expenditure. Streets requiring reconstruction or widening/extension will be funded using sales tax, MSA, and/or Street Fund capital dollars. The City’s projected cost share of such 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
CR 120/CSAH 1	2009 Reconstruct	\$5,357,000	Assess, County, Utility Fund
Heritage Drive, Roberts Road (PCR to Heritage), partial 50 <sup>th</sup> and 23 <sup>rd</sup> St.	2009/2010	\$8,750,000	Sales Tax, Street Fund, MSA, Assess



## Financial Management Plan

Project	Year of Install/Replace	Cost Estimate	Source of Funds
Priority Reconstructs #1: East Side Streets	2017/2018 or 2018/2019	\$8,349,000	Assessment & Street Funds – no budget yet from utilities
Pinecone Road Phase 1	2015	\$5,500,000	Abatement with sales tax reimbursement
Pinecone Road Phases 2 & 3	2019	\$5,000,000?	Street Fund
27 <sup>th</sup> Street North	2016 or later, depending on final LeSauk/Heritage cost	\$750,000	MSA
4 <sup>th</sup> Ave. S (Heritage to 2 <sup>nd</sup> St. S.)	2017	\$3,000,000	Federal funding and MSA
Rest of 50 <sup>th</sup> Ave. reconstruct	Potential State bonding or decide sales tax priority	\$4,000,000?	Undetermined
Heritage/LeSauk Roundabout	2016	\$4,000,000	Street reconstruct bonds repaid w/MSA
23 <sup>rd</sup> Street extension – 50 <sup>th</sup> to PCR	2016 or later, depending on final LeSauk/Heritage cost	\$1,322,000	Street Fund
19 <sup>th</sup> Ave./65 <sup>th</sup>	Unscheduled	\$2+ million	Sales Tax or street fund?
15 <sup>th</sup> Street North extension	Unscheduled	??	Sales Tax or street fund?
Dehler extension to 50 <sup>th</sup>	Unscheduled	\$1,292,000	Unfunded at this time
Dehler extension 50 <sup>th</sup> to PCR	Unscheduled	\$2,435,000	Unfunded at this time
Roberts Road West (PCR to west of CR 4)	Unscheduled	\$4.6+ million	Unfunded at this time
Roberts Road East (Heritage to CR 1)	Unscheduled	\$2+ million	Unfunded at this time

**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 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



## ***Financial Management Plan***

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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 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



## ***Financial Management Plan***

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.

### **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	0.38%
\$100,000	\$17	0.75%
\$150,000	\$26	1.15%

Based on payable 2015 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 2015 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

## Exhibit C

### Sartell Park Funds

	<u>Revenues</u>	<u>Expenditure</u>	<u>Balance</u>	
<b>Fund 211 - Park Fund</b>				
2014 Starting Balance			\$6,559	
2014 Beautification Fund Transfer	\$20,000		\$26,559	
2014 Additional Summer Rec funding		\$10,000	\$16,559	
2014 Donations	\$4,725		\$21,284	
2014 Roundup Contributions	\$3,000		\$24,284	
2014 Mill Materials for bike racks, etc		\$10,500	\$13,784	
2014 Misc		\$3,001	\$10,783	
2015 Roundup Contributions	\$3,000		\$13,783	
2015 Non-Election Year Levy	\$18,000		\$31,783	
2015 AED units for wading pools		\$4,338	\$27,445	
2015 Pinecone Park sprinkler/repairs & fence		\$6,500	\$20,945	
2015 Pinecone & Champion Maintenance		\$9,500	\$11,445	
2015 Sauk River Park (Hansen) appraisal		\$1,250	\$10,195	
2016 Tree plantings - Celebration and Lions		\$4,000	\$6,195	
2016 Beautification Fund Transfer	\$20,000		\$26,195	
2016 Northside tennis court		\$9,000	\$17,195	
2016 Roundup Contributions	\$3,000		\$20,195	
2016 Trees, Benches, Trash receptacles		\$10,000	\$10,195	
2017 Roundup Contributions	\$3,000		\$13,195	
2017 Park Shelters in Neighborhood 7 for shade		\$10,000	\$3,195	
2017 Non-Election Year Levy	\$18,000		\$21,195	
2017 Trees, Benches, Trash receptacles		\$14,000	\$7,195	
2018 Beautification Fund Transfer	\$20,000		\$27,195	
2018 Roundup Contributions	\$3,000		\$30,195	
2018 Trees, Benches, Trash receptacles		\$15,000	\$15,195	
2019 Roundup Contributions	\$3,000		\$18,195	
2019 Non-Election Year Levy	\$20,000		\$38,195	
2019 Trees, Benches, Trash receptacles		\$15,000	\$23,195	
2020 Beautification Fund Transfer	\$20,000		\$43,195	
2020 Roundup Contributions	\$3,000		\$46,195	
2020 Trees, Benches, Trash receptacles		\$17,000	\$29,195	
<hr/>				
<b>Fund 260 - Regional Parks - Also see local sales tax funds for other planned regional park imp</b>				<b><u>Parks</u></b>
2014 Starting Balance			\$101,200	Sartell Veterans (District 2)
2014 Lions Park Irrigation		\$15,500	\$85,700	Watab Creek North & South (District 2)
2014 Park imp		\$6,500	\$79,200	Rotary Riverside Park (District 2)
2014 Rotary Park engineering		\$3,675	\$75,525	Northside (District 5)
2014 Central Park Blvd loan repay		\$40,000	\$35,525	Val Smith (District 6)
2015 Ski Trail Groomer		\$8,065	\$27,460	Pine Cone Regional Park (District 3)
2015 Benches/garbage receptacles on regional trails		\$7,500	\$19,960	Pinecone Central Park (District 4)
2015 Dog Park		\$13,300	\$6,660	Linear Park (District 2 & 5)
2015 Pinecone Regional Park engineering		\$21,518	(\$14,858)	Sauk River Regional Park (District 1)
2015/16 Providence, Arbor Trails, Reker & Schultz (20%)	\$31,601		\$16,743	Lions Park (District 2)
			\$16,743	Celebration Park (District 4)
			\$16,743	Lake Francis (District 1)
<hr/>				
<b>Fund 261- District 1</b>				<b><u>Parks</u></b>
2014 Starting Balance			\$234,500	Huntington
2014/15 Sauk River Regional Park expenses less State grant		\$53,000	\$181,500	
2015 Sauk River archaeological survey work		\$6,375	\$175,125	
2016 Lake Francis Phase 1 Improvements		\$165,000	\$10,125	
<hr/>				
<b>Fund 262 - District 2</b>				<b><u>Parks</u></b>
2014 Starting Balance			\$70,057	Sartell Heights
2014 Earnings	\$223		\$70,280	Sabre Oaks
2015 Sale of Shay lot (1/2 proceeds - rest to sales tax)	\$42,400		\$112,680	Rolling Meadows East, North & West
2016 Watab Park shelter		\$100,000	\$12,680	Nature's Edge

Sartell Rotary Park - parking/access if/when needed?

Meadowlake

**Fund 263 - District 3**

2014 Starting Balance			\$38,912
2014 Madison & Creekview Park signs, etc		\$3,173	\$35,739
2014 Earnings	\$119		\$35,858
2015 Arbor Trails park ded (80%)	\$14,866		\$50,724
2016 Reker apart park ded (80%)	\$77,112		\$127,836
2016 Schultz apart park ded (80%)	\$22,690		\$150,525
2016 Pinecone Regional Park parking lot		\$125,000	\$25,525

**Parks**

Geoffrey  
Creekview Park  
Pine Lakes (formerly Frangen)  
Sandstone East & West  
Madison Crossing

**Fund 264 - District 4**

2014 Starting Balance			\$2,301
2014 Fox Run Sign		\$1,317	\$984
2015 Providence park ded (80%)	\$11,736		\$12,720
2016 Wilds Court Recommendations from Park Comm		Need estimate	
20?? Fox Run Phase 2 Equip			

**Parks**

Celebration (pond)  
Fox Run  
Wilds North & South  
Newport  
Cypress  
Avalon  
Tiffany Meadows  
Stonebrook  
Pine Tree Pond

**Fund 265 - District 5**

2014 Starting Balance			\$44,078
2014 Earnings	\$141		\$44,219
			\$44,219

**Parks**

Morningstar

**Fund 266 - District 6**

2014 Starting Balance			\$68,098
2014 Earnings	\$218		\$68,316
2015 Purchase of Koshiol Property & soft costs		\$6,439	\$61,877
2016 Val Smith Court Recommendations from Park Comm		Need Estimate	

**Parks**

Eastside Kiddie  
Oakview Pond

**Fund 267 - Recreational Field Fund**

2012 Starting Balance			\$7,470
2012 Golf Course Lease Revenue	\$31,827		\$39,297
2012 Property Sales	\$4,812		\$44,109
2012 Interfund Loan repay for PCP Imp		\$30,000	\$14,109
2012 Share of PCP Imp		\$12,304	\$1,805
2013 Golf Course Lease Revenue	\$10,000		\$11,805
2013 Interfund Loan repay for PCP Imp		\$10,000	\$1,805
2014 Golf Course Lease Revenue	\$15,000		\$16,805
2013/14 Earnings	\$39		\$16,844
2014 Interfund Loan repay for PCP Imp		\$15,000	\$1,844
2015 Golf Course Lease Revenue	\$10,000		\$11,844
2016 Golf Course Lease Revenue	\$25,000		\$36,844

# 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		\$134,000	\$211,063
2015 Dog Park Access	\$3,500		\$207,563
2015 Trail sealcoat	\$21,500		\$186,063
2015 SPEND ESCROWED FUNDS	\$23,500		\$162,563
2015 Bench & receptacles along trails	\$4,425		\$158,138
2015 Val Smith Picnic Tables & Trail	\$6,600		\$151,538
2015 Operating, flags & prairie maint	\$28,360		\$123,178
2015 Parks/Trails - Pinecone Interfund	\$29,732		\$93,446
2015 John Deere Commercial mower	\$50,400		\$43,046
2015 Solar Lights - PC Regional Trail	\$1,000		\$42,046
2015 Mower Trade Ins	\$28,900		\$13,146
2016 Tower Revenues		\$136,000	\$149,146
2016 Solar Lease Revenues		\$16,000	\$165,146
2016 Operating, flags & prairie maint	\$55,000		\$110,146
2016 Trail sealcoat/crackseal	\$0		\$110,146
2016 PCR Roundabout Landscaping	\$60,000		\$50,146
2016 Election Year Transfer to Park Fund	\$20,000		\$30,146
2016 Mower Trade Ins	\$30,000		\$146
2017 Tower Revenues		\$138,000	\$138,146
2017 Solar Lease Revenues		\$32,800	\$170,946
2017 Operating, flags & prairie maint	\$70,000		\$100,946
2017 Trail sealcoat/crackseal	\$55,000		\$45,946
2017 Mower Trade Ins	\$35,000		\$10,946
2018 Tower Revenues		\$140,000	\$150,946
2018 Solar Lease Revenues		\$33,620	\$184,566
2018 Operating, flags & prairie maint	\$72,000		\$112,566
2018 Trail sealcoat/crackseal	\$55,000		\$57,566
2018 Election Year Transfer to Park Fund	\$20,000		\$37,566
2018 Mower Trade Ins	\$35,000		\$2,566
2019 Tower Revenues		\$140,000	\$142,566
2019 Solar Lease Revenues		\$34,460	\$177,026
2019 Operating, flags & prairie maint	\$75,000		\$102,026
2019 Trail sealcoat/crackseal	\$60,000		\$42,026
2019 Mower Trade Ins	\$40,000		\$2,026
2020 Tower Revenues		\$140,000	\$142,026
2020 Solar Lease Revenues		\$35,322	\$177,348
2020 Operating, flags & prairie maint	\$80,000		\$97,348
2020 Trail sealcoat/crackseal	\$0		\$97,348
2020 Election Year Transfer to Park Fund	\$20,000		\$77,348
2020 Mower Trade Ins	\$40,000		\$37,348

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit H

### Building Fund 410

Building Fund	Expenses	Revenues	Balance
2013 Starting Balance			\$13,951
2013 Budget Allocation		\$145,000	\$158,951
2013 DS for PS Campus Phase II (#312)	\$145,000		\$13,951
2013 Sale of used Council Chambers equipment		\$3,000	\$16,951
2013 City Hall painting	\$5,400		\$11,551
2013 Donations to City Hall improvements		\$4,000	\$15,551
2013 City Hall Security insurance repair (deductible)	\$1,000		\$14,551
2013 File Cabinets	\$1,520		\$13,031
2014 Budget Allocation		\$160,000	\$173,031
2014 DS for PS Campus Phase II (#312)	\$50,000		\$123,031
2014 PW Security Card Upgrade	\$3,125		\$119,906
2014 DS for PS Campus Phase II (#330 - refinance)	\$100,000		\$19,906
2014 Climate Air City Hall & Misc Expenses	\$29,000		(\$9,094)
2014 Fire Alarm Systems Conversion	\$15,000		(\$24,094)
2015 Budget Allocation		\$150,000	\$125,906
2015 City Hall parking lot sealcoat	\$0		\$125,906
2015 Climate Air System rebates		\$4,200	\$130,106
2015 PD office for CSO	\$2,200		\$127,906
2015 City Hall Valves	\$7,000		\$120,906
2015 DS for PS Campus Phase II (#330)	\$150,000		(\$29,094)
2016 Budget Allocation		\$175,000	\$145,906
2016 DS for PS Campus Phase II (#330)	\$145,000		\$906
2016 City Hall parking lot sealcoat	\$0		\$906
2017 Budget Allocation		\$185,000	\$185,906
2017 Chair Rotations	\$2,000		\$183,906
2017 DS for PS Campus Phase II (#330)	\$145,000		\$38,906
2018 Budget Allocation		\$195,000	\$233,906
2018 Chair Rotations	\$2,000		\$231,906
2018 DS for PS Campus Phase II (#330)	\$145,000		\$86,906
2019 Budget Allocation		\$215,000	\$301,906
2019 DS for PW Addition	\$100,000		\$201,906
2019 Chair Rotations	\$2,000		\$199,906
2019 DS for PS Campus Phase II (#330)	\$145,000		\$54,906
2020 Budget Allocation		\$230,000	\$284,906
2020 DS for PW Addition	\$100,000		\$184,906
2020 Chair Rotations	\$2,000		\$182,906
2020 DS for PS Campus Phase II (#330)	\$145,000		\$37,906
2021 Budget Allocation		\$250,000	\$287,906
2021 DS for PW Addition	\$120,000		\$167,906
2021 Chair Rotations	\$2,000		\$165,906
2021 DS for PS Campus Phase II (#330)	\$145,000		\$20,906
2022 Budget Allocation		\$260,000	\$280,906
2022 DS for PW Addition	\$120,000		\$160,906
2022 Chair Rotations	\$2,500		\$158,406
2022 DS for PS Campus Phase II (#330)	\$145,000		\$13,406

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit I

### PD Equipment Fund 412

Police Equipment Fund	Expenses	Revenues	Balance
2013 Starting Balance			\$24,868
2013 Budget Allocation		\$50,000	\$74,868
2013 2 Vehicle Replacements	\$51,068		\$23,800
2013 Sales of property		\$4,639	\$28,439
2013 Admin Fines, Donations, etc		\$1,306	\$29,745
2013 Equip Vehicles	\$12,730		\$17,015
2014 Budget Allocation		\$60,000	\$77,015
2014 Donations & Grants		\$14,070	\$91,085
2014 Sales of equipment		\$12,550	\$103,635
2014 Batshields	\$7,040		\$96,595
2014 New Camera System (partial - tech/forfeit)	\$30,025		\$66,570
2014 Transfer prior donations to Reserves Fund	\$550		\$66,020
2014 Driver feedback signs	\$2,000		\$64,020
2014 2 Vehicle Replacements & Equip	\$58,444		\$5,576
2014 Message Trailer	\$9,750		(\$4,174)
2014 Equip/Supplies	\$1,600		(\$5,774)
2015 Budget Allocation		\$100,000	\$94,226
2015 Squad Camera Rotation (1)	\$0		\$94,226
2015 2 vehicle replace	\$53,576		\$40,650
2015 Walmart & Apple donations		\$2,000	\$42,650
2015 Sales of property		\$8,850	\$51,500
2015 Purchase 7 tasers	\$7,000		\$44,500
2015 Equip Vehicles	\$10,625		\$33,875
2016 Budget Allocation		\$0	\$33,875
2016 Squad Camera Rotation (1)	\$0		\$33,875
2016 Add 1 Vehicle	\$55,500		(\$21,625)
2016 Equip Vehicles	\$0		(\$21,625)
2017 Budget Allocation		\$110,000	\$88,375
2017 Squad Camera Rotation (2)	\$0		\$88,375
2017 2 Vehicle Replacements	\$50,000		\$38,375
2017 Equip Vehicles	\$20,000		\$18,375
2018 Budget Allocation		\$120,000	\$138,375
2018 Squad Camera Rotation (2)	\$0		\$138,375
2018 Add 1 and 3 Vehicle Replacements	\$115,000		\$23,375
2018 Equip Vehicles	\$20,000		\$3,375
2019 Budget Allocation		\$160,000	\$163,375
2020 4 Vehicle replacements	\$115,000		\$48,375
2019 Equip Vehicles	\$20,000		\$28,375
2020 Budget Allocation		\$180,000	\$208,375
2020 Squad Camera Replacement	\$65,000		\$143,375
2020 4 Vehicle replacements	\$120,000		\$23,375
2020 Equip Vehicles	\$25,000		(\$1,625)

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit J

### FD Equipment Fund 413

	Expenses	Revenues	Balance
2012 Starting Amount			\$10,942
2012 Budget Allocation		\$71,000	\$81,942
2012 Transfer to DS Reserves SAC & WAC	\$70,000		\$11,942
2012 Donations		\$2,000	\$13,942
2012 Verso Truck Charge reimbursement		\$79,200	\$93,142
2012 Jaws of Life - rest from Gen Fund	\$6,596		\$86,546
2013 Budget Allocation		\$30,000	\$116,546
2013 Liberty Donation		\$1,000	\$117,546
2013 Gas Meter Replacements	\$5,540		\$112,006
2013 Small Boat Replacement	\$6,500		\$105,506
2013 Jaws of Life - partial	\$8,500		\$97,006
2014 Budget Allocation		\$30,000	\$127,006
2014 Boat & Trailer replacement	\$30,610		\$96,396
2014 Marcella Dingmann Family Donation		\$1,220	\$97,616
2014 DeZurik Donation		\$5,500	\$103,116
2014 Thermal Imagers	\$17,042		\$86,074
2014 Jaws of Life - final	\$5,000		\$81,074
2015 Budget Allocation		\$50,000	\$131,074
2015 Light Tower	\$14,000		\$117,074
2015 Equipment Trailer	\$3,500		\$113,574
2015 Electric Fan & Tube	\$3,400		\$110,174
2015 Fire Hall Appliance Replace	\$2,800		\$107,374
2015 Pager rotation	\$2,500		\$104,874
2015 Replace Air Van	\$45,000		\$59,874
2016 Budget Allocation		\$60,000	\$119,874
2016 Pager/Radio Rotation	\$10,000		\$109,874
2017 Budget Allocation		\$70,000	\$179,874
2017 Replace 5 of 20 - 2008 airpacks	\$27,000		\$152,874
2017 Pager/Radio Rotation	\$10,000		\$142,874
2018 Budget Allocation		\$80,000	\$222,874
2018 Replace 5 of 20 - 2008 airpacks	\$27,000		\$195,874
2018 Pager/Radio Rotation	\$10,000		\$185,874
2019 Budget Allocation		\$90,000	\$275,874
2019 Pager/Radio Rotation	\$10,000		\$265,874
2020 Budget Allocation		\$100,000	\$365,874
2020 Replace 5 of 20 - 2008 airpacks	\$27,000		\$338,874
2020 Pager/Radio Rotation	\$10,000		\$328,874
2020 Replace 1990 Freightliner	\$570,000		(\$241,126)
2021 Budget Allocation		\$110,000	(\$131,126)
2021 Replace 1991 Ford F350	\$69,000		(\$200,126)
2021 Replace 5 of 20 - 2008 airpacks	\$27,000		(\$227,126)
2021 Pager/Radio Rotation	\$10,000		(\$237,126)

