

**AGENDA**  
**SARTELL CITY COUNCIL**  
**Monday, June 13, 2016**  
**Sartell City Hall**  
**6:00 P.M.**

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**1. PLEDGE OF ALLEGIANCE**

**2. AGENDA REVIEW AND ADOPTION**

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

**4. SPECIAL PRESENTATIONS**

**5. APPROVAL OF CITY COUNCIL MINUTES**

- a. May 23, 2016 – Regular Meeting
- b. June 7, 2016 – 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 voucher payments
- f. Approval of Performance Measures Resolution
- g. Approval of Liquor License-St. Benedict's Senior Community dba Chateau Waters
- h. Approval of Resolution Accepting Donations
- i. Approval of Certificate of Plat Correction
- j. Cancellation of June 27<sup>th</sup> Council meeting
- k. Calling Public Hearing on Comprehensive Plan
- l. Approval of Val Smith Park court quote
- m. Annexation Petition – 11 8<sup>th</sup> Avenue South
- n. Commission Appointment
- o. Appointment of Utilities Employees
- p. Approval of Utilities Equipment Purchase
- q. Interim Ordinance Exception
- r. Annexation Petition – Robert's South

**7. PUBLIC HEARINGS**

- a. Rezoning and Preliminary Plat – Sandstone Village Plat 2  
Final plat (not subject to the Public Hearing)
- b. Vacation – Arbor Trails
- c. Interim Use Permits – Coborn's
- d. Interim Use Permit – Chateau Waters
- e. NPDES Permit

**8. OLD BUSINESS**

- a. Community Center
- b. Final Plat – Heritage Place Plat 4

**9. NEW BUSINESS**

**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**

**CITY COUNCIL MEETING MINUTES  
MAY 23, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on May 23, 2016 in the Council Chambers of Sartell City Hall. Mayor Sarah Jane Nicoll called the meeting to order at 6 p.m.

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

**PLEDGE OF ALLEGIANCE**

**AGENDA REVIEW AND ADOPTION**

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.**

**OPEN FORUM/ PUBLIC COMMENT**

No public comments were made

**SPECIAL PRESENTATION**

**a. Metron Farnier Water Meter Presentation**

Although no council action is recommended tonight, representatives of Metron Farnier gave an overview and presentation on an automated meter reading system using wireless technology.

**APPROVAL OF CITY COUNCIL MINUTES:**

**a. May 9, 2016 Regular Meeting**

Council members Braig-Lindstrom and Peterson made suggested additions to the minutes to include additional comments they made at the May 9<sup>th</sup> meeting. Mayor Nicoll and Council member Lynch expressed concerns about adding additional individual statements because every Council member can want their individual statements included and minutes are only a summary.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES OF MAY 9, 2016 MEETING WITH THE ADDITIONS. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:**

**AYE: COUNCIL MEMBERS HENNES, PETERSON**

**NAY: MAYOR NICOLL, COUNCIL MEMBERS BRAIG-LINDSTROM, LYNCH  
MOTION FAILED**

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES OF THE MAY 9, 2016 REGULAR MEETING AS PRESENTED.**

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

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

**NAY: COUNCIL MEMBER PETERSON**

**MOTION PASSED.**

**CONSENT AGENDA**

- a. Approval of voucher payments
- b. Acceptance of Donations
- c. Approval of Liquor License – Coborn’s Off Sale
- d. Appointment of Park Maintenance Worker
- e. County Road 1 – Heritage LeSauk Approval
- f. Approval of Master Subscriber Agreement
- g. Calling Public Hearing on Interim Use Permit
- h. Calling Public Hearing on Rezoning and Preliminary Plat
- i. Calling Public Hearing on Interim Use Permit
- j. Approval of Liquor License-Super America Sartell 3.2% Off Sale
- k. Appointment of Firefighter

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING CONSENT AGENDA ITEMS A-K.**

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

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

**NAY: COUNCIL MEMBER BRAIG-LINDSTROM**

**MOTION CARRIED**

**OLD BUSINESS**

**a. Approval of Street Repairs**

City Engineer Mike Nielson requested approval of a contract with Tri-City Paving of Little Falls for bituminous repairs on 19<sup>th</sup> Avenue, 21<sup>st</sup> Street North and 3<sup>rd</sup> Street North in the amount of \$52,375.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING THE CONTRACT WITH TRI-CITY PAVING AS RECOMMENDED BY ENGINEER NIELSON. COUNCIL MEMBER BRAIG LINDSTROM SAID SHE WOULD BE ABSTAINING BECAUSE SHE LIVES AT THE END OF 19<sup>TH</sup> AVENUE NORTH.**

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

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

**NAY: NONE**

**ABSTAIN: COUNCIL MEMBER BRAIG-LINDSTROM**

**MOTION CARRIED**

**NEW BUSINESS**

**a. Facilities Committee**

Staff recommended the Council appoint two members to serve on the facilities committee. Mayor Nicoll and Council member Lynch volunteered.

**A MOTION WAS MADE BY MAYOR NICOLL AND SECONDED BY MEMBER HENNES APPROVING MAYOR NICOLL AND COUNCIL MEMBER LYNCH TO SERVE ON THE FACILITIES COMMITTEE.**

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

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

**NAY: COUNCIL MEMBER BRAIG-LINDSTROM**

**MOTION CARRIED**

**b. Stearns County – County Ditch 50 Request**

Chad Martini, representing Stearns County Land Management, as well as Marcus Miller, County Attorney, and Kurt Deter with Rinke Noonan were on hand to explain the process for the City to petition to take over Ditch 50 now that a majority of it is in the City limits. Member Braig Lindstrom expressed concerns about the City's staffing levels related to our ability to maintain the ditch.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE PETITION AND TRANSFER AGREEMENT INCLUDING CITY REIMBURSEMENT TO STEARNS COUNTY OF \$3,935 AND \$11,500 FROM THE CITY'S STORMWATER FUND.**

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

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

**NAY: COUNCIL MEMBER BRAIG-LINDSTROM**

**MOTION CARRIED**

**CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS**

Council members gave updates on various meetings and community events.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH TO ADJOURN THE MEETING AT 7:21 P.M. THE MOTION CARRIED UNANIMOUSLY.**

**Minutes By:**

\_\_\_\_\_  
**Judy Molitor, Recording Secretary**

\_\_\_\_\_  
**Sarah Jane Nicoll, Mayor**

**SARTELL CITY COUNCIL  
SPECIAL MEETING**

**MINUTES OF JUNE 7, 2016**

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Pursuant to due call and notice thereof, a special meeting was held on June 7, 2016 in the conference room of the Sartell City Hall. Mayor Nicoll called the meeting to order at 5:30 p.m.

**COUNCIL PRESENT:** Mayor Sarah Jane Nicoll, Pat Lynch, Steve Hennes  
**COUNCIL ABSENT:** David Peterson, Amy Braig-Lindstrom  
**ALSO PRESENT:** Anita Rasmussen, Community Development Director/Assist City Administrator

**COMMISSION INTERVIEWS**

Interviews were held for one position on the Planning Commission.

A majority of the council supported the appointment of Abby Legatt to the Planning Commission for the remainder of 2016 and then to a 3-year term which would end on December 31, 2019. A resolution will be added to the June 13, 2016, consent agenda officially appointing to the Commission.

**OTHER BUSINESS**

None

**ADJOURN**

THE MAYOR ADJOURNED THE MEETING AT 7:10 P.M.

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Anita Rasmussen  
Community Development Director

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Mayor

City of Sartell

Construction Activity Report May 2016

<b>TOTALS:</b>	<b>May-12</b>	<b>May-13</b>	<b>May-14</b>	<b>May-15</b>	<b>May-16</b>
Single Family Permits	2	7	8	2	4
Single Family Permits YTD	11	14	22	19	25
Single Family Valuation	\$443,600.00	\$1,681,100.00	\$2,301,200.00	\$469,900.00	\$842,000.00
Single Family Valuation YTD	\$2,250,600.00	\$3,327,100.00	\$6,143,400.00	\$4,205,250.00	\$5,661,200.00
Residential Remodel Permits	96	50	30	36	34
Residential Remodel Permits YTD	186	97	88	109	114
Residential Remodel Valuation	\$285,000.00	\$603,400.00	\$249,200.00	\$318,200.00	\$183,349.00
Residential Remodel Valuation YTD	\$500,007.00	\$1,204,900.00	\$500,650.00	\$1,084,500.00	\$954,949.00
Commercial Permits	2	3	4	5	7
Commercial Permits YTD	14	19	14	11	21
Commercial Valuation	\$86,500.00	\$90,724.00	\$363,700.00	\$180,000.00	\$1,350,000.00
Commercial Valuation YTD	\$1,144,850.00	\$2,102,169.00	\$538,300.00	\$4,466,500.00	\$2,910,300.00
Multi Family Permits	0	3	0	1	0
Multi Family Permits YTD	4	5	0	2	7
Number of Units	0	0	0	0	0
Number of Units YTD	38	0	0	0	0
Multi Family Valuation	\$0.00	\$100,000.00	\$0.00	\$3,380,800.00	\$0.00
Multi Family Valuation YTD	\$4,099,133.00	\$109,500.00	\$0.00	\$4,226,000.00	\$13,034,041.00
Plumbing Permits	23	36	26	33	23
Plumbing Permits YTD	91	116	110	155	113
Plumbing Valuation	\$0.00	\$0.00	\$10,000.00	\$4,600.00	\$1,096,075.00
Plumbing Valuation YTD	\$0.00	\$0.00	\$54,133.00	\$34,226.00	\$2,206,075.00
Mechanical Permits	18	24	20	13	19
Mechanical Permits YTD	59	102	84	78	99
Mechanical Valuation	0	0	\$30,000.00	\$12,379.00	\$42,500.00
Mechanical Valuation YTD	0	0	\$341,689.00	\$129,114.00	\$110,090.00
Fire Alarm Permits	0	0	0	1	0
Fire Alarm Permits YTD	5	3	2	5	1
Fire Alarm Valuation	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
Fire Alarm Valuation YTD	\$40,934.50	\$25,721.00	\$9,200.00	\$4,196.00	\$3,000.00
Sprinkler System Permits	0	0	0	0	0
Sprinkler System Permits YTD	9	3	4	7	6
Sprinkler System Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sprinkler System Valuation YTD	\$43,075.00	\$60,584.42	\$6,386.00	\$28,212.00	\$9,465.00
Zoning Permits	25	26	20	32	25
Zoning Permits YTD	33	32	31	55	47
Zoning Permit Fees	\$965.00	\$1,040.00	\$770.00	\$1,220.00	\$960.00
Zoning Permit Fees YTD	\$1,285.00	\$1,280.00	\$1,205.00	\$1,940.00	\$1,800.00
<b>Total Combined Permits</b>	<b>166</b>	<b>149</b>	<b>108</b>	<b>123</b>	<b>112</b>
<b>Total Combined Permits YTD</b>	<b>412</b>	<b>391</b>	<b>355</b>	<b>441</b>	<b>433</b>
<b>Combined Permit Valuation</b>	<b>\$815,100.00</b>	<b>\$2,475,224.00</b>	<b>\$2,954,100.00</b>	<b>\$4,366,179.00</b>	<b>\$3,513,924.00</b>
<b>Combined Permit Valuation YTD</b>	<b>\$8,078,599.50</b>	<b>\$6,829,974.42</b>	<b>\$7,593,758.00</b>	<b>\$14,177,998.00</b>	<b>\$24,889,120.00</b>

City of Sartell  
 Building Department  
 Inspection Activity  
 May 2016

Building Inspections		# of Inspections	YTD Inspections	LYTD	
	Residential	106	490	682	
	Commercial	10	58	101	
	Multifamily	27	113	15	
	<b>Total</b>	<b>143</b>	<b>661</b>	<b>798</b>	
Fire Inspections		Type & # of ins expected	# of Inspections	YTD Inspections	LYTD
	Business (65)		6	42	51
	Church (3)		0	0	1
	Education (7)		0	0	2
	Factory (1)		0	0	3
	Institution (1)		0	0	0
	Medical (22)		0	14	13
	Multifamily (21)		0	1	0
	Restaurant (8)		0	6	9
	Retail (19)		0	8	9
	Daycare/Foster		4	9	2
	<b>Total (147)</b>		<b>10</b>	<b>80</b>	<b>90</b>
Rental Inspections		# of Inspections	YTD	LYTD	
	SFD	7	38	35	
	Multifamily	0	14	14	
	<b>Total</b>	<b>7</b>	<b>52</b>	<b>49</b>	
Zoning Inspection		# of Inspections	YTD	LYTD	
	Shed	5	6	4	
	Fence	6	9	7	
	Lawn Irrigation	0	0	0	
	Curb Cut	0	0	1	
	Pool	0	0	0	
	Decks	0	0	0	
	Parking Pad	1	1	1	
	Land Disturbance	0	0	0	
	<b>Total</b>	<b>12</b>	<b>4</b>	<b>14</b>	
Fire Response		Responses	YTD	LYTD	
	Fire	0	4	5	
	Emer. Response	3	7	2	
	CO	0	0	1	
	Gas Leak	1	2	1	
	Alarm	0	1	1	
	Other	1	4	0	
	<b>Total</b>	<b>5</b>	<b>18</b>	<b>10</b>	
Fire Department		Responses	YTD	LYTD	
	Truck Check	2	3	4	
	Mtg.	0	2	5	
	Fire Flows	0	0	1	
	Other	10	24	11	
	<b>Total</b>	<b>12</b>	<b>29</b>	<b>21</b>	
Emer. Mgmt.				LYTD	
			0	1	
			0	0	
Complaints				LYTD	
			0	0	
Hazardous and/or sub standard buildings				LYTD	
			0	1	
Meetings				LYTD	
				0	

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

**Submitted by Rebecca Wicklund**

**May 2016**

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

**General:** Setup and Installed new computer system for Utilities Supervisor.  
Troubleshoot and fixed Kyle's computer. Was getting Run-32 error inside Laserfiche.  
Located a company that recycled old phone system.  
Worked with Touchpoint to fix issues with Council AV system. Issue turned out to be a problem with the firmware on a converter that was probably knocked out during recent power outage. Once firmware was updated, system tested out fine. Other issue related to an automatic update on the TRMS Server. Auto discovery was shut off during update, once turned back on, issue was fixed.  
Purchased new laptop for Deputy Chief. Laptop goes to Stearns County so that they can install their required software, then once we get it back, we install our required software then it's ready for use.

### **SeeClickFix**

The May SeeClickFix monthly report is attached.



# Sartell, MN

## Between May 01, 2016 and May 31, 2016

13 issues were opened

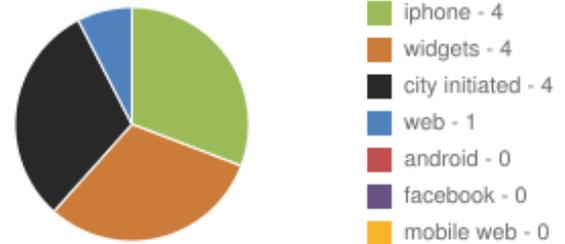
4 issues were acknowledged

10 issues were closed

The average time to acknowledge was 9.0 days.

The average time to close was 2.9 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Illegal Signs	4	1	4	0.3	0.1
Public Safety Concern	2	0	2	0.0	6.7
Garbage Issues- Private Property	1	1	1	11.7	11.7
Pothole	2	1	0	22.1	0.0
Unoperable Vehicles on Private Property	1	1	1	1.8	1.8
Fire Hydrant Issue	1	0	1	0.0	0.1
Street Repair	1	0	1	0.0	1.8
High Grass/Weeds	1	0	0	0.0	0.0
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
Construction Issues	0	0	0	0.0	0.0
Dead Animal Collection	0	0	0	0.0	0.0
Fallen Tree	0	0	0	0.0	0.0
Garbage Issues - Public Property	0	0	0	0.0	0.0
Graffiti	0	0	0	0.0	0.0

Icy Road Condition	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
Other	0	0	0	0.0	0.0
Parking Issue	0	0	0	0.0	0.0
Park Issue/Maintenance	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
Sidewalk/Bike Path Issue	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 Cleaning 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
Traffic Signal Issue	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	13	4	10	9.0	2.9
City boundary [OLD]	13	4	10	9.0	2.9



# Sartell Fire Department

Proudly Serving The City of Sartell since 1920

## Monthly Report for May, 2016

05/17/2016 Monthly Drill: Members tour and preplan meeting at Heim Milling Co. We toured the facility and discussed strategies, safety concerns, hazardous materials, and water supply.

05/24/2016 1<sup>st</sup> Responder Refresher: Firefighters were trained on Triage/Blood borne Pathogens/trauma assessment

05/25/2016 Monthly make up drill: Tour and preplan meeting at Heim Milling Co. We toured the facility and discussed strategies, safety concerns, hazardous materials, and water supply.

### Monthly Incidents:

Incident	Date	Time	Type of Incident
16-000034	05/03/2016	22:21:00	Building fire
16-000036	05/06/2016	17:05:00	Gasoline or other flammable liquid spill
16-000035	05/06/2016	15:40:00	Dispatched & cancelled en route by Sartell PD
16-000037	05/10/2016	11:04:00	Good intent call, Other
16-000038	05/15/2016	10:04:00	False alarm or false call, Other
16-000039	05/17/2016	08:14:00	False alarm or false call, Other
16-000040	05/21/2016	13:00:00	Medical assist, assist EMS crew
16-000042	05/24/2016	10:24:00	Dispatched & cancelled en route
16-000041	05/24/2016	06:32:00	System malfunction, Other
16-000043	05/26/2016	03:50:00	Water rescue

Year to Date comparison from 2015 (57) incidents 2016 (43) incidents

Respectfully Submitted By: Claude Dingmann 1<sup>st</sup> Asst, Chief

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ABLE TREE SERVICE</b>					
		0616PW01	M201608	\$650.00	TREE REMOVAL-PARKS
<b>Search Name ABLE TREE SERVICE</b>				\$650.00	
<b>Search Name ADVANCED INTEGRATED TECH</b>					
069419	5/24/2016	0516PPD03	161215724	\$768.37	PHONE SERVICE
069419	5/24/2016	0516PPD03	161215724	\$73.94	PHONE SERVICE
069419	5/24/2016	0516PPD03	161215724	\$11,390.00	NEW PHONE SYSTEM
069419	5/24/2016	0516PPD03	161215724	\$1,859.09	PHONE SERVICE
069419	5/24/2016	0516PPD03	161215724	\$71.91	PHONE SERVICE
069419	5/24/2016	0516PPD03	161215724	\$224.22	PHONE SERVICE
<b>Search Name ADVANCED INTEGRATED TECH</b>				\$14,387.53	
<b>Search Name ALL CARE TOWING INC</b>					
		0616PD01	171034	\$50.00	TOWING-PD
		0616PD01	172931	\$76.00	TOWING-DUI FORF
		0616PD01	173207	\$40.00	TOWING-PD
<b>Search Name ALL CARE TOWING INC</b>				\$166.00	
<b>Search Name AMERICAN DOOR WORKS</b>					
		0616PD01	0163639-IN	\$1,496.50	REPAIRS-PD
<b>Search Name AMERICAN DOOR WORKS</b>				\$1,496.50	
<b>Search Name AMERICAN PAYMENT CENTERS</b>					
		0616ADM01	15-13173	\$75.00	BOX SERVICE
		0616ADM01	15-13173	\$75.00	BOX SERVICE
<b>Search Name AMERICAN PAYMENT CENTERS</b>				\$150.00	
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>					
		0616PW01	2200767656	\$7.24	UNIFORMS
		0616PW01	2200767656	\$22.86	UNIFORMS
		0616PW01	2200767656	\$14.66	UNIFORMS
		0616PW01	2200767656	\$43.62	UNIFORMS
		0616PW01	2200767656	\$77.52	MATS,TOWELS,MOPS-MAINT
		0616PW01	2200785493	\$7.24	UNIFORMS
		0616PW01	2200785493	\$22.86	UNIFORMS
		0616PW01	2200785493	\$43.62	UNIFORMS
		0616PW01	2200785493	\$46.64	MATS,TOWELS,MOPS-MAINT
		0616PW01	2200785493	\$14.66	UNIFORMS
		0616PD01	2200785494	\$63.05	TOWELS,MATS-PD
		0616ADM01	2200785498	\$44.69	TOWELS,MATS-HALL
		0616PW01	2200790566	\$138.54	MATS,TOWELS,MOPS-MAINT
		0616PW01	2200790566	\$43.62	UNIFORMS
		0616PW01	2200790566	\$14.66	UNIFORMS
		0616PW01	2200790566	\$7.24	UNIFORMS
		0616PW01	2200790566	\$22.86	UNIFORMS
		0616PW01	2200790567	\$35.00	TOWELS,MOPS,MATS-MAINT
		0616ADM01	2200790575	\$47.18	TOWELS,MATS-HALL
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>				\$717.76	
<b>Search Name ANDY S TOWING LLC</b>					
		0616PD01	176599	\$85.00	TOWING-DRUG FORF
<b>Search Name ANDY S TOWING LLC</b>				\$85.00	
<b>Search Name ARNOLD S</b>					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0616PW01	FC29031	\$8.51	REPAIRS-MOWER
		0616PW01	FC29031	\$34.04	REPAIRS-MOWER
<b>Search Name ARNOLD S</b>				\$42.55	
<b>Search Name ASTECH CORP</b>					
		0616PW01	16-109	\$595.58	PATCH GRIT
<b>Search Name ASTECH CORP</b>				\$595.58	
<b>Search Name AT&amp;T MOBILITY</b>					
069430	6/2/2016	0616PPD01	287256356792X05	\$13.60	PHONE SERV
069430	6/2/2016	0616PPD01	287256356792X05	\$30.00	IPAD-JOHN
069430	6/2/2016	0616PPD01	287256356792X05	\$98.83	PHONE SERV
<b>Search Name AT&amp;T MOBILITY</b>				\$142.43	
<b>Search Name BCA/CJ TRNG&amp;AUDITING</b>					
069433	6/6/2016	0616PPD01	2337-032915CS	\$375.00	BCA CRIME SCENE TRNG-7916
<b>Search Name BCA/CJ TRNG&amp;AUDITING</b>				\$375.00	
<b>Search Name BEHRENBRINKER, STEPHEN C</b>					
		0616ADM01	06-2016	\$3,381.25	ASSESSING SERVICES-JUNE
<b>Search Name BEHRENBRINKER, STEPHEN C</b>				\$3,381.25	
<b>Search Name BENTON CNTY AUDITOR TREASURER</b>					
		0616ADM01	2016	\$222.50	AUTOMARK MAINT-P2
<b>Search Name BENTON CNTY AUDITOR TREASURER</b>				\$222.50	
<b>Search Name BENTON TROPHY &amp; AWARDS INC</b>					
		0616PD01	151561	\$13.40	NAME TAGS-OLSON
<b>Search Name BENTON TROPHY &amp; AWARDS INC</b>				\$13.40	
<b>Search Name BLUE LINE PRODUCTIONS</b>					
		0616PD01	BLP16-081	\$37.50	SUPPLIES-PD
<b>Search Name BLUE LINE PRODUCTIONS</b>				\$37.50	
<b>Search Name BONFIELD, KARI</b>					
		0616PD01	7915	\$8.02	REIMB-TOBACCO COMPLIANCE CHECKS
<b>Search Name BONFIELD, KARI</b>				\$8.02	
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>					
		0616ADM01	06-2016	\$90.00	PAYROLL DEDUCTIONS-JUNE
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>				\$90.00	
<b>Search Name C &amp; J CUSTOMIZED SERVICES</b>					
		0616ADM01	140723	\$1,540.00	SPRINKLER REPAIRS-PCR PROJECT
<b>Search Name C &amp; J CUSTOMIZED SERVICES</b>				\$1,540.00	
<b>Search Name CDW GOVERNMENT, INC.</b>					
		0616PD01	DBJ6580	\$1,130.67	LAPTOP-STRUFFERT
		0616PD01	DBQ6484	\$150.28	LAPTOP-STRUFFERT
<b>Search Name CDW GOVERNMENT, INC.</b>				\$1,280.95	
<b>Search Name CENTRAL LOCKSMITHS</b>					
		0616PW01	128668	\$50.00	CYLINDER REKEY
<b>Search Name CENTRAL LOCKSMITHS</b>				\$50.00	
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
		0616PW01	00066545	\$18.60	CYLINDER RENTAL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name CENTRAL MCGOWAN, INC.</b>				\$18.60	
<b>Search Name CHARTER COMMUNICATIONS</b>					
069426	5/26/2016	0516PPD03	835230105015776	\$228.78	INTERNET/TV-FD
069426	5/26/2016	0516PPD03	835230105018283	\$80.00	INTERNET-HALL
069426	5/26/2016	0516PPD03	835230105018283	\$27.60	TV-HALL
069426	5/26/2016	0516PPD03	835230105018589	\$84.99	INTERNET-PLANTS
069426	5/26/2016	0516PPD03	835230105019398	\$103.38	INTERNET/TV-MAINT
069426	5/26/2016	0516PPD03	835230105019617	\$89.98	INTERNET-PLANTS
<b>Search Name CHARTER COMMUNICATIONS</b>				\$614.73	
<b>Search Name CITI LITES INC</b>					
		0616PW01	051351	\$310.00	LOCATES-LIGHTS
		0616PW01	051417	\$510.00	LOCATES-LIGHTS
		0616PW01	051484	\$935.00	LOCATES-LIGHTS
<b>Search Name CITI LITES INC</b>				\$1,755.00	
<b>Search Name COLLINS BROS TOWING OF ST CLOU</b>					
		0616PD01	36009	\$55.00	TOWING-DRUG FORF
<b>Search Name COLLINS BROS TOWING OF ST CLOU</b>				\$55.00	
<b>Search Name COLONIAL LIFE</b>					
069428	5/26/2016	0516PPD03	3506136-0601554	\$53.00	PAYROLL DEDUCTION-MAY
069428	5/26/2016	0516PPD03	3506136-0601554	\$89.10	PAYROLL DEDUCTION-MAY
<b>Search Name COLONIAL LIFE</b>				\$142.10	
<b>Search Name COMDATA(COBORNS-ADMIN)</b>					
		0616PW01	7411	\$8.59	SUPPLIES-POOLS
<b>Search Name COMDATA(COBORNS-ADMIN)</b>				\$8.59	
<b>Search Name COMDATA(COBORNS-PD)</b>					
		0616PD01	1794	\$1.99	MISC SUPPLIES-PD
		0616PD01	1794-052416	\$11.28	RANGE SUPPLIES-PD
<b>Search Name COMDATA(COBORNS-PD)</b>				\$13.27	
<b>Search Name CUSTOM REMODELERS INC</b>					
		0616ADM01	0358-15	\$70.00	REIMB-PERMIT 358-15
		0616ADM01	0358-15	\$2.00	REIMB-BLDG SURCHG
<b>Search Name CUSTOM REMODELERS INC</b>				\$72.00	
<b>Search Name CUSTOM SURFACING</b>					
		0616PW01	051816	\$360.00	PATCHING-FORCEMAIN BREAK
<b>Search Name CUSTOM SURFACING</b>				\$360.00	
<b>Search Name DALTON, TIMOTHY/LISA</b>					
		0616ADM01	1504 6TH AVE N	\$155.09	REIMB-OVERPAY UTIL BILL
<b>Search Name DALTON, TIMOTHY/LISA</b>				\$155.09	
<b>Search Name DAMON FARBER ASSOCIATES INC</b>					
		0616ADM01	92889-S	\$7,679.84	SARTELL BRANDING/DESIGN
<b>Search Name DAMON FARBER ASSOCIATES INC</b>				\$7,679.84	
<b>Search Name DESIGN ELECTRIC INC</b>					
		0616ADM01	2969	\$182.80	REPAIRS-CHAMBERS
		0616PW01	2973	\$53.00	FLAG POLE REPAIRS
		0616PW01	2974	\$71.00	REPAIRS-LIGHTS