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit K

### PW Equip Fund 414

	Expenses	Revenues	Balance
2012 Starting Balance			\$55,223
2012 Budget Allocation		\$271,000	\$326,223
2012 Transfer to Debt Reserves SAC & WAC	\$90,000		\$236,223
2012 Loader/Sweeper DS	\$80,000		\$156,223
2012 Skidloader attachment & Tire changer	\$7,000		\$149,223
2012 Pickup Purchase	\$29,838		\$119,385
2013 Budget Allocation		\$105,000	\$224,385
2013 Equipment - JD attachments approved 2012	\$14,500		\$209,885
2013 used Cozy Cab for 1435	\$3,250		\$206,635
2013 Replace Pothole Patcher	\$57,900		\$148,735
2013 Gator Purchase	\$9,400		\$139,335
2013 Sales of property & Donations		\$3,646	\$142,981
2013 Loader/Sweeper DS <b>FINAL</b>	\$78,000		\$64,981
2014 Budget Allocation		\$200,000	\$264,981
2014 Replace 1991 Dump/Plow	\$94,900		\$170,081
2014 Pickup 1 ton w/plow	\$42,034		\$128,047
2015 Budget Allocation		\$230,000	\$358,047
2015 Plow for dump truck from 2014	\$91,550		\$266,497
2015 Auger for Cat Skid Loader	\$0		\$266,497
2015 3650 Bobcat w/attachments (from W/S)	\$0		\$266,497
2015 Horizontal/Vertical Bandsaw	\$1,500		\$264,997
2015 Shop Fork Lift	\$22,950		\$242,047
2015 Brush Cutter	\$0		\$242,047
2015 Donations & Property Sales		\$13,528	\$255,575
2015 One Pickup (from W/S)	\$0		\$255,575
2015 Ski Set Package (bobcat UTV tracks)	\$5,000		\$250,575
2015 Replace 1994 Cat Loader	\$200,440		\$50,135
2015 Isuzu Replacement Vehicle	\$15,000		\$35,135
2015 Equipment Replacement	\$0		\$35,135
2016 Budget Allocation		\$250,000	\$285,135
2016 One Pickup (from W/S)	\$0		\$285,135
2016 Add Plow Truck (smaller) (pickup from W/S)	\$180,000		\$105,135
2016 Park Trailer	\$8,500		\$96,635
<b>2016 East Side land sale proceeds</b>			\$96,635
2016 Leaf Vac	\$50,000		\$46,635
2016 Equipment Replacement (A/C & Scan tool)	\$10,000		\$36,635
2017 Budget Allocation		\$185,000	\$221,635
2017 Equipment Replacement	\$5,000		\$216,635
2017 Replace 2000 Sterling Plow	\$195,000		\$21,635
2017 Compost Screen	\$40,000		(\$18,365)
2017 2 Pickup Replacements	\$0		(\$18,365)
2018 Budget Allocation		\$270,000	\$251,635
2018 2 Pickups	\$50,000		\$201,635
2018 Replace 2004 Sweeper	\$200,000		\$1,635
2018 Equipment Replacement	\$0		\$1,635
2019 Budget Allocation		\$280,000	\$281,635
2019 2 Pickups (Plus Utility Truck from W/S)	\$60,000		\$221,635
2019 Equipment Replacement	\$10,000		\$211,635
2020 Budget Allocation		\$300,000	\$511,635
2020 Equipment Replacement	\$10,000		\$501,635
2020 Replace 2003 Sterling Plow	\$250,000		\$251,635
2020 Pickup replacement	\$30,000		\$221,635

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit L

### Technology Fund 415

	Expenses	Revenues	Balance	
2013 Starting Balance			\$39,484	
2013 Budget Allocation		\$20,000	\$59,484	
2013 Tech Purchases	\$27,223		\$32,261	
2014 Budget Allocation		\$35,000	\$67,261	
2014 Laserfiche & Flatrock approved 2013	\$33,000		\$34,261	
2014 File Server - approved in 2013	\$5,200		\$29,061	
2014 Tech Audit approved in 2013	\$1,500		\$27,561	
2014 Equipment Rotations	\$18,260		\$9,301	
2014 Add Email Licenses & PW Phone	\$2,800		\$6,501	
2014 Breitzkreutz Retainer	\$2,780		\$3,721	
2014 PD Camera Replacements	\$12,000		(\$8,279)	
2014 Software & license expenses	\$9,000		(\$17,279)	
2015 Budget Allocation		\$55,000	\$37,721	
2015 Tech Rotations	\$10,000		\$27,721	
2015 Breitzkreutz Retainer	\$0		\$27,721	
2016 Budget Allocation		\$60,000	\$87,721	
2016 M100 & Automark Election Equipment	\$9,000		\$78,721	
2016 PD Thermal Imagers	\$6,500		\$72,221	
2016 Water Plant Software Upgrade	\$0		\$72,221	Use Water Fund
2016 PD (with contingency may not need)	\$42,100		\$30,121	
2016 PD Smartphones & Ops for 1 year	\$11,000		\$19,121	
2016 City Hall Tech Rotations	\$7,500		\$11,621	
2017 Budget Allocation		\$65,000	\$76,621	
2017 VOIP Conversion	\$45,000		\$31,621	
2017 Tech Rotations	\$30,000		\$1,621	
2018 Budget Allocation		\$70,000	\$71,621	
2018 Tech Rotations	\$40,000		\$31,621	
2018 Tech/Software Upgrades	\$25,000		\$6,621	
2019 Budget Allocation		\$75,000	\$81,621	
2019 Tech Rotations	\$44,000		\$37,621	
2019 Tech/Software Upgrades	\$30,000		\$7,621	
2020 Budget Allocation		\$80,000	\$87,621	
2020 Tech Rotations	\$44,000		\$43,621	
2020 Tech/Software Upgrades	\$30,000		\$13,621	

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit M

### Civil Defense Fund 416

	Expenses	Revenues	Balance			
2012 Starting Balance			\$35,813			
2012 Budget Allocation		\$5,000	\$40,813			
2013 Budget Allocation		\$5,000	\$45,813			
2013 Siren Upgrades	\$53,000		(\$7,187)			
2014 Budget Allocation		\$5,000	(\$2,187)			
2015 Budget Allocation		\$6,000	\$3,813			
2016 Budget Allocation		\$7,000	\$10,813			
<b>2016 SW Water Plant Siren</b>	<b>\$12,000</b>		(\$1,187)	this is 50% - rest is St. Cloud		
2017 Budget Allocation		\$7,000	\$5,813			
2018 Budget Allocation		\$8,500	\$14,313			
<b>2018 AIM Site Siren???</b>	<b>\$20,000</b>		(\$5,687)			
2019 Budget Allocation		\$9,000	\$3,313			
2020 Budget Allocation		\$10,000	\$13,313			

<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>
2015 Starting Balance			\$23,693
2015 Budget Allocation		\$450,000	\$473,693
2015 From PIR Fund to cut GF Budget		\$50,000	\$523,693
2015 Lakeland Forfeiture Proceeds - City bought		\$397,393	\$921,086
2015 TH 15/CR 120 DS Fund #329	\$125,000		\$796,086
2015 LeSauk Drive - 20% APO Match	\$12,000		\$784,086
2015 Diverging Diamond	\$4,965		\$779,121
2015 Sealcoats - engineering, etc	\$30,000		\$749,121
2015 TIP reimbursement funding for 50th		\$192,000	\$941,121
2015 Roundabout Landscape Plan	\$18,500		\$922,621
2015 1st Street Bridge lights	\$11,000		\$911,621
2015 DS for 2006 Projects (#322/334) thru 2019	\$300,000		\$611,621
2015 Silent Crossing Contribution	\$42,500		\$569,121
2016 Budget Allocation		\$150,000	\$719,121
2016 From PIR Fund		\$100,000	\$819,121
2016 City share of 15th Street Study	\$16,000		\$803,121
2016 TH 15/CR 120 DS Fund #329	\$125,000		\$678,121
2016 PCR Roundabout Landscaping	\$100,000		\$578,121
2016 share of Qwik Trip intersection	\$36,000		\$542,121
2016 DS for 2006 Projects (#322/334) thru 2019	\$300,000		\$242,121
2016 SRTS Grant match - 2nd st sidewalk	\$110,000		\$132,121
2017 Budget Allocation		\$325,000	\$457,121
2017 TH 15/CR 120 DS Fund #329 FINAL	\$110,000		\$347,121
2017 DS for 2006 Projects (#322/334) thru 2019	\$250,000		\$97,121
2018 Budget Allocation		\$350,000	\$447,121
2018 DS For East Side Streets	\$0		\$447,121
2018 TAP match - various sidewalk/crosswalk imps	\$109,794		\$337,327
2018 DS for 2006 Projects (#322/334) thru 2019	\$300,000		\$37,327
2019 Budget Allocation		\$550,000	\$587,327
2019 DS for 2006 Projects (#322/334) FINAL	\$250,000		\$337,327
2019 DS for East Side Streets & 1st/2ndAve&4th-6th St.	\$200,000		\$137,327
2020 Budget Allocation		\$650,000	\$787,327
2020 DS for East Side Streets & 1st/2ndAve&4th-6th St.	\$500,000		\$287,327
2020 Sales Tax Interfund Loan Repay		\$0	\$287,327
2020 23rd or 27th Street DS	\$200,000		\$87,327
2021 Budget Allocation		\$750,000	\$837,327
2021 DS for East Side Streets & 1st/2ndAve&4th-6th St.	\$600,000		\$237,327
2021 Sales Tax Interfund Loan Repay		\$250,000	\$487,327
2021 23rd or 27th Street DS	\$200,000		\$287,327
2021 Next street priorities - overlay or recons	\$200,000		\$87,327
2022 Budget Allocation		\$850,000	\$937,327

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## PIR Fund

### Fund 402

	Expenses	Revenues	Balance
2015 Starting Balance			\$1,055,310
2015 Avalon Lights	\$24,534		\$1,030,776
2015 Fund 402 forfeiture sale proceeds		\$1,236	\$1,032,012
2015 1st half assessments		\$13,000	\$1,045,012
2015 Pinecone Road construction fund	\$300,000		\$745,012
2015 Transfer to SAC & WAC for DS reserve	\$200,000		\$545,012
2015 2nd half assessments		\$13,000	\$558,012
2015 HBH Grant Writing Contract	\$30,000		\$528,012
2015 Continuing Disclosure & Misc	\$6,500		\$521,512
2015 Interfund loan repay - <b>final</b> (Beaut Fund only)		\$29,732	\$551,244
2015 Pinecone Regional Parking lot engineering	\$10,000		\$541,244
2015 Transfer to Street Fund	\$50,000		\$491,244
2016 1st half assessments		\$10,000	\$501,244
2016 Balance of PC regional parking lot	\$11,500		\$489,744
2016 Hatling but not Vela contract	\$10,000		\$479,744
2016 Transfer to DS Reserves SAC & WAC	\$175,000		\$304,744
2016 Transfer to Street Fund	\$100,000		\$204,744
2016 2nd half assessments		\$10,000	\$214,744
2017 1st half assessments		\$10,000	\$224,744
2017 Transfer to DS Reserves SAC & WAC	\$0		\$224,744
2017 2nd half assessments		\$10,000	\$234,744
2018 1st half assessments		\$10,000	\$244,744
2018 Transfer to DS Reserves SAC & WAC	\$0		\$244,744
2018 2nd half assessments		\$10,000	\$254,744
			\$254,744

**CITY OF SARTELL FINANCIAL MANAGEMENT PLAN****ED Fund****Fund 224**

	<b>Expenses</b>	<b>Revenues</b>	<b>Balance</b>
2013 Starting Balance			\$29,666
2013/14 Earnings		\$2,600	\$32,266
2014 TIF Loan reimbursements		\$1,450	\$33,716
2014 General Expenses wo/abatement in and out	\$0		\$33,716
2015 General Expenses w/o abatement in and out	\$1,000		\$32,716
2016 General Expenses w/o abatement in and out	\$1,000		\$31,716
2017 General Expenses w/o abatement in and out	\$1,000		\$30,716
2018 General Expenses w/o abatement in and out	\$1,000		\$29,716
2019 General Expenses w/o abatement in and out	\$1,000		\$28,716
2020 General Expenses w/o abatement in and out	\$1,000		\$27,716

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

Inflation Assumptions	Revenues	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	Expenses	2.00%	2.00%	2.00%	2.00%	2.50%	2.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

GENERAL FUND (101 and 102)	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<b>1 REVENUE</b>														
2 GENERAL PROPERTY TAX (Incl MVHC)	4,009,637	3,953,734	3,924,578	4,340,878	4,377,861	4,941,841	5,555,171	6,081,516	6,607,521	6,944,055	7,379,466	7,833,790	8,182,144	8,511,648
3 OTHER TAXES (unallocation/delinquencies)	26,028	45,069	-32,548	10,000										
4 BUILDING PERMITS/Plan review (Exh B)	285,528	373,335	227,714	370,000	380,000	380,000	380,000	391,400	403,142	415,236	427,693	440,524	453,740	467,352
5 OTHER LICENSES & PERMITS & FRANCHISES	657,404	771,899	756,193	730,900	771,500	777,000	782,500	805,975	830,154	855,059	880,711	907,132	934,346	962,376
6 LGA/MVC/Performance Measures Aid	8,000	5,952	112,938	130,531	139,027	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
7 FINES	61,335	67,482	74,296	65,750	72,250	73,250	74,250	76,478	78,772	81,135	83,569	86,076	88,658	91,318
8 OTHER INTERGOVERNMENTAL	228,178	265,956	238,943	226,400	219,400	219,400	219,400	225,982	232,761	239,744	246,937	254,345	261,975	269,834
9 CHARGES FOR SERVICES	291,848	210,520	193,648	240,049	228,581	234,550	237,950	245,089	252,441	260,014	267,815	275,849	284,125	292,648
10 MISCELLANEOUS	334,396	32,893	2,169	1,500	1,500	1,500	1,500	0	0	0	0	0	0	0
11 INTEREST ON INVESTMENTS	5,137	4,248	8,354	5,000	10,000	12,000	13,000	13,390	13,792	14,205	14,632	15,071	15,523	15,988
12 TRANSFERS IN	89,941	91,939	180,984	96,335	98,743	101,212	103,742	106,855	110,060	113,362	116,763	120,266	123,874	127,590
<b>13 TOTAL REVENUE</b>	<b>5,997,432</b>	<b>5,823,027</b>	<b>5,687,269</b>	<b>6,217,343</b>	<b>6,298,862</b>	<b>6,880,753</b>	<b>7,507,513</b>	<b>8,086,683</b>	<b>8,668,644</b>	<b>9,062,811</b>	<b>9,557,585</b>	<b>10,073,053</b>	<b>10,484,384</b>	<b>10,878,756</b>
<b>14</b>														
<b>15 EXPENDITURES</b>														
16 GENERAL GOVERNMENT	631,607	602,568	582,167	603,981	610,787	588,568	625,768	644,541	663,877	683,794	704,307	725,437	747,200	769,616
17 INSPECTIONS VEHICLES									25,000					
18 PUBLIC SAFETY	2,556,354	2,434,095	2,452,566	2,761,064	3,003,800	3,120,150	3,304,050	3,403,172	3,505,267	3,610,425	3,718,737	3,830,300	3,945,208	4,063,565
<b>19</b>														
<b>20</b>														
21 PUBLIC WORKS	1,014,972	1,032,643	1,127,782	1,139,615	1,180,375	1,215,585	1,305,545	1,344,711	1,385,053	1,426,604	1,469,402	1,513,484	1,558,889	1,605,656
22 CULTURE AND RECREATION	190,226	185,433	220,160	251,600	313,400	325,250	335,350	345,411	355,773	366,446	377,439	388,763	400,425	412,438
23 COMMUNITY AND ECONOMIC DEVELOPMENT	156,714	180,436	210,983	222,083	203,500	211,200	218,300	224,849	231,594	238,542	245,699	253,070	260,662	268,481
24 MISCELLANEOUS														
25 ADDITIONAL PERSONNEL (Supporting Schedule 1)					inc above	inc above	inc above	0	72,080	142,000	212,000	282,000	352,000	422,000
<b>26</b>														
<b>27</b>														
28 TRANSFERS OUT														
29 Park Funds 211/260-267 (Exhibit C)		18,000		18,000		18,000		20,000		20,000		20,000		22,000
30 FD Equipment Fund 413 (Exhibit J)	71,000	30,000	30,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
31 PD Equipment Fund 412 (Exhibit I)	71,000	50,000	60,000	100,000	-	110,000	120,000	160,000	180,000	175,000	180,000	180,000	190,000	200,000
32 Technology Fund 415 (Exhibit L)	31,000	20,000	35,000	55,000	60,000	65,000	70,000	75,000	80,000	80,000	85,000	85,000	85,000	90,000
33 Building Fund 410 (Exhibit H)	155,000	145,000	160,000	150,000	175,000	185,000	195,000	215,000	230,000	250,000	260,000	280,000	295,000	300,000
34 Street Fund 417 (Exhibit O)	268,563	0	400,000	450,000	150,000	325,000	350,000	550,000	650,000	750,000	850,000	950,000	1,050,000	1,100,000
35 PW Equipment Fund 414 (Exhibit K)	271,000	105,000	200,000	230,000	250,000	185,000	270,000	280,000	300,000	300,000	325,000	325,000	350,000	350,000
36 Emerg Mgmt Fund 416 (Exhibit M)	5,000	5,000	5,000	6,000	7,000	7,000	8,500	9,000	10,000	10,000	10,000	10,000	10,000	10,000
37 Debt Service SAC & WAC loan	200,000	400,000	-	-	35,000	105,000	200,000	300,000	330,000	350,000	350,000	450,000	450,000	450,000
38 Comm Center Operations (less revenues)						100,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
39 STREET SEALCOAT/CRACKFILL	Incl in PW	160,560	185,000	180,000	250,000	250,000	250,000	250,000	300,000	300,000	400,000	400,000	400,000	400,000
40 TRAIL MAINTENANCE									75,000	75,000	75,000	75,000	75,000	90,000
41 FUND RESERVE GOALS	<b>355,000</b>													
<b>42 TOTAL EXPENDITURES</b>	<b>5,977,436</b>	<b>5,368,735</b>	<b>5,668,658</b>	<b>6,217,343</b>	<b>6,298,862</b>	<b>6,880,753</b>	<b>7,507,513</b>	<b>8,086,683</b>	<b>8,668,644</b>	<b>9,062,811</b>	<b>9,557,585</b>	<b>10,073,053</b>	<b>10,484,384</b>	<b>10,878,756</b>
<b>43</b>														
<b>44 REVENUES OVER (UNDER) EXPEND</b>	<b>19,996</b>	<b>454,292</b>	<b>18,611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>45</b>														
46 GENERAL FUND OPERATING TAX LEVY	4,009,637	3,953,734	3,924,578	4,340,878	4,377,861	4,941,841	5,555,171	6,081,516	6,607,521	6,944,055	7,379,466	7,833,790	8,182,144	8,511,648
47 ANNUAL INCREASE	9.5%	-1.4%	-0.7%	10.6%	0.9%	12.9%	12.4%	9.5%	8.6%	5.1%	6.3%	6.2%	4.4%	4.0%
<b>48</b>														
49 BEGINNING FUND BALANCE	2,533,747	2,543,820	2,923,889	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500
<b>50</b>														
51 ENDING FUND BALANCE	2,543,820	2,923,889	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500	2,942,500
52 % of CY Expend	42.56%	54.46%	51.91%	47.33%	46.71%	42.76%	39.19%	36.39%	33.94%	32.47%	30.79%	29.21%	28.07%	27.05%
53 FUND BALANCE POLICY GOAL-50% of CY Expend	2,988,718	2,684,368	2,834,329	3,108,672	3,149,431	3,440,377	3,753,757	4,043,342	4,334,322	4,531,405	4,778,793	5,036,526	5,242,192	5,439,378
<b>54</b>														
55 OVER (UNDER) GOAL	(444,898)	239,522	108,171	(166,172)	(206,931)	(497,877)	(811,257)	(1,100,842)	(1,391,822)	(1,588,905)	(1,836,293)	(2,094,026)	(2,299,692)	(2,496,878)
<b>56</b>														
<b>57 OTHER GENERAL LEVIES</b>														
58 Tax Abatement - Arena	22,467	22,467	22,467	22,467	22,467	22,467	22,467	11,234	0	0	0	0	0	0
59 Tax Abatement - 2015 Pinecone Road					445,000	445,000	445,000	445,000	445,000	445,000	445,000	445,000	445,000	445,000
<b>60</b>														
<b>61 TOTAL OTHER GENERAL LEVIES</b>	<b>22,467</b>	<b>22,467</b>	<b>22,467</b>	<b>22,467</b>	<b>467,467</b>	<b>467,467</b>	<b>467,467</b>	<b>456,234</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>
<b>62 DEBT SERVICE LEVIES</b>														
<b>63 TOTAL GO-EXISTING AND NEW SPECIAL LEVIES</b>														