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0616PW01	3029	\$106.00	FLAG POLE REPAIRS
		0616PW01	3030	\$274.95	REPAIRS-LIGHTS
		0616PW01	3064	\$125.28	REPAIRS-LIGHTS
		0616PW01	3114	\$175.22	REPAIRS-MAINT
<b>Search Name DESIGN ELECTRIC INC</b>				<u>\$988.25</u>	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
002841E	5/24/2016	0516PPD03	05-20-2016	\$3,566.69	05/20 EMPLOYER FICA
002841E	5/24/2016	0516PPD03	05-20-2016	\$10,366.58	05/20 FED TAX W/HELD
002841E	5/24/2016	0516PPD03	05-20-2016	\$1,447.19	05/20 EMPLOYER MEDICARE
002841E	5/24/2016	0516PPD03	05-20-2016	\$3,566.69	05/20 EMPLOYEE FICA
002841E	5/24/2016	0516PPD03	05-20-2016	\$1,447.19	05/20 EMPLOYEE MEDICARE
002854E	6/1/2016	0616PPD01	05-31-2016	\$438.29	05/31 EMPLOYER FICA
002854E	6/1/2016	0616PPD01	05-31-2016	\$438.29	05/31 EMPLOYEE FICA
002854E	6/1/2016	0616PPD01	05-31-2016	\$130.37	05/31 EMPLOYER MEDICARE
002854E	6/1/2016	0616PPD01	05-31-2016	\$130.37	05/31 EMPLOYEE MEDICARE
002854E	6/1/2016	0616PPD01	05-31-2016	\$190.81	05/31 FED TAX W/HELD
002859E	6/7/2016	0616PPD01	06-03-2016	\$1,534.90	06/03 EMPLOYER MEDICARE
002859E	6/7/2016	0616PPD01	06-03-2016	\$1,534.90	06/03 EMPLOYEE MEDICARE
002859E	6/7/2016	0616PPD01	06-03-2016	\$11,079.39	06/03 FED TAX W/HELD
002859E	6/7/2016	0616PPD01	06-03-2016	\$3,782.83	06/03 EMPLOYEE FICA
002859E	6/7/2016	0616PPD01	06-03-2016	\$3,782.83	06/03 EMPLOYER FICA
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>				<u>\$43,437.32</u>	
<b>Search Name EISENBACHER, GABRIEL T</b>					
		0616PD01	2016	\$75.00	TOBACCO COMPLIANCE CHECKS
<b>Search Name EISENBACHER, GABRIEL T</b>				<u>\$75.00</u>	
<b>Search Name EMPOWER RETIREMENT</b>					
002843E	5/23/2016	0516PPD03	05-20-2016	\$1,871.42	05/20 PAYROLL DEDUCTION
002843E	5/23/2016	0516PPD03	05-20-2016	\$184.62	05/20 EMPLOYER CONTR TO PENSION-A
002844E	5/23/2016	0516PPD03	05-20-2016	\$2,751.52	05/20 PAYROLL DEDUCTION
002858E	6/6/2016	0616PPD01	06-03-2016	\$184.62	06/03 EMPLOYER CONTR TO PENSION-A
002858E	6/6/2016	0616PPD01	06-03-2016	\$1,989.07	06/03 PAYROLL DEDUCTION
002857E	6/6/2016	0616PPD01	06-03-2016	\$2,807.22	06/03 PAYROLL DEDUCTION
<b>Search Name EMPOWER RETIREMENT</b>				<u>\$9,788.47</u>	
<b>Search Name ERKENS WATER SOFTENER SERV INC</b>					
		0616FD01	657033	\$56.40	SOFTENER SALT-FD
<b>Search Name ERKENS WATER SOFTENER SERV INC</b>				<u>\$56.40</u>	
<b>Search Name FASTENAL COMPANY</b>					
		0616PW01	MNSAU158139	\$7.78	SHOP TOOLS
		0616PW01	MNSAU158201	\$26.88	SHOP TOOLS
		0616PW01	MNSAU158392	\$6.99	REPAIRS-POOL
		0616PW01	MNSAU158592	\$17.63	REPAIRS-COMPRESSOR
<b>Search Name FASTENAL COMPANY</b>				<u>\$59.28</u>	
<b>Search Name FELLING TRAILERS</b>					
		0616PW01	164329	\$36.04	REPAIRS-TRAILER
<b>Search Name FELLING TRAILERS</b>				<u>\$36.04</u>	
<b>Search Name FERCHE, J R INC</b>					
		0616ADM01	5-02174-33	\$134,184.65	PCR-SCOUT TO HERITAGE
		0616ADM01	6-02174-57	\$41,662.61	PCR RESURFACING-2ND ST TO 7TH ST N

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name FERCHE, J R INC</b>				\$175,847.26	
<b>Search Name FERGUSON WATERWORKS #2516</b>					
	0616PW01	WL000979		\$3,407.39	METERS
	0616PW01	WL001014		\$778.19	METER-2"
	0616PW01	WL001015		\$363.75	METER-1"
	0616PW01	WL001043		\$515.55	METER SUPPLIES
<b>Search Name FERGUSON WATERWORKS #2516</b>				\$5,064.88	
<b>Search Name GALLUS, GREG</b>					
	0616ADM01	516 10TH ST N		\$1,054.95	REIMB-OVERPAY UTIL BILL
<b>Search Name GALLUS, GREG</b>				\$1,054.95	
<b>Search Name GATR OF SAUK RAPIDS</b>					
	0616PW01	01P172882		\$5.53	REPAIRS-MOWERS
	0616PW01	01P172894		\$16.59	REPAIRS-MOWERS
	0616PW01	01P174238		\$102.58	REPAIRS-MOWER
	0616PW01	01P174242		\$129.20	REPAIRS-MOWER
<b>Search Name GATR OF SAUK RAPIDS</b>				\$253.90	
<b>Search Name GOPHER STATE ONE-CALL INC</b>					
	0616PW01	6050694		\$407.70	LOCATES-MAY
<b>Search Name GOPHER STATE ONE-CALL INC</b>				\$407.70	
<b>Search Name GRANITE CITY DOOR LLC</b>					
	0616FD01	4907		\$350.00	REPAIRS-FIRE HALL
<b>Search Name GRANITE CITY DOOR LLC</b>				\$350.00	
<b>Search Name GRANITE ELECTRONICS INC</b>					
	0616PD01	153001640-1		\$197.00	REPAIRS-RADIO
	0616FD01	153001645-1		\$451.00	REPAIRS-FD EQUIPMENT
<b>Search Name GRANITE ELECTRONICS INC</b>				\$648.00	
<b>Search Name GRANITE PEST CONTROL SERVICES</b>					
	0616ADM01	72508		\$79.00	PEST CONTROL-HALL
<b>Search Name GRANITE PEST CONTROL SERVICES</b>				\$79.00	
<b>Search Name HATLING FLINT LLC</b>					
	0616ADM01	167446-0000		\$800.00	VISUAL/MARKETING MATERIALS
<b>Search Name HATLING FLINT LLC</b>				\$800.00	
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>					
	0616PW01	3882820		\$679.00	CHEMICALS
	0616PW01	3882821		\$679.00	CHEMICALS
	0616PW01	3887520		\$2,914.27	CHEMICALS
	0616PW01	3887521		\$9,257.33	CHEMICALS
	0616PW01	3887522		\$3,059.34	CHEMICALS
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>				\$16,588.94	
<b>Search Name HELENA CHEMICAL COMPANY</b>					
	0616PW01	134729174		\$70.00	CHEMICALS
	0616PW01	134729354		\$160.78	CHEMICALS
<b>Search Name HELENA CHEMICAL COMPANY</b>				\$230.78	
<b>Search Name HMA ARCHITECTS LTD</b>					
	0616ADM01	1440-6		\$301,433.55	COMMUNITY CENTER

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name HMA ARCHITECTS LTD</b>				\$301,433.55	
<b>Search Name HORIZON COMMERCIAL POOL SUPPLY</b>					
		0616PW01	SV160316015	\$2,716.95	REPAIRS-POOL
<b>Search Name HORIZON COMMERCIAL POOL SUPPLY</b>				\$2,716.95	
<b>Search Name HYDRO KLEAN LLC</b>					
		0616PW01	54909	\$3,161.23	TELEVISIONING-STORM
		0616PW01	54909	\$3,585.12	TELEVISIONING-SANITARY SEWER
<b>Search Name HYDRO KLEAN LLC</b>				\$6,746.35	
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>					
		0616PD01	IN1188430	\$637.26	OFFICE SUPPLIES-PD
		0616PD01	IN1193227	\$28.19	OFFICE SUPPLIES-PD
		0616PD01	SCN-046510	-\$25.77	OFFICE SUPPLIES-PD
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				\$639.68	
<b>Search Name INTEGRA TELECOM</b>					
069421	5/24/2016	0516PPD03	13822299	\$78.32	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$204.36	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$38.82	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$80.99	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$9.78	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$9.78	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$58.74	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$195.77	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$39.16	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$38.34	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$38.34	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$363.18	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$195.77	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$114.99	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$195.77	PHONE SERVICE
069421	5/24/2016	0516PPD03	13822299	\$114.99	PHONE SERVICE
<b>Search Name INTEGRA TELECOM</b>				\$1,777.10	
<b>Search Name INTELLIGENT PRODUCTS INC</b>					
		0616PW01	219032A	\$1,015.90	MUTT MITTS
<b>Search Name INTELLIGENT PRODUCTS INC</b>				\$1,015.90	
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>					
		0616PW01	10215	\$17.00	WIRELESS MANAGEMENT
		0616PD01	10215	\$17.00	WIRELESS MANAGEMENT
		0616PW01	10215	\$17.00	WIRELESS MANAGEMENT
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>				\$51.00	
<b>Search Name INTERSTATE ALL BATTERY CTR</b>					
		0616PD01	1922301004095	\$128.14	BATTERY-PD
		0616PW01	1922301004269	\$282.75	BATTERY-CHIPPER
		0616ADM01	1922301004361	\$16.00	BATTERIES-HALL
		0616PW01	1923301004289	\$282.75	BATTERY-COMPRESSOR
		0616PD01	1923301004359	\$226.95	BATTERY-SQUAD
<b>Search Name INTERSTATE ALL BATTERY CTR</b>				\$936.59	
<b>Search Name KEEPRS INC</b>					
		0616PD01	308949	\$514.13	UNIFORMS-OLSON

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0616PD01	309841	\$76.99	BELT-RESERVES
		0616PD01	309845	\$44.99	BELT-RESERVES
<b>Search Name KEEPRS INC</b>				\$636.11	
<b>Search Name KLM ENGINEERING INC</b>					
		0616PW01	5999	\$10,700.00	N TOWER-GS-9 INSTALLATION
		0616PW01	6000	\$10,700.00	HUNTINGSTON TOWER-GS-9 INSTALLAT
		0616PW01	6005	\$2,600.00	E TOWER-DRY TANK EVAL
<b>Search Name KLM ENGINEERING INC</b>				\$24,000.00	
<b>Search Name KNIFE RIVER CORP-NORTH CENTRAL</b>					
		0616PW01	10371	\$2,400.00	PATCH-WATER MAIN BREAK
		0616PW01	10371	\$6,080.00	PATCH-SEWER BREAK
<b>Search Name KNIFE RIVER CORP-NORTH CENTRAL</b>				\$8,480.00	
<b>Search Name KOIVISTO, TIM</b>					
		0616ADM01	1912 4TH ST N	\$76.86	REIMB-OVERPAY UTIL BILL
<b>Search Name KOIVISTO, TIM</b>				\$76.86	
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>					
		0616PD01	06-2016	\$784.00	UNION DUES-JUNE
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>				\$784.00	
<b>Search Name LAWSON PRODUCTS INC</b>					
		0616PW01	9304110723	\$188.63	SUPPLIES-MAINT
<b>Search Name LAWSON PRODUCTS INC</b>				\$188.63	
<b>Search Name LEGGETTE BRASHERS &amp; GRAHAM INC</b>					
		0616PW01	201605230	\$2,046.68	DEZURIK/SARTELL-LAGOON#3
		0616PW01	201605231	\$293.25	LANDFILL ANNUAL G-W MONITORING
<b>Search Name LEGGETTE BRASHERS &amp; GRAHAM INC</b>				\$2,339.93	
<b>Search Name LESTER, JOHN</b>					
		0616PD01	052516	\$52.00	MEALS-TRAINING
<b>Search Name LESTER, JOHN</b>				\$52.00	
<b>Search Name LIBERTY TIRE RECYCLING LLC</b>					
		0616PW01	912689	\$194.57	TIRE RECYCLING
<b>Search Name LIBERTY TIRE RECYCLING LLC</b>				\$194.57	
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>					
		0616PW01	0245667-IN	\$95.33	TOOLS-PARKS
		0616PW01	0245856-IN	\$47.21	TOOLS-PARKS
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>				\$142.54	
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
		0616PW01	2163313	\$3,576.34	REPAIRS-SWEEPER
		0616PW01	2163407	\$856.31	REPAIRS-SWEEPER
		0616PW01	2163504	\$806.40	REPAIRS-SWEEPER
<b>Search Name MACQUEEN EQUIPMENT INC</b>				\$5,239.05	
<b>Search Name MARCO INC</b>					
069425	5/26/2016	0516PPD03	304802366	\$560.50	COPY MACHINES/PRINTERS-PD
069425	5/26/2016	0516PPD03	304962996	\$92.00	COPY MACHINE-FD
069425	5/26/2016	0516PPD03	305144362	\$568.64	COPY MACHINE/PRINTERS-HALL
<b>Search Name MARCO INC</b>				\$1,221.14	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name MARTIN-MCALLISTER</b>					
		0616PD01	10470	\$500.00	PUBLIC SAFETY ASMT-OLSON
<b>Search Name MARTIN-MCALLISTER</b>					
				\$500.00	
<b>Search Name MID MN CODE ENFORCEMENT INC</b>					
		0616ADM01	MAY-16	\$1,625.00	BLDG INSPECTIONS-MAY
<b>Search Name MID MN CODE ENFORCEMENT INC</b>					
				\$1,625.00	
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
		0616ADM01	05-2016	\$1,920.00	BLDG INSPECTIONS-MAY
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
				\$1,920.00	
<b>Search Name MIMBACH FLEET SUPPLY</b>					
		0616PW01	118693	\$33.98	REPAIRS-MOWERS
		0616PW01	119169	\$9.98	REPAIRS-MOWERS
<b>Search Name MIMBACH FLEET SUPPLY</b>					
				\$43.96	
<b>Search Name MINNESOTA PUMP WORKS</b>					
		0616PW01	9067	\$1,030.00	LS#2 REPAIRS
<b>Search Name MINNESOTA PUMP WORKS</b>					
				\$1,030.00	
<b>Search Name MN BCA-CRIME PREVENTION</b>					
	069434	6/6/2016	0616PPD01 2016	\$6.04	SHIPPING-TRADING CARDS
<b>Search Name MN BCA-CRIME PREVENTION</b>					
				\$6.04	
<b>Search Name MN DEPT OF HEALTH</b>					
	069418	5/23/2016	0516PPD03 174-820	\$150.00	PERMIT-WTR MAIN CSAH 1
			0616ADM01 2015/2016-4	\$7,166.00	SAFE WATER ACT
<b>Search Name MN DEPT OF HEALTH</b>					
				\$7,316.00	
<b>Search Name MN DEPT OF REVENUE</b>					
	002842E	5/20/2016	0516PPD03 05-20-2016	\$4,243.47	05/20 STATE TAX W/HELD
	002853E	6/1/2016	0616PPD01 05-31-2016	\$119.73	05/31 STATE TAX W/HELD
	002856E	6/7/2016	0616PPD01 06-03-2016	\$4,538.08	06/03 STATE TAX W/HELD
<b>Search Name MN DEPT OF REVENUE</b>					
				\$8,901.28	
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
		0616ADM01	7524616	\$80.00	PAYROLL DEDUCTION-MAY
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
				\$80.00	
<b>Search Name MN POLLUTION CONTROL AGENCY</b>					
	069417	5/23/2016	0516PPD03 174-820	\$310.00	PERMIT-SAN SWR CSAH 1
<b>Search Name MN POLLUTION CONTROL AGENCY</b>					
				\$310.00	
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>					
		0616ADM01	06-2016	\$1,105.00	UNION DUES-JUNE
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>					
				\$1,105.00	
<b>Search Name MOLITOR, DENNIS</b>					
		0616PW01	052616	\$147.35	LANDSCAPE SUPPLIES
<b>Search Name MOLITOR, DENNIS</b>					
				\$147.35	
<b>Search Name M-R SIGN CO INC</b>					
		0616PW01	190560	\$352.15	SIGNS
		0616PW01	190561	\$93.16	SIGNS
<b>Search Name M-R SIGN CO INC</b>					
				\$445.31	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name MTI DISTRIBUTING INC</b>					
		0616PW01	1067783-00	\$192.54	REPAIRS-MOWER
		0616PW01	1067804-00	\$199.26	REPAIRS-MOWER
		0616PW01	1068600-00	\$476.40	REPAIRS-MOWERS
				\$868.20	
<b>Search Name MTI DISTRIBUTING INC</b>					
<b>Search Name MVTL LABORATORIES INC</b>					
		0616PW01	808954	\$129.75	TESTING
		0616PW01	810439	\$129.75	TESTING
				\$259.50	
<b>Search Name MVTL LABORATORIES INC</b>					
<b>Search Name NEMETH, DARREL INC</b>					
		0616ADM01	05-2016	\$3,043.00	ELEC INSPECTIONS-MAY
				\$3,043.00	
<b>Search Name NEMETH, DARREL INC</b>					
<b>Search Name O REILLY AUTO PARTS</b>					
		0616PW01	1572-490544	\$114.36	REPAIRS-MOWERS
		0616PW01	1572-490570	\$1.47	REPAIRS-MOWERS
		0616PW01	1572-490666	\$24.00	SHOP SUPPLIES
		0616PD01	1572-490705	\$17.18	REPAIRS-PD EQUIP
		0616PW01	1572-490734	\$13.82	REPAIRS-PARK VEHICLE
		0616PW01	1572-491524	\$22.30	SHOP SUPPLIES
		0616PW01	1572-491525	\$57.98	SHOP SUPPLIES
		0616PW01	1572-491634	\$7.38	REPAIRS-MOWERS
		0616PW01	1572-491635	\$5.48	REPAIRS-MOWERS
		0616PW01	1572-491711	\$12.99	REPAIRS-PARK EQUIP
		0616PW01	1572-492361	\$4.66	REPAIRS-MOWER
		0616FD01	1572-492658	\$5.19	REPAIRS-FD MODEL T
		0616PW01	1572-492799	\$49.59	REPAIRS-STREET VEHICLE
		0616PW01	1572-492809	\$5.30	REPAIRS-STREET VEHICLE
				\$341.70	
<b>Search Name O REILLY AUTO PARTS</b>					
<b>Search Name OFFICE DEPOT INC</b>					
		0616ADM01	843210875-001	\$139.94	OFFICE SUPPLIES-HALL
				\$139.94	
<b>Search Name OFFICE DEPOT INC</b>					
<b>Search Name OLMSCHIED, ANDREW</b>					
		0616PW01	1	\$50.00	SAFETY SHOE ALLOWANCE
				\$50.00	
<b>Search Name OLMSCHIED, ANDREW</b>					
<b>Search Name OXYGEN SERVICE COMPANY</b>					
		0616PD01	03344524	\$48.79	CYLINDER RENTAL
		0616PD01	07978939	\$22.69	MEDICAL OXYGEN-PD
		0616PD01	07980402	\$40.62	MEDICAL OXYGEN-PD
		0616PD01	07982277	\$22.69	MEDICAL OXYGEN
		0616PD01	07983855	\$22.69	MEDICAL OXYGEN-PD
				\$157.48	
<b>Search Name OXYGEN SERVICE COMPANY</b>					
<b>Search Name PERFORMANCE POOL &amp; SPA INC</b>					
		0616PW01	257758-1	\$44.99	TOOLS-POOL
				\$44.99	
<b>Search Name PERFORMANCE POOL &amp; SPA INC</b>					
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>					
		0616ADM01	3100169351	\$351.87	POSTAGE METER-HALL
				\$351.87	
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name POWERHOUSE OUTDOOR EQUIP INC</b>					
		0616PW01	365863	\$36.95	REPAIRS-TRIMMERS
		0616PW01	367560	\$6.19	REPAIRS-GATOR
<b>Search Name POWERHOUSE OUTDOOR EQUIP INC</b>				\$43.14	
<b>Search Name PRECISION MOTOR SPORTS</b>					
		0616FD01	107386	\$301.90	REPAIRS-FD BOATS
<b>Search Name PRECISION MOTOR SPORTS</b>				\$301.90	
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>					
		0616ADM01	002493198	\$8.75	POSIBILL VIEW ONLY
		0616ADM01	002493198	\$8.75	POSIBILL VIEW ONLY
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>				\$17.50	
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
002846E	5/23/2016	0516PPD03	05-20-2016	\$7,250.17	05/20 EMPLOYER PERA
002846E	5/23/2016	0516PPD03	05-20-2016	\$4,306.76	05/20 EMPLOYER PERA
002846E	5/23/2016	0516PPD03	05-20-2016	\$4,833.46	05/20 EMPLOYEE PERA
002846E	5/23/2016	0516PPD03	05-20-2016	\$3,732.54	05/20 EMPLOYEE PERA
002852E	5/30/2016	0516PPD03	05-31-2016	\$96.26	05/31 EMPLOYEE PERA
002852E	5/30/2016	0516PPD03	05-31-2016	\$96.26	05/31 EMPLOYER PERA
002855E	6/3/2016	0616PPD01	06-03-2016	\$7,673.77	06/03 EMPLOYER PERA
002855E	6/3/2016	0616PPD01	06-03-2016	\$5,115.85	06/03 EMPLOYEE PERA
002855E	6/3/2016	0616PPD01	06-03-2016	\$3,750.91	06/03 EMPLOYEE PERA
002855E	6/3/2016	0616PPD01	06-03-2016	\$4,327.96	06/03 EMPLOYER PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$41,183.94	
<b>Search Name PUMP &amp; METER SERVICE INC</b>					
		0616PW01	341931	\$556.21	LIFT INSPECTION
<b>Search Name PUMP &amp; METER SERVICE INC</b>				\$556.21	
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>					
069424	5/26/2016	0516PPD03	8299	\$218.98	POSTAGE-PD
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>				\$218.98	
<b>Search Name REPULIC SERVICES #891</b>					
069431	6/3/2016	0616PPD01	0891-000677463	\$33.33	REFUSE SERV-FD
069431	6/3/2016	0616PPD01	0891-000677463	\$241.49	REFUSE SERV-PD
069431	6/3/2016	0616PPD01	0891-000677463	\$178.34	REFUSE SERV-HALL
069431	6/3/2016	0616PPD01	0891-000677463	\$219.82	REFUSE SERV-MAINT
069431	6/3/2016	0616PPD01	0891-000677463	\$129.10	REFUSE SERV-PLANTS
069431	6/3/2016	0616PPD01	0891-000677964	\$930.30	REFUSE SERV-PARKS
069431	6/3/2016	0616PPD01	0891-000677964	\$245.82	REFUSE SERV-COMPOST
<b>Search Name REPULIC SERVICES #891</b>				\$1,978.20	
<b>Search Name ROYAL TIRE INC</b>					
		0616PW01	111-156860	\$175.98	REPAIRS-MOWER
<b>Search Name ROYAL TIRE INC</b>				\$175.98	
<b>Search Name RST LAND LLC</b>					
		0616ADM01	1057149	\$678.50	TRAIL STAKING
<b>Search Name RST LAND LLC</b>				\$678.50	
<b>Search Name SANITATION SERVICES LLC</b>					
		0616PW01	6649	\$53.00	RESTROOM RENTAL