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

Inflation Assumptions	Revenues	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	Expenses	2.00%	2.00%	2.00%	2.00%	2.50%	2.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
<b>GENERAL FUND (101 and 102)</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Projected</b>									
64 EDA Lease Revenue (City Hall/PD)	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	55,000	0	0	0	0	0	
65 2007 Street Reconstruct DS Fund 316; Fund 322	315,434	315,434	315,434	315,434	315,434	315,434	315,434	315,434	0	0	0	0	0	0	
66 2008 Street Reconstruct DS Fund 318/Fund 322	193,152	193,152	193,152	193,152	193,152	193,152	193,152	193,152	0	0	0	0	0	0	
67 Public Safety Facility Debt									400,000	400,000	400,000	400,000	400,000	400,000	
68 SAC Debt Levy - partial plant & 2022? upgrades	0							0	0	240,000	240,000	240,000	240,000	240,000	
<b>69 TOTAL DEBT SERVICE LEVIES</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>								
70															
<b>71 TOTAL TAX LEVIES</b>	<b>4,801,718</b>	<b>4,754,014</b>	<b>4,690,631</b>	<b>5,106,931</b>	<b>5,588,914</b>	<b>6,152,894</b>	<b>6,766,224</b>	<b>7,281,336</b>	<b>7,507,521</b>	<b>8,029,055</b>	<b>8,464,466</b>	<b>8,918,790</b>	<b>9,267,144</b>	<b>9,596,648</b>	
72															
73															
<b>74 NET LEVY TO TAXPAYERS</b>	<b>4,804,764</b>	<b>4,754,014</b>	<b>4,703,608</b>	<b>5,106,931</b>	<b>5,588,914</b>	<b>6,152,894</b>	<b>6,766,224</b>	<b>7,281,336</b>	<b>7,507,521</b>	<b>8,029,055</b>	<b>8,464,466</b>	<b>8,918,790</b>	<b>9,267,144</b>	<b>9,596,648</b>	
75															
<b>76 Percent Increase in Net Levy</b>	<b>3.22%</b>	<b>-1.06%</b>	<b>-1.06%</b>	<b>8.57%</b>	<b>9.44%</b>	<b>10.09%</b>	<b>9.97%</b>	<b>7.61%</b>	<b>3.11%</b>	<b>6.95%</b>	<b>5.42%</b>	<b>5.37%</b>	<b>3.91%</b>	<b>3.56%</b>	
77															
78															
79 EXISTING TAX BASE	12,812,366	12,522,692	12,320,899	12,906,603	13,496,711	14,214,217	15,134,337	16,011,248	16,914,466	17,844,781	18,792,125	19,767,888	20,772,925	21,808,113	
80 NEW CONSTRUCTION TAX CAP	398,618	94,716	100,045	197,000	303,500	479,314	410,564	410,564	410,564	400,000	400,000	400,000	400,000	400,000	
81															
82															
<b>83 TOTAL TAX CAPACITY</b>	<b>13,210,984</b>	<b>12,617,408</b>	<b>12,420,944</b>	<b>13,103,603</b>	<b>13,800,211</b>	<b>14,693,531</b>	<b>15,544,901</b>	<b>16,421,812</b>	<b>17,325,030</b>	<b>18,244,781</b>	<b>19,192,125</b>	<b>20,167,888</b>	<b>21,172,925</b>	<b>22,208,113</b>	
84															
<b>85 TAX RATE ON TAX CAPACITY</b>	<b>36.369%</b>	<b>37.678%</b>	<b>37.868%</b>	<b>38.973%</b>	<b>40.499%</b>	<b>41.875%</b>	<b>43.527%</b>	<b>44.339%</b>	<b>43.333%</b>	<b>44.007%</b>	<b>44.104%</b>	<b>44.223%</b>	<b>43.769%</b>	<b>43.212%</b>	
<b>86 TAX RATE % CHANGE</b>	<b>8.24%</b>	<b>3.60%</b>	<b>0.50%</b>	<b>2.92%</b>	<b>3.91%</b>	<b>3.40%</b>	<b>3.95%</b>	<b>1.87%</b>	<b>-2.27%</b>	<b>1.56%</b>	<b>0.22%</b>	<b>0.27%</b>	<b>-1.03%</b>	<b>-1.27%</b>	
87															
88 Existing Tax Base Inflation	-7.51%	-5.21%	-2.35%	3.91%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	
89 Total Tax Base Increase	-4.63%	-4.49%	-1.56%	5.50%	5.32%	6.47%	5.79%	5.64%	5.50%	5.31%	5.19%	5.08%	4.98%	4.89%	
90 % from New Growth	2.88%	0.72%	0.79%	1.59%	2.32%	3.47%	2.79%	2.64%	2.50%	2.31%	2.19%	2.08%	1.98%	1.89%	

We don't have actual breakdown on existing vs new growth - these are just estimated

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit F1 SAC Fund

Estimated ENR

3.00%

YEAR	EST # NEW UNITS	SAC PER UNIT	Other FUNDS	Annual SAC REVENUE	Misc Cash Projects	Fund 315 2006 LS #1	Fund 331 Refin LS #1	To Fund 602 PFA Loan WWTP Exp	2022 Forcemain, LS 2 & Phase 2 SC WWTP	BALANCE	
2005	413	actuals shown for 2005-2014						Reduction 2021 done with \$240 levy	Uncertain when this will actually occur - pushed back for our own plan		
2006	410	\$1,300									
2007	135	\$1,550									
2008	275	\$1,850			May						
2009	363	\$2,100			transfer						
2010	109	\$2,300			these				ADJUST TO ACTUAL		
2011	94	\$2,500								(350,114)	
2012	117	\$2,500	400,000	292,500	0	155,000		452,000	0	(264,614)	
2013	189	\$2,575	400,000	485,388	0	155,000		450,000	2,200	13,574	
2014	89	\$2,652	414,018	236,050	72,495	100,000	55,000	450,000	169	(14,022)	
2015	300	\$2,732	259,500	819,545	132,000	0	155,000	450,000	0	328,023	
2016	150	\$2,814	150,000	422,066	0	0	150,000	440,000	0	310,089	
2017	150	\$2,898	150,000	434,728	0	0	150,000	540,000	0	204,817	
2018	150	\$2,985	150,000	447,770	200,000	0	150,000	540,000	0	(87,414)	SEE NOTES BELOW
2019	150	\$3,075	150,000	461,203	0	0	150,000	540,000	0	(166,211)	DROP THIS \$200k
2020	150	\$3,167	150,000	475,039	0	0	150,000	540,000	0	(231,172)	
2021	150	\$3,262	150,000	489,290	0	0	150,000	300,000	0	(41,882)	
2022	150	\$3,360	150,000	503,969	0	0	150,000	300,000	0	162,086	
2023	150	\$3,461	150,000	519,088	0	0	150,000	300,000	200,000	181,174	
2024	150	\$3,564	150,000	534,660	0	0	150,000	300,000	200,000	215,834	
2025	150	\$3,671	150,000	550,700	0	0	150,000	300,000	200,000	266,534	
2026	150	\$3,781	150,000	567,221	0	0	150,000	300,000	200,000	333,756	
2027	150	\$3,895	150,000	584,238	0	0		300,000	200,000	567,993	
2028	150	\$4,012		601,765	0	0		300,000	200,000	669,758	
2029	150	\$4,132		619,818	0	0		300,000	200,000	789,576	
2030	150	\$4,256		638,412	0	0		300,000	200,000	927,989	
2031	150	\$4,384	(300,000)	657,565	0	0		300,000	200,000	785,553	<i>This assumes repayment</i>
2032	150	\$4,515	(300,000)	677,292	0	0		0	200,000	962,845	<i>of "other funds" starting</i>
2033	150	\$4,651	(300,000)	697,610	0	0		0	200,000	1,160,455	<i>in 2031 which could</i>
2034	150	\$4,790	(300,000)	718,539	0	0		0	200,000	1,378,994	<i>go to 101 or 602</i>
2035	150	\$4,934	(300,000)	740,095	0	0		0	200,000	1,619,089	<i>actual payments</i>
2036	150	\$5,082	(300,000)	762,298	0	0		0	200,000	1,881,387	<i>determined on</i>
2037	150	\$5,234	(300,000)	785,167	0	0		0	200,000	2,166,554	<i>actual loan</i>
2038	150	\$5,391	(300,000)	808,722	0	0		0	0	2,675,275	<i>amortization</i>

2039	150	\$5,553	(300,000)	832,983	0	0	0	0	3,208,259	<i>for both Other funds</i>
2040	150	\$5,720	(300,000)	857,973	0	0	0	0	3,766,232	<i>and PFA Loan</i>
2041	150	\$5,891	(300,000)	883,712	0	0	0	0	4,349,944	
2042	150	\$6,068	(300,000)	910,223	0	0	0	0	4,960,167	
2043	150	\$6,250	(300,000)	937,530	0	0	0	0	5,597,697	
2044	150	\$6,438		965,656	0	0	0	0	6,563,353	
2045	150	\$6,631		994,626	0	0	0	0	7,557,979	
2046	150	\$6,830		1,024,464	0	0	0	0	8,582,444	
2047	150	\$7,035		1,055,198	0	0	0	0	9,637,642	
2048	150	\$7,246		1,086,854	0	0	0	0	10,724,496	
2049	150	\$7,463		1,119,460	0	0	0	0	11,843,956	
2050	150	\$7,687		1,153,044	0	0	0	0	12,997,000	
<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	<b>LS #2 include rebuild with East Side project &amp; borrow instead</b>									
2025	LS #13 - development driven									

# CITY OF SARTELL FINANCIAL MANAGEMENT PLAN

## Exhibit F2

Estimated ENR

3.00%

## WAC Fund

YEAR	EST # NEW UNITS	WAC PER UNIT	Other FUNDS	Annual WAC REVENUE	6 MGD	6 MGD	1 MG	2 Wells	WTP &	BALANCE	
					WTP, Main & 3 wells 319	WTP, Main & 3 wells 320	Tank 2028	Storage 2035			
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	300	\$3,395	259,500	1,018,464	305,000	550,000	0	0	0	441,293	
2016	150	\$3,497	150,000	524,509	300,000	550,000	0	0	0	265,802	
2017	150	\$3,602	220,000	540,244	300,000	550,000	0	0	0	176,046	
2018	150	\$3,710	240,000	556,452	300,000	550,000	0	0	0	122,498	
2019	150	\$3,821	250,000	573,145	300,000	595,000	0	0	0	50,643	
2020	150	\$3,936	280,000	590,339	300,000	595,000	0	0	0	25,982	19723.5
2021	150	\$4,054	300,000	608,050	300,000	595,000	0	0	0	39,032	2020 Population Projectio
2022	150	\$4,175	300,000	626,291	300,000	595,000	0	0	0	70,323	
2023	150	\$4,301	300,000	645,080	300,000	595,000	0	0	0	120,403	
2024	150	\$4,430	300,000	664,432	305,000	595,000	0	0	0	184,835	
2025	150	\$4,562	300,000	684,365	305,000	595,000	0	0	0	269,200	
2026	150	\$4,699	300,000	704,896	305,000	595,000	0	0	0	374,097	
2027	150	\$4,840	300,000	726,043	305,000	595,000	0	0	0	500,140	
2028	150	\$4,985		747,824	305,000	595,000	0	0	0	347,964	
2029	150	\$5,135		770,259	0	595,000	200,000	155,000	0	168,223	
2030	150	\$5,289	(300,000)	793,367	0	0	200,000	155,000	0	306,590	23473.5
2031	150	\$5,448	(300,000)	817,168	0	0	200,000	155,000	0	468,758	2030 Population Projectio
2032	150	\$5,611	(300,000)	841,683	0	0	200,000	155,000	0	655,441	
2033	150	\$5,780	(300,000)	866,933	0	0	200,000	155,000	0	867,374	<i>This assumes repayment</i>
2034	150	\$5,953	(300,000)	892,941	0	0	200,000	155,000	0	1,105,316	<i>of "other funds" starting</i>
2035	150	\$6,132	(300,000)	919,730	0	0	200,000	155,000	0	1,370,045	<i>in 2031 which could</i>

2036	150	\$6,315	(300,000)	947,322	0	0	200,000	155,000	675,000	987,367	<i>go to 101 or 601;</i>
2037	150	\$6,505	(300,000)	975,741	0	0	200,000	155,000	675,000	633,108	<i>actual payments</i>
2038	150	\$6,700	(300,000)	1,005,013	0	0	200,000	155,000	675,000	308,121	<i>determined on</i>
2039	150	\$6,901	(300,000)	1,035,164	0	0	200,000	0	675,000	168,285	<i>actual loan</i>
2040	150	\$7,108	(300,000)	1,066,219	0	0	200,000	0	675,000	59,504	<i>amortization</i>
2041	150	\$7,321	(300,000)	1,098,205	0	0	200,000	0	675,000	(17,291)	
2042	150	\$7,541	(300,000)	1,131,151	0	0	200,000	0	675,000	(61,139)	
2043	150	\$7,767	(300,000)	1,165,086	0	0	200,000	0	675,000	(71,053)	
2044	150	\$8,000	(300,000)	1,200,039	0	0	0	0	675,000	153,985	
2045	150	\$8,240	(300,000)	1,236,040	0	0	0	0	675,000	415,025	
2046	150	\$8,487	(300,000)	1,273,121	0	0	0	0	675,000	713,146	
2047	150	\$8,742	(300,000)	1,311,315	0	0	0	0	675,000	1,049,460	
2048	150	\$9,004		1,350,654	0	0	0	0	675,000	1,725,114	
2049	150	\$9,274		1,391,174	0	0	0	0	675,000	2,441,288	
2050	150	\$9,553		1,432,909	0	0	0	0	675,000	3,199,197	

City of Sartell Financial Management Plan

Exhibit F3

Combined Utility Funds

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Projected						
Growth/Inflate										
# of Residential Meters	2.00%	4189	4273	4358	4445	4534	4625	4717	4812	4908
# of Commercial Meters	2.00%	232	237	241	246	251	256	261	266	272
Annual Residential Water Use (in hundred cubic feet: i.e. 1490)	149									
Annual Commercial Water Use (in hundred cubic feet)	750									
Annual Residential Sewer Use (in hundred cubic feet)	78									
Annual Commercial Sewer Use (in hundred cubic feet)	545									
Rate Increase										
Water per 100 c.f.	4.00% after 2014	\$1.95	\$2.05	\$2.15	\$2.21	\$2.30	\$2.39	\$2.49	\$2.59	\$2.69
Sewer per 100 c.f.	4.00% after 2014	\$3.25	\$3.55	\$3.85	\$3.97	\$4.13	\$4.29	\$4.47	\$4.64	\$4.83
Residential Storm monthly		\$5.00	\$5.50	\$6.00	\$6.25	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50
Commercial/Multi Storm monthly		\$12.00	\$13.00	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.50
<b>Operating Expense Inflatior (FT employees added)</b>	5.00%									
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
Residential Water Revenues					1,522,379	1,614,940	1,713,128	1,817,286	1,927,777	2,044,986
Commercial Water Revenues					424,400	450,204	477,576	506,613	537,415	570,089
<b>Subtotal Water Revenue (inc. penalty, wellhead, etc but not LBG Admin)</b>	<b>1,361,897</b>	<b>1,819,467</b>	<b>1,720,000</b>	<b>1,619,210</b>	<b>1,946,779</b>	<b>2,065,143</b>	<b>2,190,704</b>	<b>2,323,899</b>	<b>2,465,192</b>	<b>2,615,075</b>
Residential Sewer Revenues					1,431,625	1,518,668	1,611,003	1,708,952	1,812,856	1,923,078
Commercial Sewer Revenues					553,999	587,682	623,413	661,317	701,525	744,177
<b>Subtotal Sewer Revenue (inc penalty, etc)</b>	<b>1,525,297</b>	<b>1,655,009</b>	<b>1,759,360</b>	<b>1,781,651</b>	<b>1,985,624</b>	<b>2,106,350</b>	<b>2,234,416</b>	<b>2,370,269</b>	<b>2,514,381</b>	<b>2,667,255</b>
Storm Revenues					391,057	413,988	437,680	462,153	487,431	513,535
<b>Subtotal Storm Revenue (inc. penalty, etc)</b>	<b>276,699</b>	<b>307,705</b>	<b>339,000</b>	<b>358,302</b>	<b>391,057</b>	<b>413,988</b>	<b>437,680</b>	<b>462,153</b>	<b>487,431</b>	<b>513,535</b>
<b>EXPENDITURES</b>										
Water Operating (FT employee adds in bold)	829,228	869,310	884,000	928,200	<b>1,034,000</b>	1,085,700	<b>1,199,985</b>	1,259,984	1,322,983	1,389,133
Water Debt Service 411/Refinance #328	250,000	250,000	250,000	250,000	305,000	305,000	305,000	305,000	305,000	305,000
Water share of 2008 Street Debt Serv (#320)	69,522	69,522	69,522	69,522	69,522	69,522	69,522	69,522	0	0
Water debt shortfalls and transfers out	886,518	0	0	0	0	0	0	0	0	0
Water share of Heritage/Roberts/50th #325	0	200,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
DS 316, Refin #332	0	0	117,000	117,000	117,000	117,000	117,000	0	0	0
<b>Convert to auto meter readers</b>	0	0	0	0	0	0	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
Leak Survey					7,500					
Bobcat w/attachments	0	0	0	0	13,500	0	0	0	0	0
<b>Tower Mixers - North, Huntington and East Towers</b>						<b>60,000</b>				
NW Water Tank Maintenance/Other capital	46,772	486,940	0	0	0	0	0	0	0	0
East Water Tank Repair/Paint	0	0	0	0	0	0	0	350,000	0	0
Huntington Water Tank Cleaning 2014/Rehab 2020	0	0	0	10,000	0	0	0	0	0	350,000
Water share Central Park Drive	50,000	0	0	0	0	0	0	0	0	0
Expense adjust to actual	0	0	0	-3,490	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>2,132,040</b>	<b>1,875,772</b>	<b>1,470,522</b>	<b>1,521,232</b>	<b>1,696,522</b>	<b>1,787,222</b>	<b>2,141,507</b>	<b>2,434,506</b>	<b>2,077,983</b>	<b>2,494,133</b>
Sewer Operating	930,631	977,163	1,008,000	1,058,400	1,111,320	1,166,886	1,225,230	1,286,492	1,350,816	1,418,357
Sewer Debt Service 315/New Fund 331	30,000	30,000	30,000	30,000	20,000	25,000	25,000	25,000	25,000	25,000
Sewer share of 2008 Street Debt Serv (#320)	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	0
Sewer share of Heritage/Roberts/50th #325	0	0	0	0	0	0	100,000	100,000	100,000	100,000
St. Cloud 1999 biosolids repair bonds	42,460	42,460	42,460	42,460	42,460	42,460	42,460	42,460	0	0
St. Cloud 2010 Sewer Intercept bonds	59,440	59,440	59,440	59,440	59,440	59,440	59,440	59,440	59,440	0
St. Cloud 2011 Sewer Intercept bonds		25,410	25,410	25,410	25,410	25,410	25,410	25,410	25,410	25,410
St. Cloud Main Lift rehab 2016	0	0	0	0	0	0	47,601	47,601	47,601	47,601
St. Cloud Biosolids 2018	0	0	0	0	0	0	0	<b>304,040</b>	<b>304,040</b>	<b>304,040</b>
Transfer to DS 303/Refinanced to #326	90,000	75,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
3rd Portable Generator	0	0	0	<b>35,000</b>	0	0	0	0	0	0
LS #8 rehab						50,000				
LS #9 rehab							50,000			
LS rehab on a rotating basis								50,000	50,000	50,000