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		0616PW01	6649	\$579.93	RESTROOM RENTAL
<b>Search Name SANITATION SERVICES LLC</b>				\$632.93	
<b>Search Name SARTELL HARDWARE HANK</b>					
		0616PW01	101327	\$12.99	TOOLS-PARKS
		0616PW01	101591	\$9.49	REPAIRS-POOLS
		0616PW01	102689	\$22.48	REPAIRS-POOLS
		0616PW01	102742	\$15.99	REPAIRS-POOLS
		0616PW01	102840	\$32.97	LANDSCAPE SUPPLIES
		0616PW01	103013	\$53.94	REPAIRS-POOLS
		0616PW01	103145	\$11.99	WATER DISTRIBUTION
		0616PW01	71659	\$39.58	SHIPPING FEES
		0616PW01	71796	\$5.49	REPAIRS-PARKS
		0616PW01	71957	\$139.80	SUPPLIES-POOLS
		0616PW01	72392	\$17.99	SHOP SUPPLIES
		0616PD01	72457	\$3.49	SUPPLIES-PD
		0616PW01	72696	\$38.98	REPAIRS-POOLS
		0616PW01	73104	\$5.99	SIGNS
		0616PW01	73276	\$10.46	SHIPPING FEES
<b>Search Name SARTELL HARDWARE HANK</b>				\$421.63	
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>					
069311	5/20/2016	0516PPD03	05-2016	\$168.00	PAYROLL DEDUCTION-MAY
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>				\$168.00	
<b>Search Name SARTELL NEWSLEADER</b>					
069312	5/20/2016	0516PPD03	38119	\$1,058.40	2015 FINANCIAL REPORT
069432	6/3/2016	0616PPD01	38188	\$352.80	PHN-SANDSTONE,IUPS,VACATION
<b>Search Name SARTELL NEWSLEADER</b>				\$1,411.20	
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>					
		0616ADM01	06-2016	\$60.00	PAYROLL DEDUCTIONS-JUNE
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>				\$60.00	
<b>Search Name SATTLER JR, JAMES R</b>					
		0616FD01	060116	\$150.00	EMPLOYEE RETIREMENT GIFT
<b>Search Name SATTLER JR, JAMES R</b>				\$150.00	
<b>Search Name SCHREINER,WAYNE</b>					
		0616PD01	052616	\$52.00	MEALS-TRAINING
<b>Search Name SCHREINER,WAYNE</b>				\$52.00	
<b>Search Name SHIFT TECHNOLOGIES INC</b>					
		0616FD01	49752	\$70.00	NETWORK SERV-FD
<b>Search Name SHIFT TECHNOLOGIES INC</b>				\$70.00	
<b>Search Name SITE ONE LANDSCAPE SUPPLY LLC</b>					
		0616PW01	75815143	\$353.59	SPRINKLER REPAIRS-PC CENTRAL PARK
		0616PW01	75827505	\$191.71	SPRINKLER REPAIRS-PC CENTRAL PARK
		0616PW01	75837493	\$334.15	SPRINKLER REPAIRS-PC CENTRAL PARK
<b>Search Name SITE ONE LANDSCAPE SUPPLY LLC</b>				\$879.45	
<b>Search Name SPRINT</b>					
069423	5/26/2016	0516PPD03	584068813-102	\$454.87	CONNECTION CARDS-PD
069423	5/26/2016	0516PPD03	852875115-105	\$34.99	CONNECTION CARD-CSO
069423	5/26/2016	0516PPD03	852875115-105	\$34.99	IPAD-KYLE

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069423	5/26/2016	0516PPD03	852875115-105	\$34.99	IPAD-JIM
069423	5/26/2016	0516PPD03	852875115-105	\$34.99	IPAD-BRAD
069423	5/26/2016	0516PPD03	890875115-105	\$39.99	CONNECTION CARD-FD
<b>Search Name SPRINT</b>				<u>\$634.82</u>	
<b>Search Name ST CLOUD AREA FAMILY YMCA</b>					
		0616ADM01	06-2016	\$6,381.18	LIFEGUARDING SERVICES-JUNE
<b>Search Name ST CLOUD AREA FAMILY YMCA</b>				<u>\$6,381.18</u>	
<b>Search Name ST CLOUD MEDICAL GROUP PA</b>					
		0616PD01	553876	\$259.00	EMPLOYMENT PHYS-OLSON
<b>Search Name ST CLOUD MEDICAL GROUP PA</b>				<u>\$259.00</u>	
<b>Search Name ST CLOUD TIMES</b>					
		0616PW01	0004403824	\$804.88	UTILITY SYSTEMS OP-AD
<b>Search Name ST CLOUD TIMES</b>				<u>\$804.88</u>	
<b>Search Name ST CLOUD, CITY OF</b>					
		0616PW01	AR001542	\$50,322.56	TREATMENT-APR
		0616PW01	AR001542	\$61,397.00	RUE PROJECT
		0616PW01	AR001542	\$15,791.00	DEBT SERV CHG
		0616PD01	AR001823	\$10,000.00	LEGAL SERV-QTR 2
<b>Search Name ST CLOUD, CITY OF</b>				<u>\$137,510.56</u>	
<b>Search Name STANDARD INSURANCE COMPANY</b>					
069427	5/26/2016	0516PPD03	155531 JUN16	\$60.93	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$495.49	PAYROLL DED-MAY
069427	5/26/2016	0516PPD03	155531 JUN16	\$136.79	EMPLOYEE CONTR TO INS-MAY PR
069427	5/26/2016	0516PPD03	155531 JUN16	\$23.38	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$98.35	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$15.90	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$29.63	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$78.35	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$54.03	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$377.71	EMPLOYEE LIFE/LTD INS
069427	5/26/2016	0516PPD03	155531 JUN16	\$36.83	EMPLOYEE LIFE/LTD INS
<b>Search Name STANDARD INSURANCE COMPANY</b>				<u>\$1,407.39</u>	
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>					
		0616ADM01	8039518603	\$52.92	OFFICE SUPPLIES-HALL
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>				<u>\$52.92</u>	
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>					
069422	5/26/2016	0516PPD03	172	\$154.25	LICENSE/REGIS-TRAILER
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>				<u>\$154.25</u>	
<b>Search Name STEARNS CNTY HWY DEPARTMENT</b>					
		0616ADM01	153-16	\$90.00	PLAT REVIEW
<b>Search Name STEARNS CNTY HWY DEPARTMENT</b>				<u>\$90.00</u>	
<b>Search Name STRACK CONSTRUCTION COMPANY</b>					
		0616ADM01	15115-PC5	\$13,640.94	COMMUNITY CENTER
<b>Search Name STRACK CONSTRUCTION COMPANY</b>				<u>\$13,640.94</u>	
<b>Search Name TACTICAL SOLUTIONS</b>					
		0616PD01	5551	\$1,350.00	RADAR UNIT-SQUAD

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<b>Search Name TACTICAL SOLUTIONS</b>				<u>\$1,350.00</u>	
<b>Search Name TERMINAL SUPPLY CO</b>					
		0616PW01	22132-00	\$104.76	REPAIRS-VEHICLE
<b>Search Name TERMINAL SUPPLY CO</b>				<u>\$104.76</u>	
<b>Search Name THEIS, CATHY</b>					
		0616PD01	11-2016	\$127.50	PROF SERV-PD
<b>Search Name THEIS, CATHY</b>				<u>\$127.50</u>	
<b>Search Name TIREMAXX SERVICE CENTERS</b>					
		0616PW01	172993	\$38.58	REPAIRS-MOWER
<b>Search Name TIREMAXX SERVICE CENTERS</b>				<u>\$38.58</u>	
<b>Search Name TOLMAN, KIM</b>					
		0616PD01	243357	\$560.00	PD CLEANING-MAY
		0616PW01	243357	\$400.00	PW CLEANING-MAY
		0616FD01	243357	\$70.00	FD CLEANING-MAY
<b>Search Name TOLMAN, KIM</b>				<u>\$1,030.00</u>	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
002845E	5/24/2016	0516PPD03	05-20-2016	\$543.06	05/20 DAYCARE FLEX CONTR
002845E	5/24/2016	0516PPD03	05-20-2016	\$124.99	05/20 MED FLEX CONTR
002845E	5/24/2016	0516PPD03	05-20-2016	\$2,440.96	05/20 HSA FLEX CONTR
002860E	6/7/2016	0616PPD01	06-03-2016	\$124.99	06/03 MED FLEX CONTR
002860E	6/7/2016	0616PPD01	06-03-2016	\$444.60	06/03 DAYCARE FLEX CONTR
002860E	6/7/2016	0616PPD01	06-03-2016	\$2,440.96	06/03 HSA FLEX CONTR
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				<u>\$6,119.56</u>	
<b>Search Name TRANS UNION LLC</b>					
		0616PD01	05627419	\$54.88	LIQUOR LIC BACKGROUND CHECKS
<b>Search Name TRANS UNION LLC</b>				<u>\$54.88</u>	
<b>Search Name TRAUT WELLS INC</b>					
		0616PW01	287042	\$46.00	TESTING
		0616PW01	287207	\$46.00	TESTING
		0616PW01	287376	\$46.00	TESTING
		0616PW01	287457	\$23.00	TESTING
		0616PW01	30-8178	\$6,441.75	REPAIRS-MUSKIE FIELD WELL
<b>Search Name TRAUT WELLS INC</b>				<u>\$6,602.75</u>	
<b>Search Name UNITED WAY OF CENTRAL MN</b>					
		0616ADM01	06-2016	\$45.00	PAYROLL DEDUCTIONS-JUNE
<b>Search Name UNITED WAY OF CENTRAL MN</b>				<u>\$45.00</u>	
<b>Search Name UNIVERSITY OF MN/SOIL TESTING</b>					
069429	6/2/2016	0616PPD01	1	\$72.00	SOIL SAMPLES-ROUNDAABOUTS
<b>Search Name UNIVERSITY OF MN/SOIL TESTING</b>				<u>\$72.00</u>	
<b>Search Name WEIDNER PLBG &amp; HTG CO INC</b>					
		0616PD01	245121	\$148.00	REPAIRS-PD
<b>Search Name WEIDNER PLBG &amp; HTG CO INC</b>				<u>\$148.00</u>	
<b>Search Name WINDAHL TECHNOLOGY LLC</b>					
		0616PD01	582	\$119.00	SUPPLIES-PD
<b>Search Name WINDAHL TECHNOLOGY LLC</b>				<u>\$119.00</u>	

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<b>Search Name WORKMED MIDWEST PA</b>					
		0616FD01	4554	\$933.00	FIRE PHYSICALS-2 FF
<b>Search Name WORKMED MIDWEST PA</b>					
				\$933.00	
<b>Search Name XCEL ENERGY</b>					
069420	5/24/2016	0516PPD03	500614451	\$20.47	ELEC-PD
069420	5/24/2016	0516PPD03	500614451	\$749.87	ELEC-HALL
069420	5/24/2016	0516PPD03	500614451	-\$688.00	LIFT STATIONS/FLOW METERS
069420	5/24/2016	0516PPD03	500614451	-\$688.00	PLANTS
069420	5/24/2016	0516PPD03	500614451	\$287.16	GAS-HALL
069420	5/24/2016	0516PPD03	500614451	-\$344.00	WELLS/PUMPS
069420	5/24/2016	0516PPD03	500614451	\$36.03	PARKS
069420	5/24/2016	0516PPD03	500614451	\$62.01	RINKS/PARKS
069420	5/24/2016	0516PPD03	500614451	\$15.47	TRAFFIC SIGNS/FLASH LIGHTS
069420	5/24/2016	0516PPD03	500614451	\$4.55	CIVIL DEFENSE
069420	5/24/2016	0516PPD03	500614451	\$336.06	ELEC-FD
069420	5/24/2016	0516PPD03	500614451	\$26.15	WELCOME SIGNS
069420	5/24/2016	0516PPD03	500614451	\$4.55	CIVIL DEFENSE
069420	5/24/2016	0516PPD03	500614451	\$6,673.41	ELEC-PLANTS
069420	5/24/2016	0516PPD03	500614451	\$147.88	PCRS READER BOARD
069420	5/24/2016	0516PPD03	500614451	\$309.03	GAS-PD
069420	5/24/2016	0516PPD03	500614451	\$279.61	STREET LIGHTS
069420	5/24/2016	0516PPD03	500614451	\$2,166.42	GAS-PLANTS
069420	5/24/2016	0516PPD03	500614451	\$291.72	GAS-FD
069420	5/24/2016	0516PPD03	500614451	\$3,238.00	LIFT STATIONS/FLOW METERS
069420	5/24/2016	0516PPD03	500614451	\$740.77	WELLS/PUMPS
069420	5/24/2016	0516PPD03	500614451	\$177.93	DISTRIBUTION
069420	5/24/2016	0516PPD03	500614451	\$41.28	PARKS
069420	5/24/2016	0516PPD03	500614451	\$185.43	RINKS/PARKS
069420	5/24/2016	0516PPD03	500614451	\$302.29	TRAFFIC SIGNS/FLASH LIGHTS
069420	5/24/2016	0516PPD03	500614451	\$626.86	GAS-MAINT
069420	5/24/2016	0516PPD03	500614451	\$1,215.69	ELEC-MAINT
069420	5/24/2016	0516PPD03	500614451	\$208.68	CIVIL DEFENSE
069420	5/24/2016	0516PPD03	500614451	\$597.44	ELEC-PD
<b>Search Name XCEL ENERGY</b>					
				\$17,024.76	
<b>Search Name ZIEGLER INC.</b>					
		0616PW01	PC080047124	-\$103.78	REPAIRS-COMPRESSOR
		0616PW01	PC080464395	\$553.95	REPAIRS-COMPRESSOR
		0616PW01	PC080464971	\$103.78	REPAIRS-COMPRESSOR
		0616PW01	PC080465102	\$86.40	REPAIRS-COMPRESSOR
		0616PW01	PR080047091	-\$52.15	REPAIRS-COMPRESSOR
		0616PW01	PR080047092	-\$226.68	REPAIRS-COMPRESSOR
<b>Search Name ZIEGLER INC.</b>					
				\$361.52	
				\$923,497.74	