**City of Sartell Financial Management Plan**

**Exhibit F3**

**Combined Utility Funds**

		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	
	Growth/Inflate	Actual	Actual	Actual	Projected							
# of Residential Meters	2.00%		4189	4273	4358	4445	4534	4625	4717	4812	4908	
# of Commercial Meters	2.00%		232	237	241	246	251	256	261	266	272	
Annual Residential Water Use (in hundred cubic feet: i.e. 1490)			149									
Annual Commercial Water Use (in hundred cubic feet)			750									
Annual Residential Sewer Use (in hundred cubic feet)			78									
Annual Commercial Sewer Use (in hundred cubic feet)			545									
Rate Increase												
Water per 100 c.f.	4.00% after 2014	\$1.95	\$2.05	\$2.15	\$2.21	\$2.30	\$2.39	\$2.49	\$2.59	\$2.69	\$2.80	
Sewer per 100 c.f.	4.00% after 2014	\$3.25	\$3.55	\$3.85	\$3.97	\$4.13	\$4.29	\$4.47	\$4.64	\$4.83	\$5.02	
Residential Storm monthly		\$5.00	\$5.50	\$6.00	\$6.25	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50	\$7.75	
Commercial/Multi Storm monthly		\$12.00	\$13.00	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	
<b>Operating Expense Inflatior (FT employees added)</b>	5.00%											
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	
Sewer share Central Park Drive		40,000	0	0	0	0	0	0	0	0	0	imps - DS at 2020?
Expense adjust to actual		0	0	0	-252,292	0	0	0	0	0	0	
Bobcat w/attachments		0	0	0	0	13,500	0	0	0	0	0	
Replace 2003 Jet Vac		0	0	0	0	350,000	0	0	0	0	0	
WWTP Expansion Debt - user share (\$450,000 from SAC transfer in not shown)		0	300,000	300,000	300,000	300,000	300,000	200,000	200,000	200,000	200,000	Thru 2030
Adjust to actual year end balance												
<b>Subtotal Sewer Expenses</b>		<b>1,192,531</b>	<b>1,559,473</b>	<b>1,695,310</b>	<b>1,528,418</b>	<b>2,152,130</b>	<b>1,899,196</b>	<b>2,005,141</b>	<b>2,370,443</b>	<b>2,342,307</b>	<b>2,350,408</b>	
Storm Operating		85,920	84,440	58,000	80,000	84,000	88,200	92,610	97,241	102,103	107,208	
<b>Add seasonal for ponds, NPDES, and assist CSO</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
Storm Debt Service #322		57,000	57,000	57,000	57,000	57,000	57,000	57,000	57,000	0	0	
Storm share of 2008 Street Debt Serv (#320)		0	34,578	34,578	34,578	34,578	34,578	34,578	34,578	0	0	
Various Ditch and Pond Maintenance		10,000	20,000	10,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
Consultants & repairs on Highway 15 Storm (after \$280,000 reimb)		95,000	107,914	0	0	0	0	0	0	0	0	
Storm share of Heritage/Roberts/50th #325		0	0	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		40,000	0	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	Thru 2023
Expense adjust to actual		0	0	0	74,186	0	0	0	0	0	0	
<b>Subtotal Storm Expenses</b>		<b>287,920</b>	<b>303,932</b>	<b>289,578</b>	<b>405,764</b>	<b>335,578</b>	<b>348,778</b>	<b>353,188</b>	<b>358,819</b>	<b>272,103</b>	<b>277,208</b>	
<b>Water Fund Increase/Decrease w/o Depreciation</b>		<b>\$59,200</b>	<b>(\$56,305)</b>	<b>\$249,478</b>	<b>\$97,978</b>	<b>\$250,257</b>	<b>\$277,921</b>	<b>\$49,197</b>	<b>(\$110,608)</b>	<b>\$387,208</b>	<b>\$120,943</b>	
<b>Sewer Fund Increase/Decrease w/o Depreciation</b>		<b>\$235,930</b>	<b>\$95,536</b>	<b>\$64,050</b>	<b>\$253,233</b>	<b>(\$166,506)</b>	<b>\$207,154</b>	<b>\$229,275</b>	<b>(\$174)</b>	<b>\$172,073</b>	<b>\$316,847</b>	
<b>Storm Fund Increase/Decrease w/o Depreciation</b>		<b>(\$10,700)</b>	<b>\$3,773</b>	<b>\$49,422</b>	<b>(\$47,462)</b>	<b>\$55,479</b>	<b>\$65,210</b>	<b>\$84,492</b>	<b>\$103,335</b>	<b>\$215,328</b>	<b>\$236,327</b>	
<b>YEAR END WATER FUND 601 BALANCE (w/AR &amp; AP)</b>		<b>\$976,142</b>	<b>\$919,837</b>	<b>\$1,169,315</b>	<b>\$1,318,357</b>	<b>\$1,568,614</b>	<b>\$1,846,535</b>	<b>\$1,895,732</b>	<b>\$1,785,124</b>	<b>\$2,172,332</b>	<b>\$2,293,275</b>	Depreciation shortfall: (\$7,508,682)
<b>YEAR END SEWER FUND 602 BALANCE (w/AR &amp; AP)</b>		<b>\$495,917</b>	<b>\$576,282</b>	<b>\$676,192</b>	<b>\$595,772</b>	<b>\$429,266</b>	<b>\$636,420</b>	<b>\$865,695</b>	<b>\$865,520</b>	<b>\$1,037,594</b>	<b>\$1,354,441</b>	(\$5,020,009)
<b>YEAR END STORM FUND 603 BALANCE</b>		<b>\$81,816</b>	<b>\$85,597</b>	<b>\$135,019</b>	<b>\$87,557</b>	<b>\$143,036</b>	<b>\$208,246</b>	<b>\$292,738</b>	<b>\$396,073</b>	<b>\$611,401</b>	<b>\$847,729</b>	(\$3,397,639)
2% inflator or actual		<b>2011 Actual</b>	<b>2012 Actual</b>									<b>TOTAL DEPRECIATION</b>
Water Depreciation		909,901	911,573	929,804	948,401	967,369	986,716	1,006,450	1,026,579	1,047,111	1,068,053	<b>\$9,801,957</b>
Sewer Depreciation		591,213	592,871	604,728	616,823	629,159	641,743	654,577	667,669	681,022	694,643	<b>\$6,374,449</b>
Storm Depreciation		391,714	395,059	402,960	411,019	419,240	427,625	436,177	444,901	453,799	462,875	<b>\$4,245,368</b>

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>8a</b>
Agenda Section: <b>Old Business</b>	Item: <b>Community Center</b>	
<p><b>BACKGROUND:</b> The site and building schematics are included in the agenda packet. They contain the same amenities you have previously discussed, the uses of which are outlined on the attached Design Narrative memo which was included with your October agenda packets. Based on public input, we have made note of these items for plans:</p> <ul style="list-style-type: none"> <li>• Appropriate flooring will be included in the “maker space” area.</li> <li>• As much natural light as possible will be designed into all spaces.</li> <li>• Walking track is not concrete and it is slightly banked.</li> <li>• Projection/presentation capabilities are in senior, multi-purpose &amp; learning &amp; innovation spaces; computer areas &amp; charging stations are in learning &amp; innovation space.</li> <li>• Storage will be examined closely to ensure adequate square footage for storing tables, chairs and other equipment needed for the community center.</li> <li>• The gymnasium space includes space between courts to allow for seating and cross-traffic.</li> <li>• Climbing wall will be added to future phase wish list, but is not currently budgeted.</li> </ul> <p>Also attached is a memo by the City and School’s consultants regarding the analysis done at the request of the City-School working group. As you can see, there are numerous partnership opportunities the City and School will continue to explore. Staff and consultants recommend proceeding with plans and specs since that is a multi-month process we need to start now in order to actually start construction in the 2016 construction season.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The budget impact of the center’s operational numbers are included in the City’s financial management plan discussed under the budget agenda item. The budget for the community center is \$11 million and consultants will come back to Council at key points during plan &amp; spec development for decisions needed to maintain budget.</p> <p><b>ATTACHMENTS:</b> Design narrative; City-School collaboration memo; Resolution Directing Preparation of Plans and Specs and Authorizing Solicitation of Bids.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to adopt Resolution Directing Preparation of Plans and Specs and Authorizing Solicitation of Bids.</p>		

## Sartell Community Center Design Narrative 10.8.2015

The following narrative is a basic outline of the space program and anticipated uses for the proposed Sartell Community Center (SCC). Although some areas of the design have come into focus, other areas will change with additional consideration and input by the Council, user groups, and community input.

The design to this point has been created to address as many of the needs/wishes of the City and community interests while considering a rough total project budget allowance of \$11M. Strack Construction has analyzed the current design in as much detail as can be expected during the schematic design phase. We certainly anticipate some challenges with the design and budget that will need further consideration.

Ultimately we will need to provide a project design that meets the established budget including contingencies and options for alternates to control cost/bids or to add amenities that may receive private funding support. These details will come into focus as the bigger picture items are resolved and approved by the Council.

The following narrative is a space by space general discussion of what the design currently is or what is anticipated with further development and input. Again, at this schematic design phase, change is inevitable and the right time for a thorough review and thoughtful input.

### Site / Overall Building Construction:

The site is anticipated to comprise approximately 15 acres. To this point the approximate area of the building is 53,000 SF including second floor area and the walking/running track. The site is located along the north edge of what is known as Lake Francis. The City has negotiated an agreement in principal for the land area that will be utilized for the development of the project. The site is basically flat with the exception of the grade change along the shore line of Lake Francis. The building is sited within reasonable proximity to the water to take advantage of the views and access while allowing for green space, trails, and development of the Lake Francis Development Plan initiatives. It is anticipated that some re-grading of the site will be required to the south to take advantage of the development plan.

The master plan anticipates the possibility of a structure that might be used for equipment storage and rental of paddle boats, kayaks, paddle boards and other recreational equipment as appropriate. The structure could also serve as a warming house and gathering space for winter time activities such as ice skating and cross country skiing.

The building location also allows for reasonably close access to existing roads and utilities that are anticipated to extend from 19<sup>th</sup> Street eastward to the site. A parking lot of approximately 300 stalls will serve the building. Entrance points to the building will be from various locations which will help distribute parking to specific areas of function such as: general community, recreation area, senior center.

The master plan anticipates the ability to add on to the facility in various directions with the extension of major circulation spines as well as direct additions to specific functional areas such as the learning and senior center. A future outdoor pool location has also been identified in the master plan that would share the parking for the community center.

Stormwater will be managed with smaller rain gardens and filtration ponds as needed with the majority of the stormwater being managed through the use of Lake Francis as the designated collection system for the site. It is anticipated that the northern part of the

site will be left undeveloped for the time being but could accommodate future structures as part of a campus setting and/or the development of recreation fields or courts such as tennis and pickle ball courts.

The building construction is anticipated to include insulated precast panels around the gymnasium section. Brick that is complimentary to the brick at City Hall will be incorporated into most of the building areas with the exception of curtainwall glazing and metal panels as depicted in the schematic design. Some portions of the building will include steel stud backup walls to the brick veneer while others will include a concrete block back up wall. Overall structure will include typical steel column and beam bearing systems with steel bar joists, decking and adhered membrane roofing.

The main corridors and gymnasiums are anticipated to include exposed structural systems and HVAC. If the budget allows, the design will consider ceiling cloud systems in the main corridors for acoustics although acoustical metal deck is currently in the budget in those areas. Most other spaces will include a standard suspended acoustical ceiling. Wall and floor finishes will be standard painted precast, CMU or gypsum board where those systems are incorporated. Tile floors and walls will be included in the main restrooms with tile floors and painted CMU in the recreation restrooms.

HVAC systems at this point are very schematic but initially include a mid-high end system which will allow for more temperature control. Considerations to other systems will have to take place relative to budget and performance expectations. The design and construction team anticipates completing an energy modeling program with Excel Energy to analyze system options, pay backs opportunities and rebates.

## **Space Program:**

### **Main Entry:**

The main entry is easily identified when entering the site from the north. It is located on the north side of the building with close proximity to parking and will include a non-covered drop-off area. The budget currently includes a brick tower that is complimentary to the tower element at City Hall which will help create or reinforce a City Campus style. From the main entry, direct access to the information counter and offices will be obvious.

### **Administration:**

The administration area comprises about 850 SF and includes two private offices and 3 workstations and a storage area. The information counter is directly adjacent to this space as well as to the learning center. The staffing requirements for the facility are likely about the same whether the building is staffed through Community Education or through City staffing options. Detailed requirements for this space will be completed through further programming and design.

### **Senior Center:**

Directly west or to the right of the information center as you enter, is the Senior Connection Center. This space could also be accessed directly from the exterior east corridor and/or patio location. The parking shown on the west edge is optional but could provide senior specific parking areas and a future drop-off area.

The senior center is comprised of approximately 2,500 SF of dedicated space. Details of how the space is organized remains to be determined but considerations for multipurpose use and flexibility will be a high priority. The schematic plan shows the option for movable walls to delineate various meeting or gathering spaces as needed. A social area with a gas fireplace and outdoor patio with views to the lake and trail connections will be considered. A small coffee bar, counter and refrigerator will accommodate refreshments and informal gatherings. A large storage room will facilitate the storage of tables, chairs and other specific senior needs.

It is anticipated that this space will also include some form of "creation stations" that would accommodate arts and crafts projects that the seniors may undertake. Again, additional programming is needed. These stations are located along the southern edge of the senior/learning module which allows direct access to additional creation stations and the learning center. Additional conversation and programming is needed to determine the viability and interest of the senior library being located within the senior space or co-located with the anticipated learning and innovation center element.

Seniors will of course have access to the entire facility and are expected to have programming and activities in the multi-purpose space as well as access to the gymnasiums and walking/running track.

#### **Learning and Innovation Center:**

At this point the schematic includes a "learning and innovation" center of approximately 2,100 SF that would accommodate various learning materials, books, media, etc. that would be managed independently from a GRRL agreement through a partnership with Community Ed or SSC. Other options for materials, services and media are being considered.

It is envisioned that this space will accommodate young children under adult supervision to adults and seniors who will look for a place to learn, interact and "connect". Media, technology and furnishings will be integral to the purpose and success of this space. Like the senior center, this area is anticipated to have a social / reading area around a gas fire place. The location is visible from the main circulation corridor and could have direct access to the adjacent plaza and landscape area where outdoor gathering and learning opportunities exist.

Like the senior center, this area also includes "creation stations" along the southern edge of the senior/learning module. These areas could allow for various media projects, meetings, etc. These spaces could also be used by the seniors and likewise the use of some of the senior art areas could be accessed from the learning center. Envision programs where children, teens and seniors interact to learn, create, and have fun. Of all the spaces identified for this facility this one appears to be a bit undefined. At the same time, it provides the opportunity to create something truly unique. Community input on this concept will help to define its use and goals for success.

#### **Multi-purpose Room / Serving Kitchen / Storage:**

The multi-purpose room is located near the main entrance and along the main east/west lobby/atrium space. It includes approximately 2,900 SF of usable space and is supported by a "catering" kitchen of about 400 SF and storage areas of about 725 SF. The room will be dividable which will facilitate multiple concurrent activities with independent room access. Consideration will be given to movable perimeter walls along the corridor to expand the space into adjacent circulation areas. This could help to facilitate groups attending for recreation events and tournaments. The glazed walls along the perimeter will borrow natural light from the main lobby space while also allowing for views to the lake and plaza.

The serving kitchen will help facilitate small luncheons or gatherings as well as serve as a possible concessions area with direct access to the adjacent corridor serving the recreation area. Large storage rooms for each MP room will provide flexibility in space use. Technology such as screens, projectors and access to Wi-Fi will create additional use opportunities.

#### **Gymnasiums / Walking & Running Track / Equipment & Storage:**

The facility includes 3 full size gymnasiums. The area of all three gymnasiums is approximately 21,000 not including about 5,500 SF for the elevated walking / running

track that runs around the perimeter. Each court will include striping for various recreation sports including but not limited to basketball, volleyball, pickle ball, etc. Overhead, operable basketball standards will be provided. Overhead volleyball nets will also be considered although the current budget anticipates floor mounted nets. Operable separation curtains will allow the courts to be divided for use and to control ball flight to adjacent courts.

The flooring will be a seamless multi-purpose sports floor that will accommodate many activities without the concerns associated with a wood floor. This will allow use by additional recreation groups such as baseball, softball and other "hard ball" sports. Additionally, this floor surface would allow more flexibility in uses such as community gatherings. A similar material will be incorporated at the walking/running track.

An equipment check-out and control area is located in the main recreation corridor. This is where the day to day equipment will be stored and checked out to recreation patrons. The room also provides direct access and visual connection to the gymnasiums improving safety and security concerns.

The elevated walking / running track runs along the entire perimeter of the gymnasiums. The track is accessed from two locations. A stair and elevator will provide vertical access at the south lobby and recreation corridor intersection. An additional stair at the north end will provide access at that point. A stretching / resting area above the equipment room provides relief from the track area. Windows at the corners of the track will afford great views to the exterior surroundings.

The second level south access point will also act as a small stretching, resting, social area that will have overlook views to the main lobby corridor and recreation corridor. It will also provide second floor overlook views to Lake Francis, the plaza and Lake Francis Park and Trail Development. Consideration is being given to an outdoor deck that could be accessed from this area. Budget and technical concerns will be part of that discussion.

#### **Lockers / Restrooms / Showers:**

Restrooms along with a locker/shower area will be provided for males and females adjacent to the gymnasium spaces. The restrooms will serve the recreation users without having to access the locker/shower area. Tile floors and painted CMU are anticipated in these spaces.

#### **Kids Zone:**

The kids zone is located off the main recreation circulation corridor and is approximately 800 SF. This space is anticipated to host small child use through the incorporation of age appropriate climbing / play equipment. The location of this area will work well with the active gym space environment while providing for the opportunity for co-activities of parents and children. Additional space use ideas / options will be gathered at the community input session.

#### **Future Options and Potential Alternates:**

The masterplan for the facility includes consideration for expansions to the senior and learning module to the west and south. An additional space module could be added to the east end of the building through an extension of the corridor near the elevator. Recreation and/or other space use options could easily be added through an extension of the recreation corridor to the north.

A reasonably tall climbing wall could be achieved at the north end of the building by utilizing the vertical precast panels of the gymnasium and enclosing the area. This could be an alternate or future feature.

An outdoor pool location has been identified that would take advantage of being centrally located to the main parking and to utilities that would come from the west. No specific details or budgeting has taken place on this amenity to date.

A drop-off canopy could be added at the main entry. The current design of the entrance vestibule and roof element could easily accommodate a separate "floating" drop-off canopy without affecting the main building structure. It's possible that the footings and foundations could be placed initially to facilitate future installation.

An exterior deck and roof canopy has been considered in the masterplan but is not currently part of the budget. This feature could provide an extremely unique opportunity for outdoor enjoyment, socializing and views to the lake and trails. Options will be considered for integral and/or future incorporation of this element.

Numerous opportunities for landscape features, plazas and trails, exist on this unique site. The budget will attempt to accommodate as much as possible but will also rely on future improvements to complete the overall exterior landscaping vision.

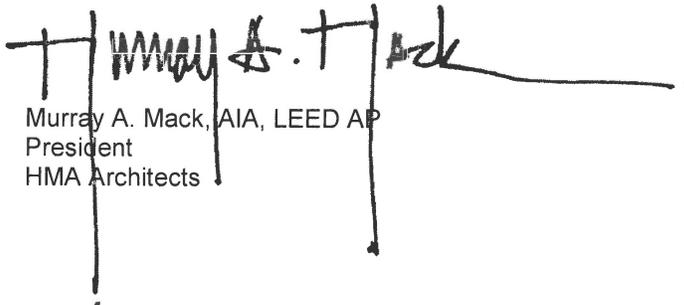
Consideration is being given to a "lakeside" storage and equipment building to serve lake activities including but not limited to paddle boats, paddle boards, kayaks, fishing, etc. The building could also serve as a warming house and gathering space for ice skating on the lake and cross country skiing on the trails.

#### **Conclusion:**

Although many of the program elements and design considerations for this project have come into focus, there is significant work remaining. The design team has attempted to incorporate as much of what was gathered for needs while responding to various functional concerns. Budget is critical. A reasonably solid budget cannot be established until relatively detailed designs are presented. The entire team understands that we have work yet to do on the design and budget and certainly look forward to the upcoming community input session to further mold this project into the best community center that the City of Sartell can build at this time.

We look forward to updating the Council in further detail on Monday night. Thank you for your support and guidance as this exciting project moves forward.

Sincerely,



Murray A. Mack, AIA, LEED AP  
President  
HMA Architects

To: Sartell City Council and Sartell-St. Stephen School District Board

From: City and School project consultants

Re: Pros and cons of co-location of Sartell Community Center and New High School

Date: December 10, 2015

**Site Location:** The School District and the City have had hypothetical discussions on the merits of co-locating community center and new high school facilities. To a certain extent, both facilities located in the same vicinity could provide some advantages from an identity standpoint. Knowing that access to either facility is achieved by going to a common vicinity helps with wayfinding and recognition of “where to go” for community/school facilities. However, to physically attach the facilities on the same site could be somewhat of an identity disconnect and may not be advantageous given the distinct purpose and uses of each facility. This may be truer for the Community Center than for the school based on the size requirements of each area. Location of the “front door” for each facility would be important and possibly challenging depending on site selection, site circulation and building orientation.

In making location decisions for public buildings, great care is given to ensure that the impacts of large public facilities have as minimal impact on adjoining properties as possible. We want to avoid conflictive neighborhood incompatibilities such as increased traffic, noise, lighting, blocked mailboxes, decreased speed zones, and decreased traffic mobility. For reasons similar to why we do not like to place a large commercial retail building in the middle of a residential neighborhood, we want to ensure large traffic generators such as schools, community centers and other public buildings are in an area where the impacts to adjacent properties can be managed through adequate infrastructure and land use placement.