CITY OF SARTELL

Voucher Payments-Fund Summary

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

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

FUND Descr	Dr/Cr Amt
GENERAL	\$185,362.06
DUI FORFEITURE FUND	\$76.00
POLICE RESERVES	\$121.98
BEAUTIFICATION	\$563.35
FORFEITURE	\$140.00
PUBLIC IMPROVEMENT REVOLVING	\$1,260.00
PD EQUIPMENT FUND	\$1,350.00
PW EQUIPMENT FUND	\$154.25
TECHNOLOGY FUND	\$12,670.95
STREET FUND	\$7,751.84
PINECONE ROAD 2015 PROJECT	\$177,387.26
COMMUNITY CENTER PROJECT	\$315,074.49
WATER FUND	\$76,811.69
SEWER FUND	\$141,612.64
STORMWATER FUND	\$3,161.23
	<hr/>
	\$923,497.74

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6f</b>
Agenda Section: <b>Consent</b>	Item: <b>Performance Measures Resolution</b>	
<p><b>RECOMMENDATION:</b> Approval of attached Performance Measures Resolution.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> The Sartell City Council has adopted required Performance Measures every year since 2011 and you have also completed required surveys each year.</p> <p><b>BACKGROUND:</b> To continue participation in this program, you are required to adopt the annual confirming resolution in the format attached. Staff anticipates completion of this year's survey in the Fall.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The State's incentives for us to participate in the program are some exemption from levy limits (when they apply) and payment of a relatively small amount of "performance measures aid" - we receive a little over \$2,000 per year for participation. The League of MN Cities has been conducting the survey work at no charge to us and staff time has been fairly minimal in meeting the requirements so the benefits have exceeded the cost.</p> <p><b>ATTACHMENTS:</b> Required Resolution.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the attached Resolution. If item is removed from Consent, separate motion is requested approving Resolution.</p>		

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

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

**WHEREAS,** Benefits to the City of Sartell for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

**WHEREAS,** Any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

**WHEREAS,** The City Council of Sartell has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

**NOW THEREFORE LET IT BE RESOLVED THAT,** The City Council of Sartell will continue to report the results of the performance measures to its citizenry by the end of the year through posting on the city’s website, and/or through a public hearing at which the budget and levy will be discussed and public input allowed.

**BE IT FURTHER RESOLVED,** The City Council of Sartell will submit to the Office of the State Auditor the actual results of the performance measures adopted by the city/county.

The foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, upon a vote being taken thereon, the following members voted in favor thereof:

\_\_\_\_\_, the following members voted against: \_\_\_\_\_; the following members abstained: \_\_\_\_\_; the following members were absent: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 13<sup>th</sup> day of June, 2016.

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

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

**SEAL**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6G</b>
Agenda Section: <b>Consent</b>	Item: <b>Application for on sale intoxicating &amp; Sunday liquor license- St. Benedict's Senior Community dba Chateau Waters</b>	

**STAFF RECOMMENDATION:** Approval

**BOARD/COMMISSION/OTHER RECOMMENDATION:** None needed

**PREVIOUS COUNCIL ACTION:** None

**BACKGROUND:** St. Benedict's Senior Community dba Chateau Waters has applied for an on sale intoxicating and Sunday liquor license for the restaurant they are opening at 960 19<sup>th</sup> Street South in Sartell. They are requesting a license begin date of July 1, 2016 and would be valid through December 31, 2016. St. Benedict's Senior Community has submitted all required applications, proof of insurances, background check packets, and appropriate fees. Deputy Chief Struffert has completed the required background checks and found nothing that would prohibit the issuance of a liquor license.

**BUDGET/FISCAL IMPACT:** Additional liquor licensing revenue (\$3,200/full year)

**ATTACHMENTS:** MN DPS Certification of an On Sale Liquor License, 3.2% Liquor License, or Sunday Liquor License form and Sartell Police Department background check memo

**COUNCIL ACTION REQUESTED:** Consent agenda approval serves as approval of the application. If item is removed from Consent, separate motion is requested approving the issuance of an on sale intoxicating & Sunday liquor license for St. Benedict's Senior Community dba Chateau Waters.

(2)



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Sartell License Period From: 7/1/2016 To: 12/31/2016

Circle One: New License License Transfer \_\_\_\_\_ Suspension Revocation Cancel \_\_\_\_\_  
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 3000 Sunday License fee: \$ 200 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: St. Benedict's Senior Community dba Chateau Waters Social Security # \_\_\_\_\_  
(corporation, partnership, LLC, or Individual)

Business Trade Name \_\_\_\_\_ Business Address 960 19th St. S. City Sartell

Zip Code 56377 County Stearns Business Phone 320-654-2352 Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Licensee's MN Tax ID # 5359694  
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 41-1321978  
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:  
Craig James Broman 3021 Walden Way  
St. Cloud 56301

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Linda Louise-Doerr Kappel</u>			<u>14590 Devitt Ave NW</u> <u>Monticello 55362</u>

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:  
1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.  
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:  
Workers Compensation Insurance Company Name: State Fund Mutual Policy # 18261.514

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.  
City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**



(6)

# Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable) <i>See Attached</i>	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
--	------------------------	-------------------

BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)

DBA ("doing business as" or also known as an assumed name) (if applicable)

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP CODE
COUNTY	E-MAIL ADDRESS		

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

### NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent) <i>State Fund Mutual</i>	NAIC Number	
POLICY NO. <i>18261.514</i>	EFFECTIVE DATE <i>4/1/2016</i>	EXPIRATION DATE <i>4/1/2017</i>

### NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: \_\_\_\_\_

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

PRINT NAME <i>Shelly Jacobs</i>		
APPLICANT SIGNATURE (required) <i>Shelly Jacobs</i>	TITLE <i>CFO</i>	DATE <i>5/20/16</i>

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.



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## *SARTELL POLICE DEPARTMENT*

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TO: SARTELL CITY COUNCIL  
FROM: DEPUTY CHIEF DALE STRUFFERT  
SUBJECT: LIQUOR LICENSE BACKGROUND  
DATE: MAY 9, 2016  
CC: MEMO FILE

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I have completed the background checks on Linda Koppel, Craig Broman, Joseph Ruhland, Mitchell Boser and Paul Metler in regard to them acquiring a liquor license for St Benedict's Chateau Waters. I found nothing that would prohibit them from obtaining a liquor license at this time.

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

**RESOLUTION ACCEPTING DONATIONS**

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

- \$1,150 from the Central MN Community Foundation for DARE
- \$2,055 from area businesses for crime prevention brochures/flyers/pamphlets through the National Child Safety Council

**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 13<sup>th</sup> DAY OF JUNE, 2016.**

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

**ATTEST:**

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

**SEAL**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6i</b>
Agenda Section: <b>Consent</b>	Item: <b>Certificate of Plat Correction</b>	
<p><b>RECOMMENDATION:</b> Approval of attached Certificate.</p> <p><b>BACKGROUND:</b> Attached is a document to correct a surveyor's error of the community center plat.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None.</p> <p><b>ATTACHMENTS:</b> Recommended Certificate.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the Certificate. If item is removed from Consent, separate motion is requested adopting attached Certificate.</p>		

**SURVEYOR’S CERTIFICATE OF PLAT CORRECTION**

Pursuant to the provisions of Minnesota Statutes Section 505.174, I, Terry T. Strus, a duly Licensed Land Surveyor in and for the State of Minnesota declares as follows:

1. I prepared the plat of COMMUNITY CENTER dated May 23, 2016 and filed on May 25, 2016 in the Office of the County Recorder, Stearns County, Minnesota, in Plat Cabinet L No. 54 and recorded as Document Number 1469213.

2. The plat contains errors, omissions or defects described in particular as follows:

The plat incorrectly indicates that the dedicator and owner of the property subject to the plat is Four Points Development, LLC, a Minnesota limited liability company. This was a typographical error and there is no such entity as Four Points Development, LLC.

3. The plat is corrected in particular as follows:

The plat is corrected to indicate that the dedicator and owner of the property subject to the plat is Four Points Development, Inc., a Minnesota corporation.

I certify that this Surveyor’s Certificate of Plat Correction was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota. Dated June \_\_\_, 2016

\_\_\_\_\_  
Terry T. Strus, Licensed Land Surveyor  
Minnesota License Number 50319

STATE OF MINNESOTA    )  
  ) SS.  
COUNTY OF STEARNS    )

This instrument was acknowledged before me on June \_\_\_, 2016, by Terry T. Strus, Licensed Land Surveyor, Minnesota License Number 50319.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

This Surveyor's Certificate of Plat Correction to the plat of COMMUNITY CENTER was approved by the City Council of the City of Sartell, Minnesota, at a regular meeting held on June 13, 2016.

**City of Sartell, Minnesota**

By \_\_\_\_\_  
Sarah Jane Nicoll, Mayor

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

STATE OF MINNESOTA    )  
                                  ) SS.  
COUNTY OF STEARNS    )

This instrument was acknowledged before me on June \_\_\_\_, 2016, by Sara Jane Nicoll, the Mayor of the City of Sartell, Minnesota, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

STATE OF MINNESOTA    )  
                                  ) SS.  
COUNTY OF STEARNS    )

This instrument was acknowledged before me on June \_\_\_\_, 2016, by Mary Degiovanni, the City Administrator of the City of Sartell, Minnesota, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Four Points Development, Inc., a Minnesota corporation, has reviewed, approved and consented to this Surveyor's Certificate of Plat Correction and the plat of COMMUNITY CENTER and caused the property legal described in the plat to be surveyed and platted as provided in the plat of COMMUNITY CENTER dated May 23, 2016 and filed on May 25, 2016 in the Office of the County Recorder, Stearns County, Minnesota, in Plat Cabinet L No. 54 and recorded as Document Number 1469213, and does donate and dedicate to the public for public use forever the public way and easements as shown on the plat for drainage and utility purposes only. Dated June \_\_, 2016.

**Four Points Development, Inc.**

By \_\_\_\_\_  
Jason Ferche, President

STATE OF MINNESOTA    )  
  ) SS.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on June \_\_\_\_\_, 2016, by Jason Ferche, the President of Four Points Development, Inc., a Minnesota corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

This Surveyor's Certificate of Plat Correction has been reviewed and is approved on June \_\_, 2016.

\_\_\_\_\_  
M. Scott Marlin, Stearns County Surveyor  
Minnesota License Number 49988

THIS INSTRUMENT DRAFTED BY:  
Rinke Noonan (Ham)  
1015 West St. Germain Street, Suite 300  
P.O. Box 1497  
St. Cloud, MN 56302-1497  
(320) 251-6700  
(File No. 26223-0001)

# SARTELL

## City Council

# AGENDA

## COVER MEMO

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6k</b>
Agenda Section: <b>Consent</b>	Item: <b>2016 Comprehensive Plan Update Public Hearing</b>	

### **BACKGROUND:**

This comprehensive plan is an attempt to consolidate all the collaborative planning work that has been completed over the past 13 years and enhance the document by addressing other critical programs and services that help define a place, its people and the quality of life they enjoy. A few aspects of community life include the arts and youth services. Sartell has a legacy of effective planning, but until now, we have not had the important conversations about who we are and what binds us together as a community.

The process for this update started in 2014 with some community outreach and engagement efforts. Drafting of the plan occurred in the summer of 2014. The plan was temporarily put on hold until some site-specific projects could be determined (or, at least, further in their process) and then at which time, could be integrated into this document. The Planning Commission held their required public hearing in March of 2016.

### **Public Input:**

A public hearing is necessary for the eventual adoption of the Comprehensive Plan.

### **ATTACHMENTS:**

1. Resolution Calling a Public Hearing

### **ACTION REQUESTED:**

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

RESOLUTION NO.