**Site access/Parking:** Each facility will have to provide the minimum amount of parking required by ordinances or for their use. Having a shared parking lot does not reduce the minimum amount of parking needed for each facility. During heavy usage of either facility, there could be some benefit of having a larger parking lot as long as usage doesn't interfere with each facility's minimum requirements (i.e. tournament parking taking up large areas of the high school parking lot, or high school students using needed community center parking stalls). Special consideration should be given to the senior element of the community center facility. The seniors are looking for close access to the facility as a whole if not directly to the senior center area. A large site with various traffic/access zones could prove challenging or inconvenient to senior center use.

Depending on a school site location, additional public road/infrastructure improvements may be needed outside of the site area. The proposed community center location will require a 166' road extension to the site but is otherwise served well by arterial and collector roads. Will the school site require extensive infrastructure upgrades including roads and utilities?

**Utilities:** It is anticipated that even if the facilities were located on the same site, each facility would require its own dedicated utility services and extensions to ensure proper and fair usage recording/billing (for example, each business in a strip mall will have separate utility connections) resulting in no tangible cost sharing.

Site utility costs for the community center project could increase significantly if the required infrastructure is not in place or readily accessible. Adequate and nearby utilities already exist at the proposed community center site.

**Stormwater Management:** The proposed community center site is located directly adjacent to a regional stormwater pond that is designed to accept much of the stormwater from the site. This is a significant advantage for any development that takes place within the regional stormwater area. It reduces the requirement for land that is dedicated to ponding and because of its size, the added benefit of being an aesthetic amenity.

The new high school site (including building, parking lot and all other impervious areas) will be required to provide a minimum amount of ponding per MPCA's stormwater regulations. Ponding is directly correlated to the amount of impervious surface being created.

**Building Use/Management:** The City and School District have had a number of discussions on co-location and how various spaces may or may not be available or workable for cross-use functions. The strongest space function in the community center available for school use would be the 3 gymnasiums. Recreation space is at a premium and the challenge for many users is access to space at a reasonable time of day and at a cost that is manageable.

Programming and operational projections for the community center indicate that the gym spaces will see heavy use during the day, evening and weekends by various users. These users include many of the organized youth sports groups who cannot find space after school hours or on the weekend when school facilities may not be open. Add to this the use of the seniors and adult use for recreational activities and clubs and weekend youth sports tournaments and the "availability" of the gym space for school use would be limited at best. This is not to say that there may not be times when the gym space could be accessed by students in an adjacent high school facility.

The School District also has their own gym space needs that are directly related to high school sports and recreation activities. This would include gymnasiums with wood floors and bleachers (vs. a multipurpose synthetic floor and limited floor seating in the community center). Both the City and School believe that, although some cross use opportunities exist, it would not change the programmatic needs for either facility in terms of gym space requirements and usage. The City and School agree that the gym space being added to a new high school facility is not adequate to meet both School and community gym space needs.

Another area of potential partnership is library space. The City invited Sartell School District staff to a meeting with Great River Regional Library staff members in July of 2015 to discuss whether GRRL could operate within School library space. Due to the rules that GRRL needs to abide by as a public library system, it was not a desirable co-location concept, particularly when considering security issues for both entities. The collections of a public library and a high school library are completely different as well, and serve a different purpose. Depending on what GRRL's Board determines as feasible for them to provide enhanced services to Sartell, this is another area that the City and School will continue to discuss for partnership opportunities.

The greatest opportunity for cooperation for the School District and the City is in a Building use/management partnership. Operational costs over time far exceed the initial cost of construction, and the development of a joint community use plan for school and city facilities will both save costs to the taxpayer while maximizes community access to both facilities. This

concept will continue to be explored via joint operational management of the community center space so potentially one entity could be responsible for programming school and community use of the School and City gymnasium spaces, as well as other space available within the community center. Discussions on this potential partnership will continue.

**Timing:** The community center project has completed site selection, schematic design and has funding in place for a project of approximately \$11M. The City anticipates an early spring/summer bid period with a late spring/summer construction start.

At this point, the School planning committee has made a recommendation to the School Board who will then make a decision on a plan of action. Many decisions remain, including site selection, project programming details, final budget, and ultimately a voter referendum. A referendum could take place in the spring or fall of next year. Upon voter approval of the referendum, plans would need to be created which would put construction of any new buildings on a timetable of no earlier than 2017.

Any anticipated cost savings by combining the projects under one construction effort would be more than off-set by the increase in construction and interest costs of delaying the community center project by a year or more. Additionally, it is typical to see the cost of inflation for construction outpace the potential interest gains anticipated by saving tax collections for use at a later date. We conservatively estimate just one construction season of delay to increase community center costs by over half a million dollars – a more likely two year delay to co-locate with School project would exceed \$1 million in cost increase.

**Looking Forward:** The City and School do believe there are numerous opportunities for achieving cost savings and other benefits for our shared taxpayers by continuing and broadening the City-School partnership, such as:

- Sartell Community Education programming partnership
- City fee policies related to School building projects
- Outdoor recreational amenities, including tennis courts, and how City and School can jointly fund maintenance rather than duplicating assets
- Enhanced library services

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

**RESOLUTION NO. \_\_\_\_\_**  
**DIRECTING PREPARATION OF PLANS**  
**AND SPECIFICATIONS AND AUTHORIZING SOLICITATION OF BIDS**

WHEREAS, the City Council has determined that the Community Center project is advisable and in the best interest of the City;

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

1. The Community Center project, consisting of multi-purpose gymnasium space, indoor walking track, multi-purpose non-recreational spaces, senior center, and other such improvements substantially as presented to Council.

2. HMA Architects are hereby directed to prepare final plans and specifications for said improvements and Strack Companies is authorized to solicit the project for public bids.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 14<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator-Clerk

# PRELIMINARY SITE PLAN

TOTAL FLOOR AREA ≈ 52,795 SQ. FT.

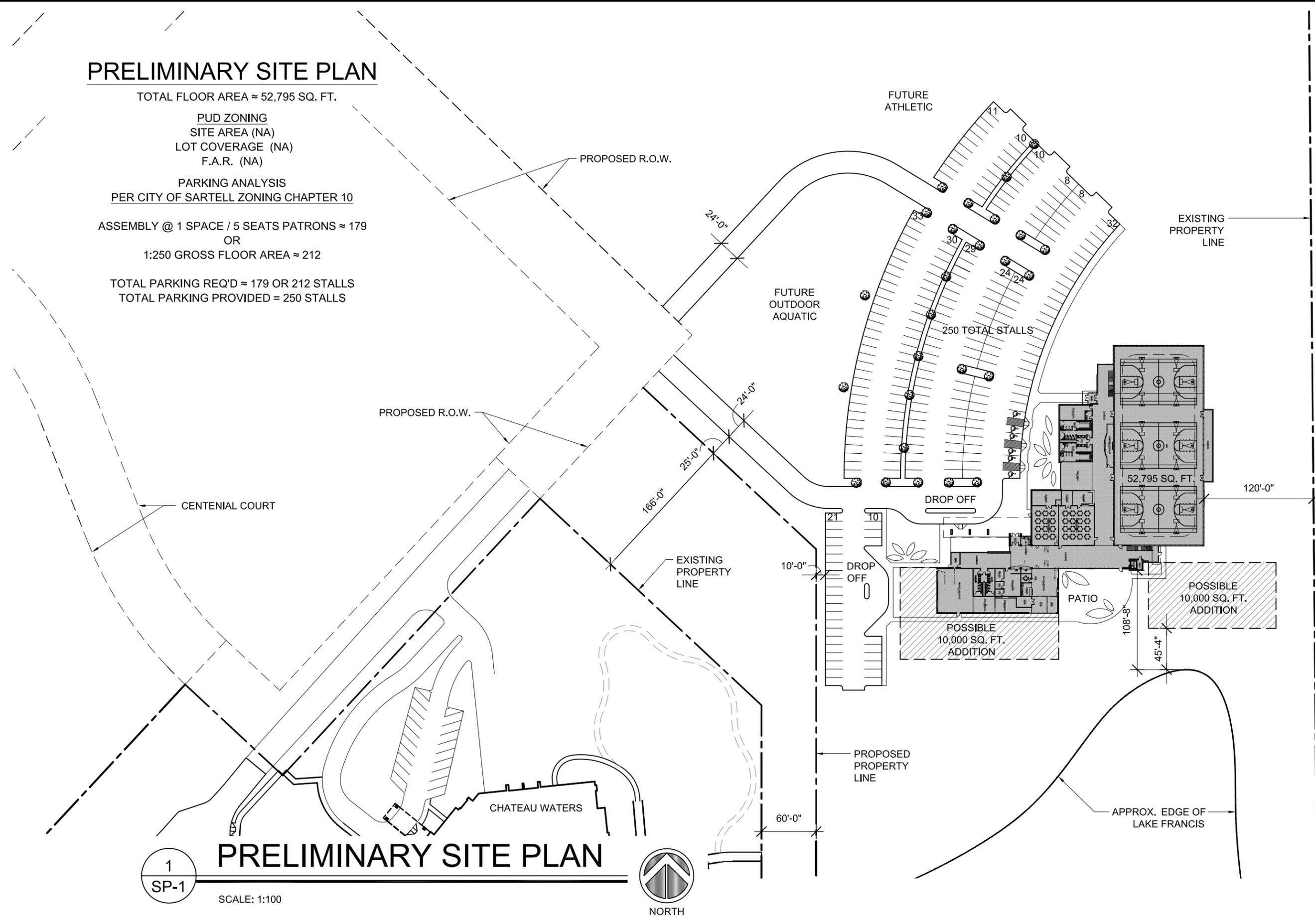
PUD ZONING  
 SITE AREA (NA)  
 LOT COVERAGE (NA)  
 F.A.R. (NA)

PARKING ANALYSIS  
 PER CITY OF SARTELL ZONING CHAPTER 10

ASSEMBLY @ 1 SPACE / 5 SEATS PATRONS ≈ 179  
 OR

1:250 GROSS FLOOR AREA ≈ 212

TOTAL PARKING REQ'D ≈ 179 OR 212 STALLS  
 TOTAL PARKING PROVIDED = 250 STALLS



1  
 SP-1

# PRELIMINARY SITE PLAN

SCALE: 1:100



Sartell Community Center  
**SARTELL COMMUNITY CENTER**  
 Sartell, MN  
 Project no: 1440



501 W. St. Germain Street | Suite 200 | St. Cloud, MN 56301-3605  
 T: 320.251.9155 | F: 320.251.4919 | hma@hmad-archts.com

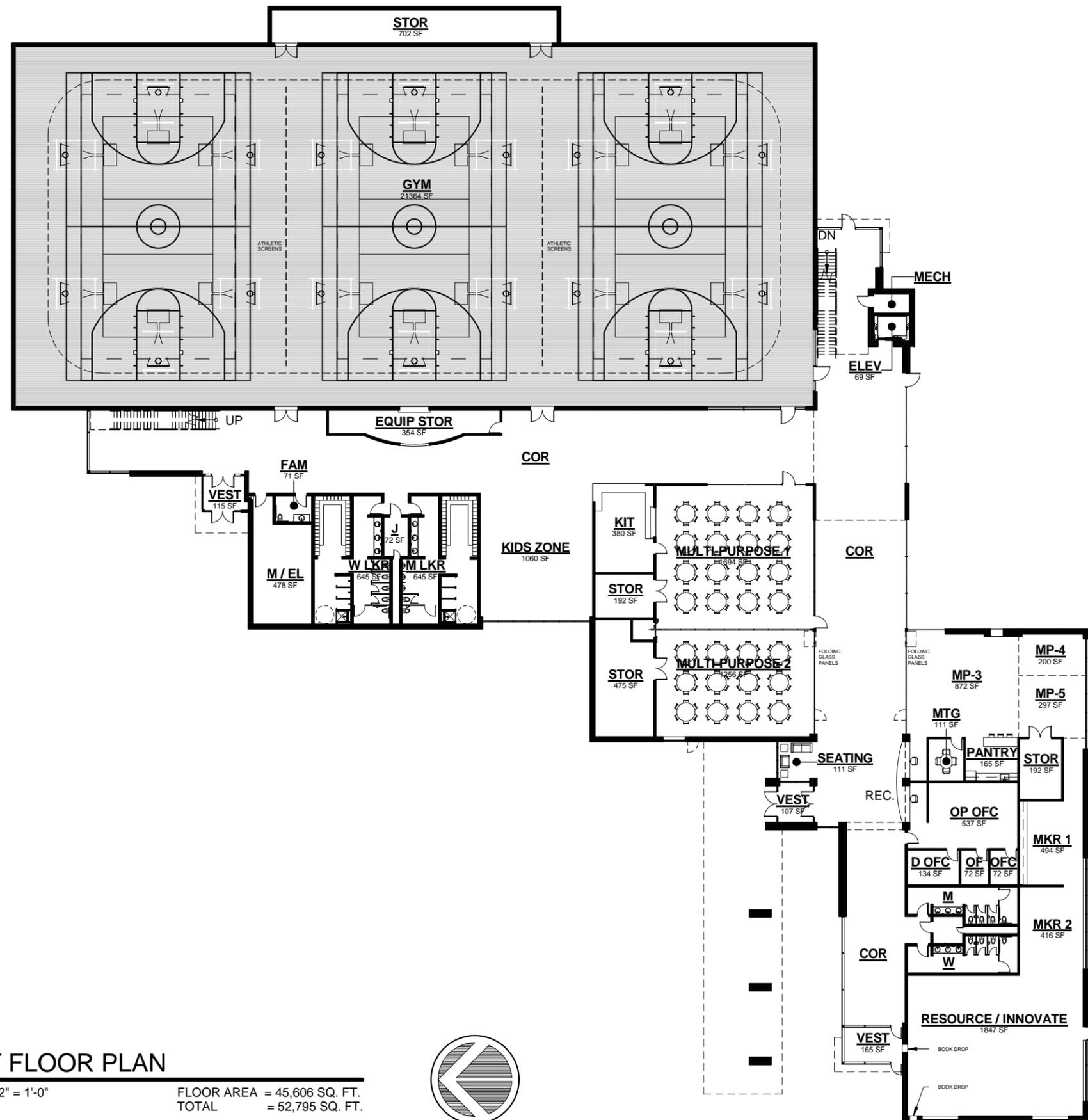
Preliminary Site Plan

# SP-0

Revision: 12/09/15  
 Date: 12/09/15  
 Drawn by: tg

**1** FIRST FLOOR PLAN  
 SP-2 SCALE: 1/32" = 1'-0"

FLOOR AREA = 45,606 SQ. FT.  
 TOTAL = 52,795 SQ. FT.



Sartell Community Center

**SARTELL COMMUNITY CENTER**

Sartell, MN



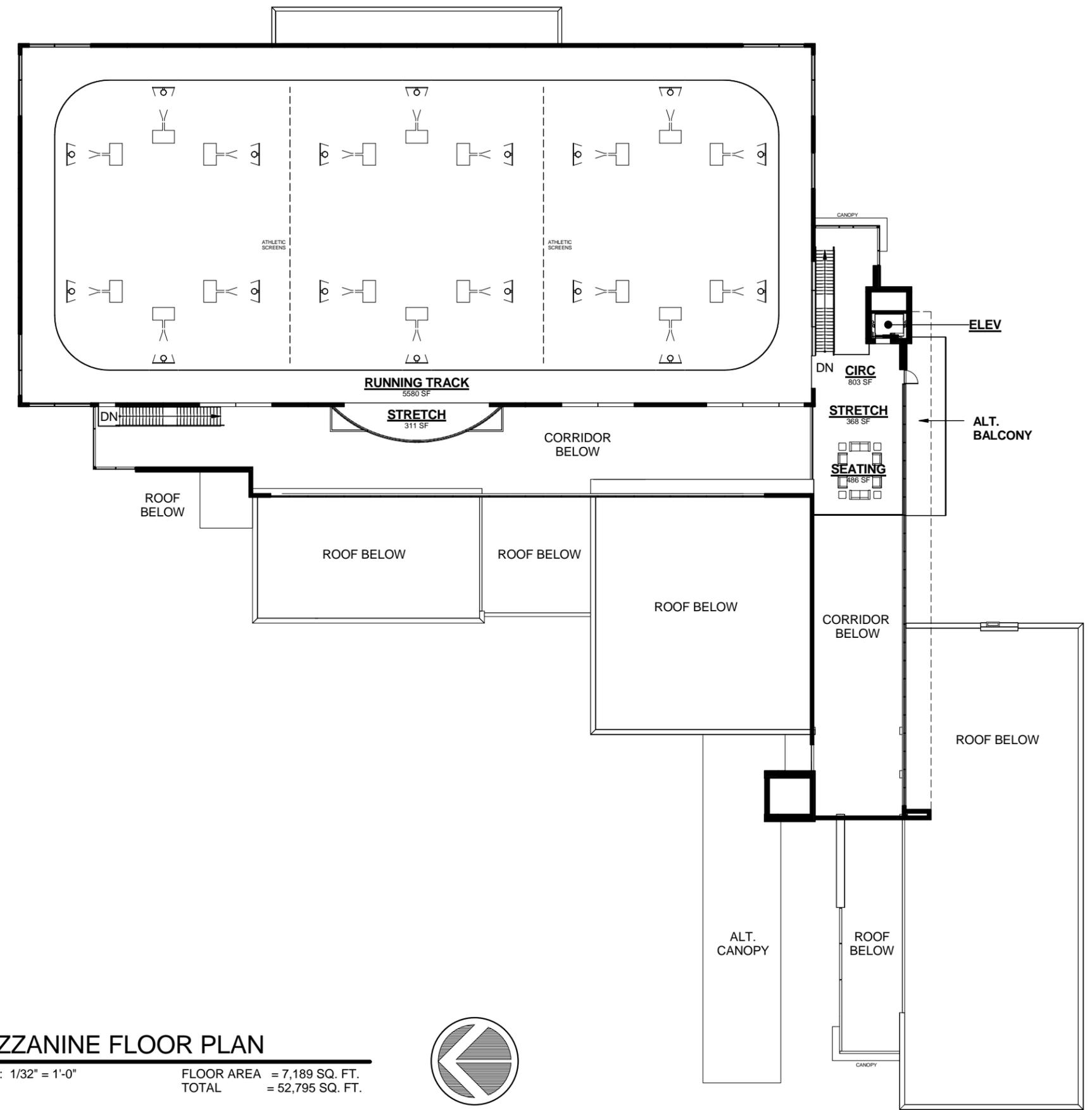
501 W. St. Germain Street | Suite 200 | St. Cloud, MN 56301-3605  
 T: 320.251.9155 | F: 320.251.4819 | hma@hma-archs.com

First Floor Plan

**SP-2**

Project no: 1440  
 Drawn by: Author  
 Date: 12/09/15  
 Revision:

1 MEZZANINE FLOOR PLAN  
 SP-3 SCALE: 1/32" = 1'-0" FLOOR AREA = 7,189 SQ. FT.  
 TOTAL = 52,795 SQ. FT.



Sartell Community Center

SARTELL COMMUNITY CENTER

Sartell, MN

Project no: 1440



501 W. St. Germain Street | Suite 200 | St. Cloud, MN 56301-3605  
 T: 320.251.9155 | F: 320.251.4819 | hma@hma-archs.com

Mezzanine Plan

SP-3

Revision:

Date: 12/08/15

Date:

Drawn by: Author

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Police Department</b>	Meeting Date: <b>December 14, 2015</b>	Agenda Item No. <b>9a</b>
Agenda Section: <b>New Business</b>	Item: <b>Liquor License Violations</b>	
<p><b>BACKGROUND:</b> Alcohol compliance checks are completed twice a year. On November 21 the department conducted the second round of compliance checks using an under-age person who when asked was to present his official MN drivers license. We had two failures during these checks - Sam's Club and Sartell Liquor.</p> <p>This is Sam's Club's second violation within 36 months, with a previous failure in December of 2014. A minimum civil penalty of \$500 and one day license suspension is allowed, but in the past, the one day suspension historically has not been ordered.</p> <p>This is Sartell Liquor's 4<sup>th</sup> failure in 36 months. Eight failures since 2005. Failures have occurred in 2005, 2006, 2008, 2012, 2013, 2014 and both times in 2015. Previously this year they paid a civil penalty and had a 3 day license suspension for the first violation. Per ordinance, the minimum civil penalty the council can impose is \$1,000 and the minimum the license suspension can be is 3 days.</p> <p>It should be noted that Sartell Liquor is in the process of transferring the liquor license from Jack to John Dockendorf. In most cases the transfer of a liquor license would start the new license holder out with no violations even if some have occurred at the business previously. Per our city attorney, because of the fact that John has been a large part of the operation of Sartell Liquor when the previous violations have occurred, the previous violations would remain and follow the new license holder.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None on the part of the city.</p> <p><b>OPTIONS:</b> The council must impose a minimum civil penalty of \$500.00 to Sam's Club with an option of imposing a one day suspension.</p> <p>The council must impose a minimum civil penalty of \$1,000.00 to Sartell Liquor with minimally a 3 day consecutive license suspension. I would also like the council to decide if the transfer of the liquor license will wipe the slate clean or remain for the new license holder who has been a major part of the operation with the previous violations.</p> <p>Once the penalties are imposed, the license holders have 60 days to comply, including the license suspension.</p> <p><b>ATTACHMENTS:</b> Letters sent to license holder violators and staff memo.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Take action on all the areas described under the options.</p>		

November 24, 2015

Attn: Ken Billings  
Sam's Club  
207 CR 120  
St Cloud, MN 56303

Dear Ken:

The police department conducted an alcohol compliance check of your business on November 21, 2015. A staff member failed to properly identify the age of a customer and served/sold an alcoholic beverage to an underage person. Sartell City Ordinance 3-223 identifies a progressive schedule of civil penalties for violations of your liquor license. This will be considered your second violation within 36 months and a civil penalty of \$500.00 will be imposed.