**RESOLUTION CALLING FOR A PUBLIC HEARING ON THE 2016 COMPREHENSIVE  
PLAN UPDATE**

**WHEREAS**, a public hearing is required prior to the adoption of a Comprehensive Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA:** That the Sartell City Council will consider the input received during a required public hearing for the proposed adoption of the City's 2016 Comprehensive Plan Update on the 11th day of July 2016, before the city council in the City Hall at 6:00 P.M., or as soon thereafter as the matter may be heard, and the clerk shall give published notice as required by law.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13th DAY OF JUNE, 2016.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

**CERTIFICATION**

I, Mary Degiovanni, City 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 13<sup>th</sup> day of June 2016

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

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration, Engineering</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>61</b>
Agenda Section: <b>Old Business</b>	Item: <b>Val Smith Court Improvements</b>	
<p><b>RECOMMENDATION:</b>          Motion to enter into a contract with Tri-City Paving of Little Falls, MN for the conversion of the tennis courts to pickle ball courts and the overlay of the basketball court and to approve Change Order No. 1.</p> <p><b>BOARDS/COMMISSION/COMMITTEE RECOMMENDATION:</b>          NA</p> <p><b>PREVIOUS COUNCIL ACTION:</b> Authorization to solicit quotes.</p> <p><b>BACKGROUND:</b> The project includes resurfacing the existing tennis courts and converting to six Pickle Ball Courts. The Pickle Ball Courts will include a colored acrylic surfacing and new nets. The project proposal form base project included an acrylic color coat and striping for the existing basketball court. Also included was an alternate bid for a 1” bituminous overlay on the basketball court. The existing surfacing on the basketball court is somewhat rougher what can be corrected with the acrylic color coat and therefore we feel the 1” bituminous overlay will provide a safer and longer lasting surfacing.</p> <p>Three quotes were received for this project. The tabulation of quotes is attached for your review.</p> <p><b>BUDGET/FISCAL IMPACT:</b> Construction: \$95,821.00 and Engineering - \$10,000.</p> <p>Total Estimated project Cost \$105,821.00</p> <p>The funds for this project would come from the following funds.</p> <p>General Park Fund: \$20,000, Park District 6 Fund: \$60,000, Regional Park Fund: \$10,000          Beautification Fund: \$15,821.00</p> <p><b>ATTACHMENTS:</b> Letter of Recommendation, Tabulation of Quotes, Change Order No. 1</p>		



Building a legacy – *your* legacy.

4140 Thielman Lane  
Suite 204  
St. Cloud, MN 56301  
Tel: 320-252-4900  
Fax: 320-252-3100

June 6, 2016

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

Re: Val Smith Court Improvements  
WSB Project No. 2174-890

Dear Mayor and Council Members:

Quotes were received for the above-referenced project on Monday, June 6, 2016. A total of three quotes were received. The quotes were checked for mathematical accuracy and tabulated. The Engineer's Estimate was \$75,868.50 for the Base Bid and \$3,375.00 for Alternate 1. The quote tabulation indicates the low quote was received from Tri-City Paving, Inc., Little Falls, Minnesota, in the amount of \$98,472.00 for the Base Bid and \$3,600.00 for Alternate 1.

We are recommending that we accept the Alternate 1 which is a 1-inch overlay on the basketball court in the amount of \$3,600.00 and delete Line Item No. 16 ACRYLIC COLOR COAT SURFACE & STRIPING (EXISTING BASKETBALL COURT) in the amount of \$6,251.00. This will provide a smoother playing surface than the acrylic color coat at a lower cost. It is our understanding that the court is used mainly for pickup games and the court striping is not needed.

We recommend that the City consider these quotes and award a contract to Tri-City Paving, Inc., in the amount of \$95,821.00 based on the results of the quotes received and as modified in Change Order No. 1.

Sincerely,

**WSB & Associates, Inc.**

  
Mike Nielson, PE  
City Engineer

Enclosures

cc: Dan Surma, Tri-City Paving, Inc.

ar



**WSB  
Project Bid Abstract**

**Project Name:** SART - Val Smith Court Improvements  
**Client:** City of Sartell  
**Bid Opening:** 06/06/2016 11:00 AM

**Contract No.:**  
**Project No.:** 02174-89  
**Owner:** St. Cloud

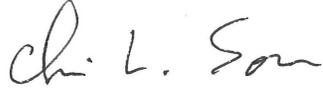
Denotes Corrected Figure

Project: 02174-89 - SART - Val Smith Court Improvements				Engineers Estimate		Tri-City Paving, Inc.		ACI Asphalt		Mid-Minnesota Hot Mix, Inc.	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>BASE BID</b>											
1	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00	\$5,491.01	\$5,491.01	\$3,000.00	\$3,000.00
2	2104.503 REMOVE BITUMINOUS PAVEMENT	S F	13070	\$0.75	\$9,802.50	\$1.00	\$13,070.00	\$0.81	\$10,586.70	\$0.75	\$9,802.50
3	2104.513 SAWING BITUMINOUS PAVEMENT	L F	350	\$5.00	\$1,750.00	\$5.00	\$1,750.00	\$0.18	\$63.00	\$2.25	\$787.50
4	2104.521 SALVAGE FENCE	L F	110	\$25.00	\$2,750.00	\$6.00	\$660.00	\$30.00	\$3,300.00	\$20.00	\$2,200.00
5	2104.523 SALVAGE LIGHT STANDARD & LUMINAIRE	EACH	4	\$500.00	\$2,000.00	\$250.00	\$1,000.00	\$64.50	\$258.00	\$1,150.00	\$4,600.00
6	2211.501 AGGREGATE BASE CLASS 5	TON	50	\$30.00	\$1,500.00	\$40.00	\$2,000.00	\$9.04	\$452.00	\$32.00	\$1,600.00
7	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GAL	80	\$5.00	\$400.00	\$4.00	\$320.00	\$1.95	\$156.00	\$4.50	\$360.00
8	2360.501 TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	175	\$75.00	\$13,125.00	\$80.00	\$14,000.00	\$111.34	\$19,484.50	\$94.40	\$16,520.00
9	2360.502 TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	TON	175	\$75.00	\$13,125.00	\$75.00	\$13,125.00	\$110.10	\$19,267.50	\$92.00	\$16,100.00
10	2557.603 INSTALL 4' CHAIN LINK FENCE	L F	88	\$25.00	\$2,200.00	\$22.00	\$1,936.00	\$15.00	\$1,320.00	\$24.20	\$2,129.60
11	2557.603 INSTALL 8' CHAIN LINK FENCE	L F	136	\$40.00	\$5,440.00	\$44.00	\$5,984.00	\$24.35	\$3,311.60	\$48.40	\$6,582.40
12	2557.603 INSTALL SALVAGED FENCE	L F	109	\$15.00	\$1,635.00	\$44.00	\$4,796.00	\$30.00	\$3,270.00	\$48.40	\$5,275.60
13	2575.505 SODDING TYPE LAWN	S Y	325	\$5.00	\$1,625.00	\$6.00	\$1,950.00	\$5.63	\$1,829.75	\$10.00	\$3,250.00
14	2540.602 PICKLEBALL NET & POST SYSTEM	EA	6	\$400.00	\$2,400.00	\$1,700.00	\$10,200.00	\$326.39	\$1,958.34	\$1,870.00	\$11,220.00
15	2540.601 ACRYLIC COLOR COAT SURFACE & STRIPING (PICKLEBALL COURT)	S Y	1550	\$4.50	\$6,975.00	\$7.60	\$11,780.00	\$7.70	\$11,935.00	\$8.35	\$12,942.50
16	2582.602 ACRYLIC COLOR COAT SURFACE & STRIPING (EXISTING BASKETBALL COURT)	S Y	658	\$4.50	\$2,961.00	\$9.50	\$6,251.00	\$9.31	\$6,125.98	\$9.90	\$6,514.20
17	2104.602 INSTALL 48" GATE	L S	1	\$1,500.00	\$1,500.00	\$550.00	\$550.00	\$2,676.11	\$2,676.11	\$605.00	\$605.00
18	2521.501 4" CONCRETE WALK	S F	210	\$8.00	\$1,680.00	\$10.00	\$2,100.00	\$22.83	\$4,794.30	\$14.00	\$2,940.00
Total BASE BID:						\$75,868.50		\$98,472.00		\$96,279.79	\$106,429.30
<b>ALTERNATE 1</b>											
19	2360.501 TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	45	\$75.00	\$3,375.00	\$80.00	\$3,600.00	\$199.31	\$8,968.95	\$97.00	\$4,365.00
Total ALTERNATE 1:						\$3,375.00		\$3,600.00		\$8,968.95	\$4,365.00
Total BASE BID:						\$75,868.50		\$98,472.00		\$96,279.79	\$106,429.30

Project: 02174-89 - SART - Val Smith Court Improvements				Engineers Estimate		Tri-City Paving, Inc.		ACI Asphalt		Mid-Minnesota Hot Mix, Inc.	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Total ALTERNATE 1:				\$3,375.00		\$3,600.00		\$8,968.95		\$4,365.00
	Totals for Project 02174-89				\$79,243.50		\$102,072.00		\$105,248.74		\$110,794.30
	% of Estimate for Project 02174-89						28.81%		32.82%		39.82%

I hereby certify that this is an exact reproduction of bids received.

Certified By:



License No. 44599

Date: June 6, 2016

**CHANGE ORDER NO. 1**

VAL SMITH COURT IMPROVEMENTS  
CITY OF SARTELL, MN  
WSB PROJECT NO. 2174-890

June 8, 2016

**OWNER:** \_\_\_\_\_

CITY OF SARTELL  
125 PINECONE ROAD NORTH  
SARTELL, MN 56377

**CONTRACTOR:** \_\_\_\_\_

TRI-CITY PAVING, INC.  
P.O. BOX 326  
LITTLE FALLS, MN 56345

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENT DESCRIPTION:

DELETE LINE ITEM NO. 16 ACRYLIC COLOR COAT SURFACE & STRIPING (EXISTING BASKETBALL COURT). THIS WILL PROVIDE A SMOOTHER PLAYING SURFACE THAN THE ACRYLIC COLOR COAT AT A LOWER COST.

IT IS UNDERSTOOD THAT THIS CHANGE ORDER INCLUDES ALL ADDITIONAL COSTS AND TIME EXTENSIONS WHICH ARE IN ANY WAY, SHAPE, OR FORM ASSOCIATED WITH THE WORK ELEMENTS DESCRIBED ABOVE.

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIME:**

ORIGINAL CONTRACT PRICE:	\$102,072.00	ORIGINAL CONTRACT TIME:	9/1/2016
PREVIOUS CHANGE ORDERS:	\$0.00	NET CHANGE FROM PREVIOUS CHANGE ORDERS:	NONE
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:	\$102,072.00	CONTRACT TIME PRIOR TO THIS CHANGE ORDER:	9/1/2016
NET <b>DECREASE</b> OF THIS CHANGE ORDER:	-\$6,251.00	NET INCREASE OF CHANGE ORDER:	NONE
CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS:	\$95,821.00	CONTRACT TIME WITH APPROVED CHANGE ORDERS	9/1/2016

RECOMMENDED BY:

APPROVED BY:

  
Mike Nielson, PE, City Engineer

\_\_\_\_\_  
Dan Surma

WSB & ASSOCIATES, INC.  
ENGINEER

TRI-CITY PAVING, INC.  
CONTRACTOR

APPROVED BY:

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

\_\_\_\_\_  
DATE

**CHANGE ORDER NO. 1 DETAIL**

VAL SMITH COURT IMPROVEMENTS  
CITY OF SARTELL, MN  
WSB PROJECT NO. 2174-890

June 8, 2016

**ADDED ITEMS**

Item No.	Description	Qty	Unit	Price	Extended Amount

**TOTAL ADDED ITEMS CHANGE ORDER NO. 1 \$0.00**

**DELETED ITEMS**

Item No.	Description	Qty	Unit	Price	Extended Amount
16	ACRYLIC COLOR COAT SURFACE & STRIPING (EXISTING BASKETBALL COURT)	658	S Y	\$9.50	\$6,251.00

**TOTAL DELETED ITEMS CHANGE ORDER NO. 1 \$6,251.00**

**TOTAL ADJUSTMENT TO ORIGINAL CONTRACT AMOUNT -\$6,251.00**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6m</b>
Agenda Section: <b>Consent</b>	Item: <b>Annexation of Property - Petition</b>	

**RECOMMENDATION:**

Approve the resolution allowing for the annexation of certain property from LeSauk Township.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

Timothy and Josephine Ehle are requesting the approval of a request to annex from LeSauk Township to the City of Sartell. The purpose for annexation is to build one home on the 7.3-acre property along the Watab River and have it be served with City utilities. The property is located just north of 2<sup>nd</sup> Street South and is accessed by using 8<sup>th</sup> Avenue South.

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Resolution

**ACTION REQUESTED:**

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

RESOLUTION NO.

**RESOLUTION ACCEPTING PETITION AND APPROVING ANNEXATION  
UNDER OA-276 SARTELL/LESAUK TOWNSHIP  
11 8<sup>th</sup> AVENUE SOUTH, SARTELL  
PARCEL #17.09073.0000**

**WHEREAS**, the city of Sartell and the Town of LeSauk are parties to a orderly annexation agreement by the Office of Administrative Hearings, Municipal Boundary Adjustment Unit as OA-276 executed by the parties in October of 1995; and

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

**WHEREAS**, a petition for annexation under OA-276 was filed by the city of Sartell; with the city clerk on May 25, 2016; and

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

**WHEREAS**, the petition was presented to the city council for their review at a regular meeting held on June 13, 2016; and

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

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

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

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

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

**BE IT FURTHER RESOLVED:** That the subject property will not be able to be subdivided until such time the property is serviced with city utilities (water, storm, and sewer); and that if the property owner so desires to subdivide the property prior to the orderly extension of city utilities (water, storm and sewer), that the same would be required to front all costs associated with the extension of the utilities at no expense to the city of Sartell.