If you wish to contest the fact that your employee sold alcohol to an underage person, you must appeal this violation to the Sartell City Council at a City Council Meeting. The next Sartell City Council Meeting will be at 6pm on December 14, 2015. Copies of the meeting agenda are available as of 4:00 p.m., Thursday, December 10, 2015. If you wish to have a hearing before the Council to dispute these allegations, you must request one at City Hall. If you request a meeting it will be for the purpose of disputing the alleged violation only.

Sincerely,

Dale E. Struffert  
Deputy Police Chief

November 24, 2015

Attn: Jack Dockendorf  
Sartell Liquor  
101 – 7<sup>th</sup> St N  
Sartell, MN 56377

Dear Jack:

The police department conducted an alcohol compliance check of your business on November 21, 2015. A staff member failed to properly identify the age of a customer and served/sold an alcoholic beverage to an underage person. Sartell City Ordinance 3-223 identifies a progressive schedule of civil penalties for violations of your liquor license. This will be considered your fourth violation within 36 months and a civil penalty of \$1,000.00 and at least a 3-day license suspension will be imposed.

If you wish to contest the fact that your employee sold alcohol to an underage person, you must appeal this violation to the Sartell City Council at a City Council Meeting. The next Sartell City Council Meeting will be at 6pm on December 14, 2015. Copies of the meeting agenda are available as of 4:00 p.m., Thursday, December 10, 2015. If you wish to have a hearing before the Council to dispute these allegations, you must request one at City Hall. If you request a meeting it will be for the purpose of disputing the alleged violation only.

Sincerely,

Dale E. Struffert  
Deputy Police Chief

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## *SARTELL POLICE DEPARTMENT*

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**TO:** MAYOR AND CITY COUNCIL  
**FROM:** DEPUTY CHIEF DALE STRUFFERT  
**SUBJECT:** ALCOHOL COMPLIANCE FAILURES  
**DATE:** 11-30-15  
**CC:** MEMO FILE

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Mayor and City Council:

The police department conducted its second alcohol compliance check of the year and as a result, there were two failures. Sam's Club failed for the second time within 36 months, with the previous failure in December 2014. A minimum presumptive civil penalty is \$500, a one day license suspension is allowed, but historically not ordered.

Sartell Liquor also failed, this is their 4<sup>th</sup> failure within 36 months. Eight failures since 2005. As the ordinance is written, I can only look back 36 months to calculate the minimum presumptive civil penalty, but the 5<sup>th</sup> failure was just 37 months ago. They have failed an alcohol compliance check in 2005, 2006, 2008, 2012, 2013, 2014 and both times in 2015.

Under ordinance the minimum civil penalty you can impose is \$1,000 and a 3 day consecutive license suspension. The ordinance states that these dates be set by the City Council, but historically the business owner have been allowed to select them. I want to inform you that I made an error when I told you last September that the revocation period could be determined by city council, ordinance states that it must occur within 60 days of the violation.

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# *Sartell Police Department*

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TO: MARY DEGIOVANNI, MAYOR AND CITY COUNCIL  
FROM: CHIEF HUGHES  
SUBJECT: DECEMBER 14 MTG - GENERAL INFORMATION/STATISTICS  
DATE: DECEMBER 9, 2015  
CC: MEMO FILE

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- CSO Molitor hosted an informational meeting about Neighborhood Watch on December 3<sup>rd</sup> at the police department. It was well attended and our hope was to bring this program back into the community not only as a way of reducing crime, but getting neighbors to know one another.
- This month all officers will have the yearly refresher in the use of mace and the expandable baton.
- The following is a synopsis for the reportable and non-reportable incidents for October 2015.
  - **Reportable Incidents**
    - ✓ Burglaries were at 1
    - ✓ Drug incidents were at 13
    - ✓ Trespass/property damage were at 16
    - ✓ Theft type incidents were at 44
  - **Non Reportable Incidents**
    - ✓ Alarm calls were at 13
    - ✓ Motorist/personal assists were at 39
    - ✓ Dog complaints/incidents were at 15
    - ✓ Driving complaints were at 22

- ✓ Juvenile problems were at 27
- ✓ Medicals were at 41
- ✓ Noise violations were at 9
- ✓ Property damage crashes were at 19
- ✓ Extra patrol requests were at 11
- ✓ Suicide threats/attempts were at 7
- ✓ Suspicious type activity calls were at 49
- ✓ Unwanted persons were at 6
- ✓ Verbal disputes were at 9
- ✓ Warrants served/paper attempts were at 7
- ✓ Welfare checks were at 28

**SARTELL POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT  
OCTOBER 2015**

**REPORTABLE INCIDENTS**

		<u>2013</u>	<u>2014</u>	<u>2015</u>
A	Assault	8	1	2
B	Burglary	1	1	1
C	Forgery – Counterfeiting	1	1	0
D	Drugs	3	7	13
E	Escape – Flight	0	1	0
I	Crime against Family	1	1	0
J	DWI	3	4	3
L	Criminal Sexual Conduct	1	1	3
M	Miscellaneous	1	0	1
	M3001 Juvenile Alcohol Offender	1	0	0
	M3005 Juvenile Use of Tobacco	0	1	1
	M5350 Juvenile Runaway	5	3	0
N	Disturbing Peace/Privacy	1	3	3
P	Trespass/Damage to Property	6	15	16
Q	Stolen Property (Receiving/Concealing)	0	0	1
T	Theft	6	36	29
U	Theft Related	9	20	13
V	Vehicle Theft Related	1	13	1
X	Crime against Administration of Justice	1	1	1
	TOTAL	49	109	88

**SARTELL POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT  
OCTOBER 2015**

**NON REPORTABLE INCIDENTS**

		<u>2014</u>	<u>2015</u>
911 HANG UP	9837	3	0
ADMINISTRATIVE CITATION	9099	2	8
ALARM - ACTUAL	9805	2	0
ALARM - FALSE	9807	24	13
ALL OTHER CITY ORDINANCES	9838	1	8
ALL OTHER DRIVER'S LICENSE VIOLATIONS	9202	0	1
ALL OTHER MOVING VIOLATIONS	9000	4	12
ALL OTHER NON-MOVING VIOLATIONS	9200	1	3
ALL OTHER PARKING VIOLATIONS	9100	2	4
ANIMAL COMPLAINTS (ALL OTHERS)	9564	2	1
ANIMALS FOUND	9312	0	4
ANIMALS LOST	9302	1	2
APPREHENSION AND DETENTION ORDER	9931	0	1
ASSAULT, NO ARREST	9994	4	0
ASSIST - MOTORIST ASSIST	9843	22	24
ASSIST - PERSONAL ASSIST	9732	18	15
ASSIST - PUBLIC ASSIST	9802	0	1
ASSIST BENTON COUNTY	9882	3	4
ASSIST BUSINESS	9866	9	3
ASSIST COLD SPRING PD	9873	0	1
ASSIST HUMAN SERVICES	9889	6	4
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	1	0
ASSIST SAUK RAPIDS PD	9875	10	10
ASSIST ST CLOUD PD	9859	8	7
ASSIST STATE PATROL	9860	4	0
ASSIST STEARNS COUNTY	9863	13	19
ASSIST TODD COUNTY	9864	0	1
ASSIST WAITE PARK PD	9877	1	2
ATTEMPT TO LOCATE	9867	0	3
BACKGROUND CHECKS	9858	25	38
BURNING VIOLATION	9824	7	3
CANCELLED IPS (NON REPORTABLE)	9208	1	2
CAR/ANIMAL ACCIDENT	9411	1	1
CHILD CUSTODY	9992	2	5
CHILD PLACEMENT	9881	0	4
CITIZEN CONTACT	9897	6	31
CIVIL MATTER	9831	6	7

COURT - OFF DUTY	9914	2	0
COURT - ON DUTY	9913	0	2
DECEASED PERSON - BODY FOUND	9720	2	1
DISPLAY WRONG REGISTRATION	9211	1	0
DISPLAY/POSSESS REVOKED PLATES	9097	1	1
DOG - AT LARGE	9566	4	4
DOG - BARKING	9565	6	7
DOG BITES	9561	0	1
DOG COMPLAINTS	9562	1	2
DOG IMPOUNDS	9563	2	1
DOMESTIC, NO CRIME COMMITTED	9993	4	3
DRIVING AFTER REVOCATION	9201	15	6
DRIVING AFTER SUSPENSION	9207	4	4
DRIVING COMPLAINT	9839	26	22
ESCORT	9854	1	5
EXPIRED DRIVER'S LICENSE OR INSTRUCTIONAL PERMIT	9220	0	1
EXPIRED REGISTRATION	9212	4	5
FAIL TO CHANGE ADDRESS ON DL	9098	0	2
FAIL TO REGISTER MOTOR VEHICLE	9213	0	1
FIGHTS	9804	1	2
FINGERPRINT	9849	18	11
FIRE - ALL OTHERS	9600	1	1
FIRE - COMMERCIAL	9603	1	0
FIRE - INDUSTRIAL	9604	1	0
FIRE LANE PARKING - SIGNS	9106	0	1
FIREWORKS	9814	0	1
FOLLOW UP	9327	3	2
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	10	18
GUN RELATED COMPLAINTS	9879	1	3
HANDICAPPED PARKING	9103	0	1
HARASSMENT	9801	8	5
HARASSMENT/RESTRAINING/OFP ORDERS	9929	4	3
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	1	0
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	6	6
INATTENTIVE DRIVING	9034	3	0
INTOXICATED PERSON	9844	2	4
ISSUE DEER PERMIT	9855	1	1
JUVENILE CURFEW VIOLATION	9833	0	4
JUVENILE PROBLEM	9834	13	7
MATTER OF INFORMATION	9970	12	27
MEDICAL CALL	9731	41	41
NEIGHBORHOOD DISPUTE	9991	1	4
NO DRIVER'S LICENSE IN POSSESSION	9111	1	0
NO INSURANCE	9210	5	7
NO PROOF OF INSURANCE	9021	8	11
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	2	0
NO VALID DRIVER'S LICENSE	9113	2	2

NOISE (NO VIOLATION)	9803	1	0
NOISE VIOLATION	9817	8	9
OPEN DOOR AND/OR WINDOW	9900	0	6
PAPER SERVICE	9904	0	3
PARKING LOT CLEARANCE	9825	1	0
PERSON LOST - WELFARE CHECK	9301	1	0
PERSONAL INJURY VEHICLE ACCIDENT	9420	6	1
PERSONS FOUND	9311	7	2
PERSONS MISSING	9304	6	2
PROHIBITED PARKING	9101	0	1
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	17	19
PROPERTY FOUND	9313	7	14
PROPERTY LOST	9303	1	4
PSYCHIATRIC CASE	9740	8	4
PUBLIC HEALTH & SAFETY	9869	18	21
PUBLIC NUISANCE	9832	0	1
RECOVERED STOLEN VEHICLE	9927	1	0
REQUEST FOR EXTRA PATROL	9998	23	11
ROAD HAZARD	9836	3	2
SCHOOL BUS STOP ARM VIOLATION	9014	1	8
SEARCH WARRANT	9928	1	0
SEATBELT VIOLATION	9020	2	3
SEIZED PROPERTY	9872	22	22
SEMAPHORE VIOLATION	9038	1	1
SERVICE TO OTHER DEPARTMENTS	9902	1	0
SOLICITOR REGISTRATION	9324	0	1
SPECIAL DETAIL	9829	16	8
SPEEDING	9004	24	54
STALLED VEHICLE	9840	4	2
STOP SIGNS	9017	2	1
SUICIDE ATTEMPT	9710	2	0
SUICIDE THREAT	9705	9	7
SUSPICIOUS ACTIVITY	9826	13	14
SUSPICIOUS ITEM	9798	1	3
SUSPICIOUS MAIL/EMAIL	9797	0	1
SUSPICIOUS PERSON	9870	12	9
SUSPICIOUS SMELL	9799	2	0
SUSPICIOUS VEHICLE	9868	16	22
THREATS COMPLAINT, NO ARREST	9995	5	4
TOBACCO COMPLIANCE CHECKS	9912	0	16
TOWED VEHICLE	9841	18	13
TRAINING/MISCELLANEOUS	9857	2	1
TRANSPORT	9856	13	12
UNSAFE EQUIPMENT	9015	1	0
UNWANTED PERSON	9830	7	6
URINATING IN PUBLIC	9816	0	2
USE OF WIRELESS DEVICE	9012	1	0

VERBAL DISPUTE	9845	5	4
VERBAL WARNING - ALL OTHERS	9045	76	85
VERBAL WARNING - HEADLAMP(S)	9047	16	14
VERBAL WARNING - SEATBELT	9046	3	7
VERBAL WARNING - SPEED	9043	86	102
VERBAL WARNING - STOP SIGN	9044	9	9
WARNING TAG - OTHER NON-MOVING VIOLATIONS	9185	1	0
WARNING TAG - SPEED	9023	0	2
WARRANT SERVED	9901	6	3
WARRANT/PAPER ATTEMPT	9999	2	4
WELFARE CHECK	9811	28	28

TOTAL		924	1040
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	<u>2013</u>	<u>2014</u>	<u>2015</u>
TOTAL REPORTABLE FOR OCTOBER	49	109	88
TOTAL NON REPORTABLE FOR OCTOBER	906	924	1040
TOTAL CODES FOR OCTOBER	955	1033	1128

Prepared by Kelly Hanson

Approved by Jim Hughes

# ***LAW ENFORCEMENT CENTER***

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

*Jurisdiction:* LEC

*First Date:* 10/01/2015

*Last Date:* 10/31/2015

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
1 SPD		
	1014 ESCORT	4
	1021 PHONE CALL	64
	1029 STOLEN VEHICLE	1
	1050 ACCIDENT	21
	1052 ACCIDENT WITH MINOR INJURIES	1
	1056 INTOXICATED DRIVER	2
	1057 INTOXICATED PERSON	2
	1072 DEAD BODY	1
	ADMIN ADMINISTRATIVE ICR	12
	ADORD APPREHENSION & DETENTION ORDER	1
	AL ALARM	10
	ALFIRE ALARM FIRE	1
	ALMC ALCOHOL MINOR CONSUMPTION	2
	ALMED ALARM MEDICAL	2
	ANI ANIMAL COMPLAINT	2
	ASEX SEXUAL ASSAULT	1
	ASLT ASSAULT	2
	ASSTA AGENCY ASSIST	41
	ASSTB BUSINESS ASSIST	3
	ASSTP PERSONAL ASSIST	15
	BACK BACKGROUND CHECK	38
	BIKEA BIKE/ABANDONED	1
	BURG BURGLARY	1
	BURN ILLEGAL BURNING	2
	CC CITIZEN CONTACT	28
	CIVIL CIVIL MATTER	2
	CO CARBON MONOXIDE CALL WITHOUT IL	2
	COURT COURT	2
	CP CRIME PREVENTION	11
	CUSTODY CHILD CUSTODY DISPUTE	5
	DANCOV DANCO VIOLATION	1
	DISOR DISORDERLY CONDUCT	1
	DOG DOG COMPLAINT/BARKING	16
	DOM DOMESTIC	1
	DOMI DOMESTIC IN PROGRESS	4
	DOORCHK DOOR CHECK(S)	4
	DRIVE DRIVING COMPLAINT	19
	DUPLICATE DUPLICATE ICR ERROR	2
	DWI DRUNK DRIVER ARREST	1
	FIGHT FIGHT PHYSICAL	2
	FIREAL FIRE ALARM	2
	FIREO FIRE OTHER	1
	FPROP FOUND PROPERTY	8
	FRAUD FRAUD	7
	FUP FOLLOW UP	18
	FWORKS FIREWORKS COMPLAINT	1
	GUNSH GUNSHOTS FIRED/HEARD	2
	HAR HARASSMENT COMPLAINT	5
	HARRORD HARASSMENT RESTRAINING ORDER	3
	HAZ HAZARD	17

# ***LAW ENFORCEMENT CENTER***

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

*Jurisdiction:* LEC

*First Date:* 10/01/2015

*Last Date:* 10/31/2015

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
51 SPD		
	HR HIT AND RUN	5
	HSREFER HUMAN SERVICES REFERRAL	10
	IDTHEFT IDENTITY THEFT	1
	INFO MATTER OF INFORMATION	21
	JUVP JUVENILE/PROBLEM WITH	7
	LM LOUD MUSIC	5
	MAIL MAILBOX VANDALISM	1
	MA MOTORIST ASSIST	19
	MED MEDICAL EMERGENCY	39
	MEETING ATTEND MEETING	13
	MISSP MISSING PERSON	2
	NARC NARCOTICS	1
	NDISP NEIGHBORHOOD DISPUTE	4
	NOISE NOISE COMPLAINT	3
	NOPAY NO PAY CUSTOMER	1
	OD OVERDOSE	1
	OPEND OPEN DOOR	5
	ORD ORDINANCE VIOLATION	5
	OTL OUT TO LUNCH	2
	PAPSV PAPER SERVICE	2
	PARK24 24 HOUR PARKING VIOLATION	1
	PARKPAT PARK PATROL	1
	PARKV PARKING VIOLATION	9
	PERD ISSUE DEER PERMIT	1
	PERG GUN PERMIT	18
	POSSD DRUGS-PARAPHERNALIA/POSSESSIO	1
	PRDAM PROPERTY DAMAGE	4
	ROADRAGE ROAD RAGE	1
	SBUS SCHOOL BUS/SCHOOL VIOLATION	6
	SD SPECIAL DETAIL	7
	SHOP SHOPLIFTER	1
	SLUMP SLUMPER	1
	SPEEDTRL SPEED TRAILER	1
	STALKING STALKING	1
	STALL STALLED VEHICLE	6
	SUIC SUICIDE THREAT	7
	SUSA SUSPICIOUS ACTIVITY	10
	SUSI SUSPICIOUS ITEM	2
	SUSP SUSPICIOUS PERSON	11
	SUSV SUSPICIOUS VEHICLE	21
	TAMPV TAMPER WITH MOTOR VEHICLE	2
	TEST TEST RECORD	4
	THEFT THEFT	27
	THEFTV THEFT FROM VEHICLE	8
	THREAT THREATS COMPLAINT	4
	TOBACC TOBACCO COMPLIANCE CHECK	1
	TOW TOWED VEHICLE	1
	TRAFFIC STOP TRAFFIC STOP	262
	TRAIN TRAINING	2
	TRES TRESPASSING/TRESPASSER	3

# **LAW ENFORCEMENT CENTER**

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

**Jurisdiction:** LEC

**First Date:** 10/01/2015

**Last Date:** 10/31/2015

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
101 SPD		
	UNWAN UNWANTED PERSON	3
	URINE URINATING IN PUBLIC	1
	VAND VANDALISM	4
	VANDV VANDALISM TO VEHICLE	2
	VERB VERBAL DISPUTE	4
	VULAD VULNERABLE ADULT	2
	WARRANT WARRANT	8
	WELF WELFARE CHECK	20
	XPAT EXTRA PATROL	4
<b>Group Total:</b>		<b>1014</b>

**Report Total: 1014**

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

**PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT**

**December 14, 2015**

**Streets**

- Pothole patching – Completed patching potholes with spray patcher for the season. Potholes during the winter months will be patched with a cold mix patch.
- Ditch mowing – Completed ditch mowing continues along city streets for the season.
- Street sweeping – Street sweeping of main roads continues until weather becomes too cold or snow falls.
- Street shoulder repairs – Shoulder repairs were done at Dehler Dr., LeSauk Dr. and 35<sup>th</sup> St.N.
- Storm drains – Cleaned storm drains from leaves that were blocking drain grate.
- No Parking signs – Removed “No Parking” signs along 27<sup>th</sup> St. N. west of Pinecone Rd.
- Christmas Decorations – Christmas decorations were installed in different areas of the city.
- Plowing equipment – All snow fighting equipment was mounted on vehicles and checked for plowing season.
- Snow Fence – Snow fence was installed along Roberts Rd, 23<sup>rd</sup> Ave. and 7<sup>th</sup> Ave.N. to help reduce drifting across city streets.
- City Hall repair - Ceramic tile repair was needed at exit in foyer.
- Maintenance garage – Light bulbs within garage were replaced and minor garage door maintenance with adjustment.

**Parks:**

- Community gardens – Community gardens were tilled to help prevent large weed growth in the spring.
- Warming houses – Began cleaning warming houses for the skating season.

**Water and Wastewater**

- Jet/Vac truck – Received delivery of new jet/vac truck.

**Compost site**

- Compost closed for the year November 14<sup>th</sup>
- Brush grinding – All brush collected at compost site has been chipped.

**Professional Development:**

- Safety training (Public Works employees) – Winter Safety
- Pesticide Workshop – Jason Vogt



## ***Memorandum***

**To:** *Mayor and Council Members*

**From:** *Mike Nielson, City Engineer*

**Date:** *December 14, 2015*

**Re:** *Monthly Update*

***WSB Project No. 2174-00***

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### **Pinecone Road Phase 2 Improvements**

**Scout Drive/Heritage Drive** - The street lights have been delivered and the contractor has begun the installation. The installation should be completed by Monday, December 14<sup>th</sup>.

**Safe Routes to School Project** – Due to a delay in getting an updated Disadvantaged Business Enterprise goal from the office of equal employment the bid opening date has been pushed back to February 3, 2016.

**4<sup>th</sup> Avenue S ROW Acquisition and Construction** – Staff met with the attorney working on this project to review the AIM counter offer. Negotiations will continue. The attorney has met with the two other property owners and is near agreement with them.

A public informational meeting will be held at the Planning Commission Meeting on **February 1, 2016**. There will be a short presentation and time allowed for questions. Notices will be sent to the abutting property owners and to the Newsleader. MnDOT requires that a public meeting is held. No action by the Planning Commission is required.

### **East Side Reconstruction**

The open house was held on Wednesday, November 18, 2015 from 5-7 p.m. at City Hall. The meeting was well attended with over 45 residents that signed the sign in sheet. I believe there were many more that did not sign in. Attached is a recap of the questions that were asked during the meeting with responses.

In general the proposal to widen the streets to 32' with parking on one side of the street was well accepted. The general consensus was that sidewalks were not needed in the neighborhood.

Residents asked if they could replace the private portion of their sewer and water services and have them assessed as part of the project. I did let them know that this may be a possibility, but they would have to coordinate the work with a private contractor.

**Providence Development:** Work on the public improvements was suspended for the year due to the heavy rains and already wet soil conditions. The sewer and water have been completed with the storm sewer and roadway planned for completion in the spring of 2016.

**Bernicks Arena Parking Lot:**

Work continues on the hydraulic modeling for the floodplain impacts. We anticipate having the modeling done in January. The delay was caused by the time required to get the floodplain model from FEMA. The DNR model was more readily available, but if we need to request a floodplain revision FEMA will not accept the DNR modeling.

I plan on attending the council meeting, however if you have any questions before the meeting please call me at 293-2989.

**02174-190 Eastside Reconstruction Project**

**Questions and Comments from Public Informational Meeting 11/18/2015 (GMD):** Note the black text is the question and or comment from the public. The blue text is the response that was given during the meeting. The Red text is additional information that will be sent to the public with the next informational letter.

**In general the questions were excellent. There was not much opposition to widening the streets to 32' and not much opposition to the addition of curb & gutter to the streets. The general consensus was that storm sewer was needed in most areas. There was opposition to sidewalks in the neighborhood.**

- **Why is the segment of 2<sup>nd</sup> Ave between 8<sup>th</sup>/9<sup>th</sup> not included in the project?** There are maybe four houses along this segment of roadway. This will be reviewed and included if necessary. This segment was missed on the map and will be included in the project. The sanitary sewer will be extended to the south to serve the vacant lots that currently do not have access to the sanitary sewer.
- **Why is 4<sup>th</sup> Ave included in the M&O portion of the project – the roadway is only 10 years old?** Part of the pavement management process/rating of the roadways is to ensure that the city can stay ahead of the pavement condition throughout the city and maintain the roadways before they are to the point of requiring reconstruction. This segment of roadway was constructed in 2003, however the pavement is showing signs of distress and we proposing this segment to be milled and overlaid with 2" of bituminous to extend the life of the pavement and avoid a more costly reconstruction.
- **What is the estimated amount of assessment?** For the reconstruction portions of the project, in the range of \$10,000/household (average) right now but this could vary depending on the final design (i.e. street width will affect the cost), larger lots will pay more. For planning purposes, \$10,000 per home average, +/- 10-15%. This assessed amount will be put on the tax bill, paid to the county, and the city is then reimbursed. As explained at the meeting the estimated total cost of the project divided by the number of lots is approximately \$10,000 and that number will vary according to the size of the lot. Additional detail on assessments will be developed as the project design moves forward.
- **Will there be new storm sewer throughout the project area? Storm sewer was just put in a few years ago in front of our house on 2<sup>nd</sup> Avenue NE.** We won't be replacing what doesn't need to be replaced, but the benefits aren't all at the property – there is a contributing area, since water runs downhill. The top of the hill may not have a problem with drainage, but they are contributing to the problem down the hill. The storm sewer system will be designed to convey a 10-year design storm. This means that catch basins will be placed and pipes will be sized as necessary to minimize standing water for an approximate
- **What is the estimated assessment for the M&O portion of the project?** The properties within the mill and overlay will be assessed at a rate for the mill and overlay work, currently estimated at around \$1000/home. Again please be aware that this estimate is a ballpark estimate only. The actual assessment could vary by a few hundred dollars and as with the reconstruction estimate will vary by the size of the lot.
- **Service replacement to the homes?** Sewer/water services will be replaced from the main line in the street to the right of way. Services from the right of way to the home can be coordinated with

- private contractors. If a contractor can come in and do 10 or 15 houses in one year, typically the price would be better. Many of the sewer blockage issues are located in the private service line from the house to the main. I would recommend that you at least have a contractor televise your service line from the house to the property line to evaluate the condition of this section of pipe.*
- **Would this cost be separate or with the assessment?** *We can visit different options. We suggest replacing the service to prevent backups. The council would have to determine if the cost to replace the service line from the house to the property line could be included with the assessment.*
  - **We have had issues with tree roots and our services in our area, as I resident, I would encourage that people replace their services from the right of way to their homes.**
  - **Is the sidewalk mandatory?** *We live on a large lot and don't want to pay for the sidewalk or anything that's not necessary. The sidewalk is not mandatory at this time.*
  - **We don't want sidewalk.**
  - **We don't want sidewalk.**
  - **What about the extension of 6<sup>th</sup> Street NE?** *The 6<sup>th</sup> Street NE extension is currently tabled at this time. Costs would be 100% paid by the developer/property owner. This street and utility extension would not be included in the project if the property owner does not specifically request the work be done.*
  - **Are you proposing to address the lake in the kiddie park (park at 2<sup>nd</sup> Ave/4<sup>th</sup> Street?** *Drainage will need to be addressed – we will be looking at this. Following up with the public works department this low area was specifically created for a skating rink. The rink has not been flooded in the past several years. We will be looking at this area to potentially use it as a stormwater infiltration area. If this area can be utilized as a stormwater treatment area it will lower the overall storm sewer cost for everyone on the project. If the area must be maintained for skating purposes other storm water treatment methods will need to be utilized.*
  - **How are assessments calculated? If typically based on frontage, what about lots on dead ends, etc.?** *Dead ends and other specialty cases will be looked at individually – possibly an average lot width? Assessments will be calculated in accordance with the city assessment policy. No single family lot will be assessment be for more than 150'. If you own more than one lot and the lot without your home is saleable you will incur an assessment for the second lot.*
  - **Will we have access to our homes when construction is going on?** *There may be certain points during the project where you will not be able to drive up to your home (when sewer is being installed in front of your house, for example) but the contractor will typically provide access in the morning and evenings. They will backfill the trenches, etc. to accommodate residents. We also will coordinate mail delivery and garbage pickup with the post office and garbage collection services. Typically we will install temporary mail boxes at an accessible location and the contractor will haul garbage cans to the end of the block where your service can empty them.*
  - **Will be notified in advance regarding access?** *Yes, advanced notice will be provided. We typically provide a minimum notice of 24hrs if you will not be able to access your driveway. There may be times when unexpected issues arise where a notice cannot be provided 24 hrs in advance.*
  - **What about parking? Will parking spaces be provided at Val Smith Park for example?** *Typically, people park on adjacent streets that aren't currently under construction, but we can look at that.*

*We typically don't provide designated parking areas. No parking areas will be signed and the remaining on street and park spots will be on a first come first served basis.*

- **What trees will need to be removed?** *Typically, we want to provide 3-4 feet of clearance behind the curb and gutter for the trees, but it is dependent on the tree. This allows for snow storage, etc. More information on tree removal will be available as the design progresses.*
- **Regarding replacement of sewer/water services from right of way to the house, is it better to complete this work before, or right after the street/utility project?** *There is no particular advantage in doing this work prior. The important thing to remember is that your plumber needs to connect at the same elevation as the old sewer. We may be able to provide additional depth at the property line, but cannot guarantee this.*
- **What does the green dot at the end of 2<sup>nd</sup> Street NE represent? Will the street be connected to 1<sup>st</sup> Avenue?** *A cul-de-sac is proposed for snow removal, fire access, etc. No connection to 1<sup>st</sup> is proposed.*
- **What about driveway replacement, especially for steep driveways? Will you match the roadway in, or will I be left with a 18 inch drop off at the end?** *We will work with the property owners to match in to the driveways as best as we can. Typically we replace up to the lot line, but if needed we will go further up to the garage (this could be assessed.) The maximum driveway slope will be 10% from the gutter to the property line unless your driveway exceeds that slope now. If we need to replace additional driveway beyond the right-of-way to make the slopes less than 10%, this will be done at no additional expense to the homeowner. If you wish to have the driveway slope flatter than 10% an additional cost will be assessed to the property.*
- **What is the construction schedule?** *We are anticipating two summers of construction based on the size of the project. It will be phased, most likely split between north and south with construction starting with the south portion, then in the second year, the north portion. Additional information regarding the schedule will be available as the design and budgeting issues are worked out.*
- **What about the two alleys owned by the city? Does the City pay for the alleys?** *The city pays for alley improvements for all property they own.*
- **What is the proposed increase in hard surfaced area for the project? Right now, a lot of water goes right to the river.** *The actual increase in impervious area has not been calculated yet. We will need to provide storm water treatment. One inch of rain over all new impervious areas will need to be treated.*
- **The bottom right photo on the slide is our property, there are oak trees on both sides of the property along the road – will these be removed? (Slide #10 Discussion Items)** *How wide is the existing street there? We will need to provide clearance behind the back of curb to the trees.*
- **I live on 3<sup>rd</sup> Street NE, this is used more as a thoroughfare, and even with that, there is no need for sidewalk – there isn't heavy traffic.**
- **What trees will need to be removed?** *Trees to be removed have not been identified or quantified at this time, this will occur during final design.*
- **Why is the extension of 6<sup>th</sup> Street NE not going to be completed?** *The property was recently purchased. The City is not going to initiate the extension unless the property owner wants it to go forward. New construction is 100% owner's cost. We recognize that improved access for residents on the long cul-de-sac on 4<sup>th</sup> Avenue was our primary motivation to provide this extension. There is a*

*safety concern, and we are trying to work with the property owner. The property owner has been contracted to let them know the project is moving forward and that this may be a cost effective time for them to extend the street and develop the property. At this time we have not received a response.*

- **What about sharing the cost of the 6<sup>th</sup> Street extension throughout the project or throughout the city as a whole?** *Typically, people don't want to pay for someone else's street. There is a safety concern, and we are trying to work with the property owner.*
- **Are the alleys that are currently not paved planned to be paved with this project?** *Currently they are not part of the project, but we will be looking at the issue with the city. Unpaved alleys are typically a maintenance issue. The past policy of the city has been to pave alleys and construct a drive over gutter. Each alley will be assessed and a recommendation to vacate or return to grass may be made if there is no need for access.*
- **Will services be replaced to the houses? Will costs be assessed?** *The project will replace services to the right of way. We recommend replacing services from the right of way to the house concurrent with the project. The services are most likely clay or cast iron. If roots, etc. have been a problem, the project won't fix that. We recommend replacing the services from the right of way to the house, both sewer and water. We can discuss with council what costs might be able to be assessed.*
- **Portions of the neighborhood slope eastward, and yet the figure in the presentation does not show any storm sewer on the eastern portions of most of the project? (i.e. 1<sup>st</sup> Street and 2<sup>nd</sup> Street and the intersections with 4<sup>th</sup> Avenue.)** *The storm sewer design is not completed yet, we will be looking at the areas to be reconstructed for storm sewer needs. We will try to address the puddling. There might be 300 feet or so without storm sewer but it will be collected downstream. We will be looking at fixing the streets/grading so that puddling is minimized. All storm sewers will be designed to collect and convey a 10-year design storm. Catch basins will be placed as necessary to eliminate any standing water.*
- **If the streets are 32 feet wide, with parking on one side, will parking be allowed on the street during the winter?** *Yes, on 32 feet wide streets.*
- **NO SIDEWALK.** *A quick hand tally at the second presentation was nearly unanimous that no sidewalk was necessary.*
- **Will the street lighting be improved? I live on 2<sup>nd</sup> Street NE and there is a light on the corner but the rest of the street is black – it's not safe to walk, or even to drive.** *Street lighting will be addressed with the project. Lighting is currently inadequate. Would midblock lighting be sufficient? Probably. In new developments, we've been putting in decorative lighting, which is more expensive. Do you have a desire for decorative lighting? No decorative lighting is needed, just lights.*
- **During construction, will there be periods where we are without sewer/water? In particular, what about those who work nights? Will we be provided with advanced notice?** *At most there may be an 8 hour outage, if a longer time is necessary, we will provide temporary water. It is likely that the entire project will be provided with temporary water/sewer. Typically, we account for a 4 hour repair, and allow for 8 hours. 48 hour notice will be provided.*
- **What is the length of the construction season you are anticipating?** *It will be weather dependent, but we are anticipating a May/June start with an October-November finish. We would plan to pave those streets that are open by mid-October.*

- **Will we receive updates regarding schedule, etc.?** *Residents will receive weekly updates during construction – email is the preferred method because it is typically most timely as by the time updates are sent via mail, schedules often have changed.*
- **What are the proposed assessments?** *Costs are broken down by footage yet, project costs aren't known, the estimate is likely +/- 25%. We are estimating \$10,000/household average. The city will be bonding for the project (10 year min., 15 year max. currently around 3, 3.5%) and assessments are added on to taxes paid to the county. The city then gets reimbursed from the county.*
- **Will assessments be based on frontage?** *Typically assessments are based on lot frontage, but there is a maximum of 150' (for corner lots, for example.)*
- **We need education for walkers and bikers on how to use streets – walk against traffic and bike with traffic.**
- **What about the 6<sup>th</sup> Street Extension?** *Public works, the fire department, engineering, all recognize the need for the 6th Street extension for safety reasons. We are working with the property owner to see if they have an interest in developing the property. I have sent a letter to Mr. Darrell Walklin, Mesa, AZ to inform him of the project and inquire if he has any interest in developing at this time.*
- **I live on 6th at the end, I don't want to see it extended, it will become a thoroughfare, and will change the atmosphere of the neighborhood. I definitely don't want to pay for it!** *When I looked at the property, I figured that it would accommodate 14-16 new homes, and it appeared likely to be a 50/50 split as to which way the traffic would flow, depending on the driver's destination. There will be an increase in traffic, but I don't believe it would be significant.*

## **02174-190 Eastside Reconstruction Project**

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**In general the questions were excellent. There was not much opposition to widening the streets to 32' and not much opposition to the addition of curb & gutter to the streets. The general consensus was that storm sewer was needed in most areas. There was opposition to sidewalks in the neighborhood.**

- **Why is the segment of 2<sup>nd</sup> Ave between 8<sup>th</sup>/9<sup>th</sup> not included in the project?** There are maybe four houses along this segment of roadway. This will be reviewed and included if necessary. This segment was missed on the map and will be included in the project. The sanitary sewer will be extended to the south to serve the vacant lots that currently do not have access to the sanitary sewer.
- **Why is 4<sup>th</sup> Ave included in the M&O portion of the project – the roadway is only 10 years old?** Part of the pavement management process/rating of the roadways is to ensure that the city can stay ahead of the pavement condition throughout the city and maintain the roadways before they are to the point of requiring reconstruction. This segment of roadway was constructed in 2003, however the pavement is showing signs of distress and we proposing this segment to be milled and overlaid with 2" of bituminous to extend the life of the pavement and avoid a more costly reconstruction.
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- **What is the estimated assessment for the M&O portion of the project?** The properties within the mill and overlay will be assessed at a rate for the mill and overlay work, currently estimated at around \$1000/home. Again please be aware that this estimate is a ballpark estimate only. The actual assessment could vary by a few hundred dollars and as with the reconstruction estimate will vary by the size of the lot.

- **Service replacement to the homes?** *Sewer/water services will be replaced from the main line in the street to the right of way. Services from the right of way to the home can be coordinated with private contractors. If a contractor can come in and do 10 or 15 houses in one year, typically the price would be better. Many of the sewer blockage issues are located in the private service line from the house to the main. I would recommend that you at least have a contractor televise your service line from the house to the property line to evaluate the condition of this section of pipe.*
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- **We don't want sidewalk.**
- **What about the extension of 6<sup>th</sup> Street NE?** *The 6<sup>th</sup> Street NE extension is currently tabled at this time. Costs would be 100% paid by the developer/property owner. This street and utility extension would not be included in the project if the property owner does not specifically request the work be done.*
- **Are you proposing to address the lake in the kiddie park (park at 2<sup>nd</sup> Ave/4<sup>th</sup> Street?** *Drainage will need to be addressed – we will be looking at this. Following up with the public works department this low area was specifically created for a skating rink. The rink has not been flooded in the past several years. We will be looking at this area to potentially use it as a stormwater infiltration area. If this area can be utilized as a stormwater treatment area it will lower the overall storm sewer cost for everyone on the project. If the area must be maintained for skating purposes other storm water treatment methods will need to be utilized.*
- **How are assessments calculated? If typically based on frontage, what about lots on dead ends, etc.?** *Dead ends and other specialty cases will be looked at individually – possibly an average lot width? Assessments will be calculated in accordance with the city assessment policy. No single family lot will be assessment be for more than 150'. If you own more than one lot and the lot without your home is saleable you will incur an assessment for the second lot.*
- **Will we have access to our homes when construction is going on?** *There may be certain points during the project where you will not be able to drive up to your home (when sewer is being installed in front of your house, for example) but the contractor will typically provide access in the morning and evenings. They will backfill the trenches, etc. to accommodate residents. We also will coordinate mail delivery and garbage pickup with the post office and garbage collection services. Typically we will install temporary mail boxes at an accessible location and the contractor will haul garbage cans to the end of the block where your service can empty them.*
- **Will be notified in advance regarding access?** *Yes, advanced notice will be provided. We typically provide a minimum notice of 24hrs if you will not be able to access your driveway. There may be times when unexpected issues arise where a notice cannot be provided 24 hrs in advance.*

- **What about parking? Will parking spaces be provided at Val Smith Park for example?** *Typically, people park on adjacent streets that aren't currently under construction, but we can look at that. We typically don't provide designated parking areas. No parking areas will be signed and the remaining on street and park spots will be on a first come first served basis.*
- **What trees will need to be removed?** *Typically, we want to provide 3-4 feet of clearance behind the curb and gutter for the trees, but it is dependent on the tree. This allows for snow storage, etc. More information on tree removal will be available as the design progresses.*
- **Regarding replacement of sewer/water services from right of way to the house, is it better to complete this work before, or right after the street/utility project?** *There is no particular advantage in doing this work prior. The important thing to remember is that your plumber needs to connect at the same elevation as the old sewer. We may be able to provide additional depth at the property line, but cannot guarantee this.*
- **What does the green dot at the end of 2<sup>nd</sup> Street NE represent? Will the street be connected to 1<sup>st</sup> Avenue?** *A cul-de-sac is proposed for snow removal, fire access, etc. No connection to 1<sup>st</sup> is proposed.*
- **What about driveway replacement, especially for steep driveways? Will you match the roadway in, or will I be left with a 18 inch drop off at the end?** *We will work with the property owners to match in to the driveways as best as we can. Typically we replace up to the lot line, but if needed we will go further up to the garage (this could be assessed.) The maximum driveway slope will be 10% from the gutter to the property line unless your driveway exceeds that slope now. If we need to replace additional driveway beyond the right-of-way to make the slopes less than 10%, this will be done at no additional expense to the homeowner. If you wish to have the driveway slope flatter than 10% an additional cost will be assessed to the property.*
- **What is the construction schedule?** *We are anticipating two summers of construction based on the size of the project. It will be phased, most likely split between north and south with construction starting with the south portion, then in the second year, the north portion. Additional information regarding the schedule will be available as the design and budgeting issues are worked out.*
- **What about the two alleys owned by the city? Does the City pay for the alleys?** *The city pays for alley improvements for all property they own.*
- **What is the proposed increase in hard surfaced area for the project? Right now, a lot of water goes right to the river.** *The actual increase in impervious area has not been calculated yet. We will need to provide storm water treatment. One inch of rain over all new impervious areas will need to be treated.*
- **The bottom right photo on the slide is our property, there are oak trees on both sides of the property along the road – will these be removed? (Slide #10 Discussion Items)** *How wide is the existing street there? We will need to provide clearance behind the back of curb to the trees.*
- **I live on 3<sup>rd</sup> Street NE, this is used more as a thoroughfare, and even with that, there is no need for sidewalk – there isn't heavy traffic.**
- **What trees will need to be removed?** *Trees to be removed have not been identified or quantified at this time, this will occur during final design.*
- **Why is the extension of 6<sup>th</sup> Street NE not going to be completed?** *The property was recently purchased. The City is not going to initiate the extension unless the property owner wants it to go*

forward. New construction is 100% owner's cost. We recognize that improved access for residents on the long cul-de-sac on 4<sup>th</sup> Avenue was our primary motivation to provide this extension. There is a safety concern, and we are trying to work with the property owner. *The property owner has been contracted to let them know the project is moving forward and that this may be a cost effective time for them to extend the street and develop the property. At this time we have not received a response.*

- **What about sharing the cost of the 6<sup>th</sup> Street extension throughout the project or throughout the city as a whole?** *Typically, people don't want to pay for someone else's street. There is a safety concern, and we are trying to work with the property owner.*
- **Are the alleys that are currently not paved planned to be paved with this project?** *Currently they are not part of the project, but we will be looking at the issue with the city. Unpaved alleys are typically a maintenance issue. The past policy of the city has been to pave alleys and construct a drive over gutter. Each alley will be assessed and a recommendation to vacate or return to grass may be made if there is no need for access.*
- **Will services be replaced to the houses? Will costs be assessed?** *The project will replace services to the right of way. We recommend replacing services from the right of way to the house concurrent with the project. The services are most likely clay or cast iron. If roots, etc. have been a problem, the project won't fix that. We recommend replacing the services from the right of way to the house, both sewer and water. We can discuss with council what costs might be able to be assessed.*
- **Portions of the neighborhood slope eastward, and yet the figure in the presentation does not show any storm sewer on the eastern portions of most of the project? (i.e. 1<sup>st</sup> Street and 2<sup>nd</sup> Street and the intersections with 4<sup>th</sup> Avenue.)** *The storm sewer design is not completed yet, we will be looking at the areas to be reconstructed for storm sewer needs. We will try to address the puddling. There might be 300 feet or so without storm sewer but it will be collected downstream. We will be looking at fixing the streets/grading so that puddling is minimized. All storm sewers will be designed to collect and convey a 10-year design storm. Catch basins will be placed as necessary to eliminate any standing water.*
- **If the streets are 32 feet wide, with parking on one side, will parking be allowed on the street during the winter?** *Yes, on 32 feet wide streets.*
- **NO SIDEWALK.** *A quick hand tally at the second presentation was nearly unanimous that no sidewalk was necessary.*
- **Will the street lighting be improved? I live on 2<sup>nd</sup> Street NE and there is a light on the corner but the rest of the street is black – it's not safe to walk, or even to drive.** *Street lighting will be addressed with the project. Lighting is currently inadequate. Would midblock lighting be sufficient? Probably. In new developments, we've been putting in decorative lighting, which is more expensive. Do you have a desire for decorative lighting? No decorative lighting is needed, just light.*
- **During construction, will there be periods where we are without sewer/water? In particular, what about those who work nights? Will we be provided with advanced notice?** *At most there may be an 8 hour outage, if a longer time is necessary, we will provide temporary water. It is likely that the entire project will be provided with temporary water/sewer. Typically, we account for a 4 hour repair, and allow for 8 hours. 48 hour notice will be provided.*

- **What is the length of the construction season you are anticipating?** *It will be weather dependent, but we are anticipating a May/June start with an October-November finish. We would plan to pave those streets that are open by mid-October.*
- **Will we receive updates regarding schedule, etc.?** *Residents will receive weekly updates during construction – email is the preferred method because it is typically most timely as by the time updates are sent via mail, schedules often have changed.*
- **What are the proposed assessments?** *Costs are broken down by footage yet, project costs aren't known, the estimate is likely +/- 25%. We are estimating \$10,000/household average. The city will be bonding for the project (10 year min., 15 year max. currently around 3, 3.5%) and assessments are added on to taxes paid to the county. The city then gets reimbursed.*
- **Will assessments be based on frontage?** *Typically assessments are based on lot frontage, but there is a maximum of 150' (for corner lots, for example.)*
- **We need education for walkers and bikers on how to use streets – walk against traffic and bike with traffic.**
- **What about the 6<sup>th</sup> Street Extension?** *Public works, the fire department, engineering, all recognize the need for the 6th Street extension for safety reasons. We are working with the property owner.*
- **I live on 6th at the end, I don't want to see it extended, it will become a thoroughfare, and will change the atmosphere of the neighborhood. I definitely don't want to pay for it!** *When I looked at the property, I figured that it would accommodate 14-16 new homes, and it appeared likely to be a 50/50 split as to which way the traffic would flow, depending on the driver's destination. There will be an increase in traffic, but I don't believe it would be significant.*

**Community Development Department Update**  
**DECEMBER 2015**  
**Anita Rasmussen, AICP**

**Comprehensive Plan Update**

It is my intention to get a new draft electronically emailed to members of the Commission's and Council by the end of December in advance of a January public virtual open house.

**Planning Commission Update**

**Solar Ordinance Amendments**

The Planning Commission has been reviewing standards related to solar panels and solar gardens. At this time, they would like to see a draft ordinance, which does not allow individual panels on residential, commercial and industrial properties. They would prefer to see the ordinances amended to allow for only solar gardens (in all zones, including residential areas). They site concerns that neighbors may have with the view of the individual panels on private properties. They would reconsider individual solar panels if there were a comprehensive alternative energy amendment, which addresses all forms of energy (turbine, solar, geo thermal etc.). A new draft will be presented to the Commission in January.

**Stockpile/Property Maintenance**

The Planning Commission continued their discussions regarding commercial property maintenance, in particular, those with large stockpiles and unmanaged vegetation. They requested a conversation with members of the CMBA or other interested individual to discuss the problem and seek potential solutions from their members (in advance of crafting ordinances). Staff will attempt to arrange that conversation during a regular Planning Commission meeting in January or February.

**Meetings with Council/Commissions**

The Planning Commission has requested regular joint meetings (2 per year) with the City Council and with other Commissions for discussing issues and goals. I anticipate a joint meeting with the EDC, Planning Commission and the City Council in February to discuss the feedback and input received during the Comprehensive Plan Update input sessions. We will also schedule another meeting in the fall of 2016.

**Economic Development Commission Update**

The EDC has been working diligently with staff to create marketing materials and excitement relative to the community center plans. Since a successful community center can be a driver of economic development growth, members have been providing feedback on videos and presentations. It is anticipated that an information presentation will be finalized mid-December for publication.

**AIM Development**

Staff completed an inspection of the mill property based on the requirements of the IUP. There are a number of documents that are needed to ensure there are in compliance with the IUP. We anticipate obtaining those documents in the next few weeks.

**Sauk River Bridge Planning**

Stantec reviewed with the group discussions with the DNR and FEMA flood maps of the area. They also presented three different placement options for the bridge across the Sauk River. Bridge designs and approaches needed were also discussed. The next steps include a draft report to the City by January with an anticipated construction timeline of 3-4 months in 2016 (if approved by the Council).



## City Administrator's Report December 14, 2015

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

<u>Project</u>	<u>Budget/Source</u>	<u>Status</u>
Sewer Jet Vac	Sewer Fund	Approved 2/9/15
Fire Department air van	Fire Equip Fund	Approved 8/10/15
FD Thermal Imagers	Fire Equip Fund	Approved 11/24/14
FD Light Tower	Fire Equip Fund	Approved 1/26/15
FD chargers/dummies	Fire ops budget	Approved 2/9/15
FD Equip Trailer	Fire Equip Fund	Review in 2016
FD Electric Fan & Tube	Fire Equip Fund	Approved 1/26/15
Cat loader	PW Equip Fund	Approved 9/8/14
Brushcutter&Auger	PW Equip Fund	Request dropped by Dept
Bobcat&attachments	Water/Sewer Funds	Approved 1/26/15
Fork Lift & Leaf Vac	PW Equip Fund	Approved 1/26/15
PD Tasers	Police Equip Fund	Approved 12/14
Leak Survey	Water Fund	Approved 8/24/15
Lift Station #6 & #3	SAC Fund	#6 approved 3.23.15
PD Vehicle Rotation	PD Equip Fund	Approved 1/12/15
Lions Park Trees	Regional Park Fund	Moved to next Spring
PW Pickup	Water/Sewer Fund	Approved 3/9/15
Trail sealcoats	Beautification Fund	Some trail work completed w/dog park, etc.
Toro & Mower rotations	Beautification Fund	Approved 2/9/15
Routine Computer Rotations	Tech Fund	Approved 1/12/15

### Goals Update:

- **Purchase land for Town Square and start working with developers on town square:** City share of phase 1 improvements approved by Council – fundraising toward completion of phase 1 continues.
- **Sauk River Park:** Authorized pedestrian bridge feasibility is underway; additional land acquisition using State funds also still pending further negotiation.
- **Pinecone Regional Park:** City Engineer is working with arena consultant to bring report and recommendation to Council.
- **Community Center:** Next steps on tonight's regular agenda.

**2015 Grant Updates:** (new this month shown in bold):

Applications Funded:

Central MN Arts Board – 2015 Music in the Park grant

PD Programs – Achieved sponsors for Cookout with Cops, PAL, Teen PAL, and GREAT

Sam's - Neighborhood Matching Fund

Walmart - Neighborhood Matching Fund

Central MN Arts Board – City Hall art rotation

Applications submitted but not approved:

Morgan Family Foundation for Neighborhood Matching Fund

Otto Bremer Foundation for Neighborhood Matching Fund

CentraCare Foundation

CITY OF SARTELL							
INVESTMENTS							
10/31/2015							
CASH HOLDINGS	INVESTMENT	INT RATE	TERM	MATURITY DATE	COST VALUE	PAID EARNINGS	
	4M Plus	variable			\$1,950,832.26	\$91.38	
	<b>Subtotal 4M Plus</b>				<b>\$1,950,832.26</b>	<b>\$91.38</b>	
	US Bank/4M Checking	variable			\$4,386,637.16	\$42.86	
	<b>Subtotal US Bank/4M Checking</b>				<b>\$4,386,637.16</b>	<b>\$42.86</b>	
	Bank Vista Money Market	0.50%			\$240,770.50	\$89.02	
	<b>Subtotal Bank Vista Accts.</b>				<b>\$240,770.50</b>	<b>\$89.02</b>	
	Great River Federal - Share Account				\$5.00	\$0.00	
	Beacon Bank	0.35%			\$501,314.02	\$153.78	
	<b>Subtotal Beacon Accts.</b>				<b>\$501,314.02</b>	<b>\$153.78</b>	
	Citizens Community Money Market				\$241,579.75	\$99.24	
	<b>Subtotal CCF Accts.</b>				<b>\$241,579.75</b>	<b>\$99.24</b>	
	ADM - 2015 Bond Proceeds				\$2,374,964.57	\$448.88	
	<b>Subtotal ADM Accts.</b>				<b>\$2,374,964.57</b>	<b>\$448.88</b>	
	TD Ameritrade				\$13,022.87	\$1.97	
	<b>Subtotal TD Ameritrade</b>				<b>\$13,022.87</b>	<b>\$1.97</b>	
	<b>Totals &amp; Average rate:</b>				<b>\$9,709,126.13</b>	<b>\$927.13</b>	
					<b>67.28%</b>		
INVESTMENTS	PURCHASE DATE	INVESTMENT	INT RATE	TERM	MATURITY DATE	CURRENT VALUE	PAID EARNINGS
	01/12/15	CD - Great River Federal Credit Union	0.45%	1 year	01/12/16	\$248,000.00	
	05/01/15	CD - St. Cloud Federal Credit Union	0.55%	1 year	05/01/16	\$248,000.00	
	06/14/15	CD - Sentry Bank, St. Joseph	0.45%	1 year	06/14/16	\$248,000.00	
	10/01/13	CD - Liberty Bank	0.70%	3 yrs	10/01/16	\$248,000.00	\$437.56
	12/26/14	CD - Plaza Park Bank, Sartell	0.40%	1 YR	12/26/15	\$248,200.74	
		<b>Subtotal Local Banks</b>	<b>0.51%</b>			<b>\$1,240,200.74</b>	<b>\$437.56</b>
	01/29/14	CD - Compass Bank, Birmingham AL	0.50%	2 YR	01/29/16	\$249,000.00	
	10/19/15	CD - Capital One NA	1.65%	3 mos	01/29/16	\$246,902.67	
	05/24/13	CD - GE Capital, Salt Lake City	0.70%	3 YR	05/24/16	\$249,000.00	
	06/03/15	CD - Everbank	0.50%	1 YR	06/03/16	\$249,000.00	
	07/27/15	CD - DMB Comm Bank	0.70%	1 YR	07/24/16	\$248,000.00	
	08/13/15	CD - Whitney Bank, New Orleans	0.65%	1 YR	08/12/16	\$248,994.53	
	08/12/15	CD - Santander Bank	0.65%	1 YR	08/12/16	\$8,000.00	
	10/31/14	CD - Ally Bank Midvale UT	1.00%	2 YR	10/31/16	\$247,773.79	\$1,243.40
	01/15/14	CD - Goldman Sachs NY	1.00%	3 YR	01/17/17	\$248,000.00	
	01/17/14	CD - Bank of Baroda, NY	1.00%	3 YR	01/17/17	\$248,000.00	
	01/23/14	CD - Mid MO Bank, Springfield	0.85%	3 YR	01/23/17	\$249,000.00	\$173.96
	05/13/14	CD - Barclays Bank DEL	1.10%	3 YR	05/15/17	\$248,000.00	
	08/14/14	CD - American Express UT	1.25%	3 YR	08/14/17	\$248,000.00	
	10/01/14	CD - Discover Bank	2.15%	5 YR	10/01/19	\$246,826.20	\$2,662.52
	10/15/14	CD - Sallie Mae Bank	2.15%	5 YR	10/15/19	\$246,717.25	\$2,662.52
		<b>Subtotal TD Ameritrade</b>	<b>1.06%</b>			<b>\$3,481,214.44</b>	<b>\$6,742.40</b>

	Total CDs & Average rate:	1.06%			\$4,721,415.18	\$7,179.96
					32.72%	
	TOTAL EARNINGS PAID:	\$8,107.09				
		\$14,430,541.31				
<b>TOTAL CURRENT ACCOUNTS/INVESTMENTS:</b>						
	Bank Vista	\$240,770.50				
	TD Ameritrade	\$3,494,237.31				
	Beacon Bank	\$501,314.02				
	CCF	\$241,579.75				
	ADM	\$2,374,964.57				
	Local Bank CDs & Share	\$1,240,205.74				
	4M Check	\$4,386,637.16				
	4M Plus	\$1,950,832.26				
	<b>TOTAL</b>	<b>\$14,430,541.31</b>				

<b>Fund #</b>	<b>Fund Name</b>	<b>10/31/2015 Cash Balance</b>
101	General Fund	\$1,051,896.17
102	Gang Strike Force Fund	\$0.00
211	Park Improvement Fund	\$13,185.97
212	Youth Programs Fund	\$3,980.14
214	DUI Forfeiture Fund	\$25,941.27
215	Special Initiatives Fund	\$13,715.94
217	Police Reserves Fund	\$5,026.13
221	Beautification Fund	\$15,322.72
222	Forfeiture Fund	\$7,980.02
223	Lodging Tax Fund	\$7,041.27
224	Economic Development Fund	\$420,809.84
225	Sewer Capacity Fund	\$112,432.02
226	Water Capacity Fund	\$31,606.03
227	PEG Access Fees Fund	\$76,771.60
229	Trunk Water Fund	\$135,465.08
230	Trunk Storm Fund	\$256,852.08
231	Trunk Sewer Fund	\$117,339.44
241	Local Sales Tax Fund (2007+)	(\$329,580.96)
250	Cemetery Fund	\$33,272.47
260	Regional Park Fund	(\$98,368.35)
261	Park District 1	\$188,139.66
262	Park District 2	\$113,078.02
263	Park District 3	\$35,980.61
264	Park District 4	\$17,622.51
265	Park District 5	\$44,369.40
266	Park District 6	\$68,547.94
267	Golf Course Park Fund	\$11,859.90
319	GO Water Bonds 2008B	\$24,763.14
320	GO Utility Bonds 2009A	\$44,683.97
321	CIP Bonds 2009B	(\$2,533.10)
324	GO Bonds 2009E	\$1,508,357.67
325	GO Bonds 2010A	\$1,326,485.59
326	Sewer share of 2010B Refunding Bonds	\$94,887.36
327	MSA share of 2010B Refunding Bonds	\$142,425.97
328	Water share 2010B Refunding Bonds	\$44,976.42
329	2012A GO BONDS	\$131,061.21
330	2012A Bonds - refunds 312	\$91,526.42
331	2012A Bonds - refunds 315	\$42,493.80
332	2012 A Bonds - refund 316	\$1,169,732.03
333	2012A Bonds - refunds 318	\$474,610.17
334	2014A Bonds	\$1,932,854.79
335	2015A Bonds	\$0.00
402	Public Improvement Revolving Fund	\$564,405.04
405	MSA Street Maintenance Fund	\$95,409.22
410	Building Fund	(\$19,692.17)
412	PD Equipment Fund	\$33,601.37
413	FD Equipment Fund	\$110,372.97
414	PW Equipment Fund	\$55,270.61
415	Technology Fund	\$22,925.45
416	Emergency Management Fund	\$3,812.02

417	Street Improvement Fund	\$544,115.47
428	Pinecone Road Project	\$2,344,139.69
429	4th/50th Road Project	\$0.00
441	Pheasant Crest TIF District 5-2	\$8,825.12
444	Reker TIF District 5-4	\$3,973.87
445	Burl Oaks TIF District 5-5	\$280.64
601	Water Fund	\$876,531.63
602	Sewer Fund	\$347,236.73
603	Storm Fund	\$32,721.29
<b>TOTALS</b>		<b>\$14,430,541.31</b>

# December 2015

Sartell

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 12:30 PM SSC BD MTG. 6:30 PM JPC MEETING 7 PM SPECIAL COUNCIL MTG.	8 11:30 CHAMBER @ WESTSIDE	9	10 5 pm APO Exec. Bd	11	12
13	14 6 P.M. Council Meeting	15 4 PM MTC BD. MTG. 7 AM EDC MEETING	16	17 Ken Heim Retirement Party Westside Events Center 5-9 p.m.	18	19
20	21	22	23	24 CHRISTMAS HOLIDAY—CITY HALL CLOSED	25 CHRISTMAS HOLIDAY CITY HALL CLOSED	26
27	28	29	30	31		

Sartell

# January 2016

SUN	MON	TUE	WED	THU	FRI	SAT
					1 HOLIDAY CITY HALL CLOSED	2
3	4 12:30 SSC BD MTG. 6:30 PLANNING COMM.	5	6	7	8	9
10	11 6 PM CITY COUNCIL	12 NOON CHAMBERS @ WATERS CHURCH	13	14 5 PM APO EXEC BD.	15	16
17	18 MARTIN LUTHER KING DAY—CITY HALL CLOSED	19 7 AM EDC MTG 4 PM MTC BD MTG 7 PM GRRL BD	20 9 AM S.A.L.T. @ PD	21	22	23
24	25 6 PM CITY COUNCIL	26	27	28	29	30
31						