**BE IT FURTHER RESOLVED:** That future subdividing of the property will require the dedication of appropriate right of way as determined by Sartell's Future Transportation Plan, in addition to the Area Planning Organization, and Stearns County Future Transportation plans and appropriate land uses as guided by the Future Land Use Plan.

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

**BE IT FURTHER RESOLVED:** That the future land use plan designates the property as low density (single family homes).

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

TRACT A

A tract of land lying in and being a part of the Southwest Quarter of Section 21, Township 125, Range 28, Stearns County, Minnesota, described as follows: Beginning at a point of intersection of the center line of Oberly Avenue in the Village of Sartell, Minnesota, with the south line of said Section 21, Township 125, Range 28, said point being marked by an iron monument in place; thence due West along the South line of said Section 21, 528 feet to the southeast corner of said Southwest Quarter of said Section 21; thence continuing due West along said South line of said Section 21, 1311.65 feet; thence deflect 90 degrees 57 minutes to the right and in a northerly direction 802.30 feet to the point of beginning of the tract of land to be conveyed herein; thence deflect 90 degrees 57 minutes to the left a distance of 66 feet; thence deflect 89 degrees 03 minutes to the left a distance of 307.30 feet; thence due West and parallel with the south line of said Section 21, 455 feet; thence deflect 90 degrees 57 minutes to the right and in a northerly direction 232 feet; thence deflect 89 degrees 03 minutes to the right and in an easterly direction 103 feet; thence deflect to the left 89 degrees 03 minutes and in a northerly direction to the intersection of the thread of the stream of the Watab River; thence northerly and easterly along the thread of said river to the intersection of said thread with a line drawn from the point of beginning on a bearing of North 90 degrees 57 minutes East; thence southerly along said last described line to the point of beginning and there terminating.

Subject to and together with an easement for roadway purposes over and across the following described roadway, the centerline of which is described as follows: Commencing at a point 2 rods West of the Southeast corner of the Southwest Quarter of the Southwest Quarter of Section 21, Township 125, Range 28; thence West 90 degrees 57 minutes North a distance of 802.30 feet and there terminating.

TRACT B

That part of the Southwest Quarter of Section 21, Township 125, Range 28, Stearns County, Minnesota, described as follows: Commencing at the Southwest corner of said Southwest Quarter; thence South 89 degrees 59 minutes 14 seconds East, assumed bearing, along the south line of said Southwest Quarter, 793.00 feet; thence North 00 degrees 00 minutes 46 seconds East, 494.07 feet; to the westerly extension of the north line of a certain tract of land described in Document No. 440871, on file and of record at the Office of the Stearns County Recorder and the point of beginning of the tract to be described; thence South 89 degrees 59 minutes 14 seconds East, along said westerly extension, 22.45 feet, to the northwest corner of said tract of land described in Document No. 440871; thence North 00 degrees 57 minutes 46

seconds East, along a westerly line of a certain tract of land described in Document No. 440779, on file and of record at the Office of the Stearns County Recorder, 233.00 feet, to the north line of the South 727.00 feet of said Southwest Quarter; thence North 89 degrees 59 minutes 14 seconds West, along last described north line, 26.31 feet, to a line drawn North 00 degrees 00 minutes 46 seconds East, from the point of beginning; thence South 00 degrees 00 minutes 46 seconds West, 232.93 feet, to the point of beginning.

TRACT C

That part of the Southwest Quarter of Section 21, Township 125, Range 28, Stearns County, Minnesota, described as follows: Commencing at the Southwest corner of said Southwest Quarter; thence South 89 degrees 59 minutes 14 seconds East, assumed bearing, along the south line of said Southwest Quarter, 793.00 feet, to the point of beginning of the tract of land to be described; thence North 00 degrees 00 minutes 46 seconds East, 494.07 feet; to the westerly extension of the north line of a certain tract of land described in Document No. 440871, on file and of record at the Office of the Stearns County Recorder; thence South 89 degrees 59 minutes 14 seconds East, along said westerly extension, 22.45 feet, to the northwest corner of said tract of land described in Document No. 440871; thence South 00 degrees 00 minutes 46 seconds West, along the westerly line of said tract of land described in Document No. 440871, a distance of 494.07 feet, to said south line of the Southwest Quarter; thence North 89 degrees 59 minutes 14 seconds West, along said south line, 22.45 feet, to the point of beginning. Subject to the right of way of 2nd Street South.

Said property is being annexed to the City of Sartell under zoning classification of R-1, Single Family Residential, is 7.5 acres and will have a population of 5.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13<sup>th</sup> DAY OF JUNE, 2016.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

**CERTIFICATION**

I, Mary Degiovanni, City 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 13th day of June, 2016

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



11 8<sup>th</sup> Avenue South  
Annexation Request  
Proposed Zoning – R1



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 11, 2016</b>	Agenda Item No. <b>6n</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Making a Commission Appointment</b>	

**RECOMMENDATION:**

Adopt resolution making the Planning Commission appointment.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

Interviews of 6 commission candidates were held on June 7, 2016, due to the resignation of a Planning Commission member.

**BACKGROUND:**

The purpose of the resolution is to ratify the new appointment as follows:

Planning Commission

Abby Legatt

12-31-19

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Resolution Making Certain Commission Appointments

**ACTION REQUESTED:**

Consent agenda approval serves as approval of the attached Resolution. If item is removed from Consent, separate motion is requested to approve attached Resolution.



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>60</b>
Agenda Section: <b>Consent</b>	Item: <b>Utilities Employee Appointments</b>	
<p><b>RECOMMENDATION:</b> Approval of appointment of Gary Kirkeby as Utilities System Operators effective on 6/14/16. A finalist for the second open position is going through the backgrounding process and will be recommended for conditional appointment on Monday night to be effective upon completion of pre-employment tests.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> Council authorized hiring process.</p> <p><b>BACKGROUND:</b> The Department followed their hiring policies and recommends these appointments to the Council.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The existing 2016 budget covers these positions with no impacts.</p> <p><b>ATTACHMENTS:</b> None</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the appointments. If item is removed from Consent, separate motion is requested approving appointments.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6p</b>
Agenda Section: <b>Consent</b>	Item: <b>Utilities Equipment</b>	
<p><b>RECOMMENDATION:</b> Approval of budgeted utilities pick-up purchase using water &amp; sewer funds and of attached mixer quote using water fund.</p>		
<p><b>BACKGROUND:</b> The City budgeted \$30,000 from your utilities funds for a pick-up purchase in 2016. That bid is attached and with some equipment additions (plow bracket, etc) will bring it close to the \$30,000 budgeted. Also, the City currently mixes our water plant chemicals manually and staff recommends purchase of a mixer for both quality and safety. The quote for this item is also attached and would be paid for out of your water utility fund.</p>		
<p><b>BUDGET/FISCAL IMPACT:</b> The pick-up was a budgeted item and, because the water fund has an annual budget of about \$2 million, the additional mixer purchase of less than \$4,000 has no actual impact – we face much broader budget impacts based on rainfall reducing water revenues. Staff believes the quality and safety improvements of adding this equipment make it well worth the relatively minor investment.</p>		
<p><b>ATTACHMENTS:</b> Equipment quotes.</p>		
<p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the recommended purchases. If item is removed from Consent, separate motion is requested approving purchases.</p>		





## M-5 BLUE BOY



Mixing Arms	Timer	Motor	Drive	Load Capacity	Optional Accessories
Single	30 Min. Manual	1/2 HP	115/230 V, 60 Hz Cord Electric	80 lbs.	Safety Enclosure
Dimensions					
Width	Depth	Height	Weight	Notes: Shakes 1 to 5 gallon pails	
29.5"	17.5"	29.5"	235 lbs.		

The M-5 Blue Boy was designed for the industrial user who needs an efficient, economical, heavy duty, low maintenance mixer.

- Angled design of the clamp provides a fast and thorough mix
- Versatile clamping system allows you to mix plastic or steel pails of various shapes and sizes, up to 16.75" in height and 12" in diameter
- Easy to use clamp design handles one to five gallon containers and accommodates up to 80 pounds without the use of adapters
- Sealed ball bearing construction allows for vigorous use of mixer, with very low maintenance
- Optimal lift height of 25"
- Small footprint provides dependable and durable mixing, while using a minimal amount of space
- Suitable for a wide range of applications

The M-5 Blue Boy five gallon shaker is easy to use and built to last!

A full one year parts and labor warranty comes standard.

### THE MIRACLE PAINT REJUVENATOR COMPANY

6160 Claude Way E., Inver Grove Heights, Mn 55076  
 Tel (651) 222-1900 Fax (651) 222-8549 Toll Free (888) 236-1143



www.miraclepaint.com



6270 Claude Way E  
Inver Grove Heights, MN 55076  
Phone: 651-222-1900 Fax: 651-222-8549  
Email: info@miraclepaint.com

Price Quote

Date: June 3, 2016

To: John Kothenbeutel  
City of Sartell

Email: john@sartellmn.com

<u>Part</u>	<u>Unit Price</u>
M-5	\$3,795.00

Quote does not include shipping.  
Quote is valid for 30 days.

We look forward to hearing from you!

---

Laurel Mills  
Miracle Paint Rejuvenator Co  
Pacer Industrial Mixers

# SARTELL CITY COUNCIL

# AGENDA COVER MEMO

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6q</b>
Agenda Section: <b>Consent</b>	Item: <b>Interim Ordinance Exception</b>	

**STAFF RECOMMENDATION:**

Staff recommends approving the interim ordinance exception.

**COMMISSION RECOMMENDATION:**

NA

**BACKGROUND:**

The City Council adopted an interim ordinance in order to to form a task force consisting of property owners, Sartell citizens, representatives from the City’s Commissions and Council, the development community and other governmental partners to convene a study which will create a vision for the I2 properties along the River, in particular, those properties which are vacant, to determine appropriate land uses (may include master planning), review ordinance standards to determine if there is a need to amend the City’s official controls or its comprehensive plan. The moratorium is applicable to any new uses occupying the I-2 properties, platting, construction, erection, placement, reconstruction, enlargement, or expansion of any new development, not previously approved by City of Sartell as identified on Exhibit A and described as those properties within the City of Sartell at the date of adoption of this. During the period of the moratorium, applications for zoning permits, site plans, rezonings, land use amendments, preliminary plat, final plat and other permits and approvals related to development shall not be accepted by the City; neither Staff, the Planning Commission nor the City Council shall consider or grant approval of any application for such work shall be issued. However, exceptions to be release from the interim ordinances may be reviewed by the Council on a case by case basis.

DeZURIK has requested a building permit (and related) approval release from the interim ordinance in order to obtain the approvals necessary to deconstruct and replace a portion of their front façade due to water and ice damage.

**ATTACHMENTS:**

1. Resolution

**ACTION REQUESTED:** Consent agenda approval serves as approval of the Resolution calling the hearing. If the item is removed from Consent, separate motion is requested approving the attached Resolution.

**RESOLUTION: \_\_\_\_\_**

**RESOLUTION RELEASING LOT FROM MORATORIUM ORDINANCE 01-2016**

WHEREAS, pending completion of a study which will create a vision for the I2 properties along the Mississippi River, in particular, those properties which are vacant, to determine appropriate land uses (may include master planning) and reviews ordinance standards to determine if there is a need to amend the City's official controls or its comprehensive plan, the City imposed a moratorium on all permits on I2 properties within the City of Sartell by Ordinance No. 01-2016; and

WHEREAS, DeZURIK of 250 Riverside Avenue North, has requested that building permit requests and approvals for their facility be released from the restrictions of such moratorium due to structural issues with a portion of the building facing Riverside Avenue which will require the removal and reconstruction of the wall; and

NOW, THEREFORE, BE IT RESOLVED, that the Sartell City Council hereby releases DeZURIK from the moratorium imposed by Ordinance No. 01-2016 specific to building permit approvals, along with all other approvals necessary to repair the structural issues likely caused by water and ice damage which has been identified along the front façade of the building facing Riverside Avenue.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13<sup>th</sup> DAY OF JUNE, 2016.**

\_\_\_\_\_  
MAYOR

ATTEST:

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

SEAL

**CERTIFICATION**

I, Mary Degiovanni, City 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 13<sup>th</sup> day of June, 2016.

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



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>6r</b>
Agenda Section: <b>Consent</b>	Item: <b>Annexation of Property – Robert’s South</b>	

**RECOMMENDATION:**

Approve the resolution allowing for the annexation of certain property from LeSauk Township.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

Ferche Development is requesting the approval of a request to annex 37 acres from LeSauk Township to the City of Sartell. The purpose of annexation is to accommodate for future development. The property is located just south of Robert’s Road.

**BUDGET/FISCAL IMPACT:**

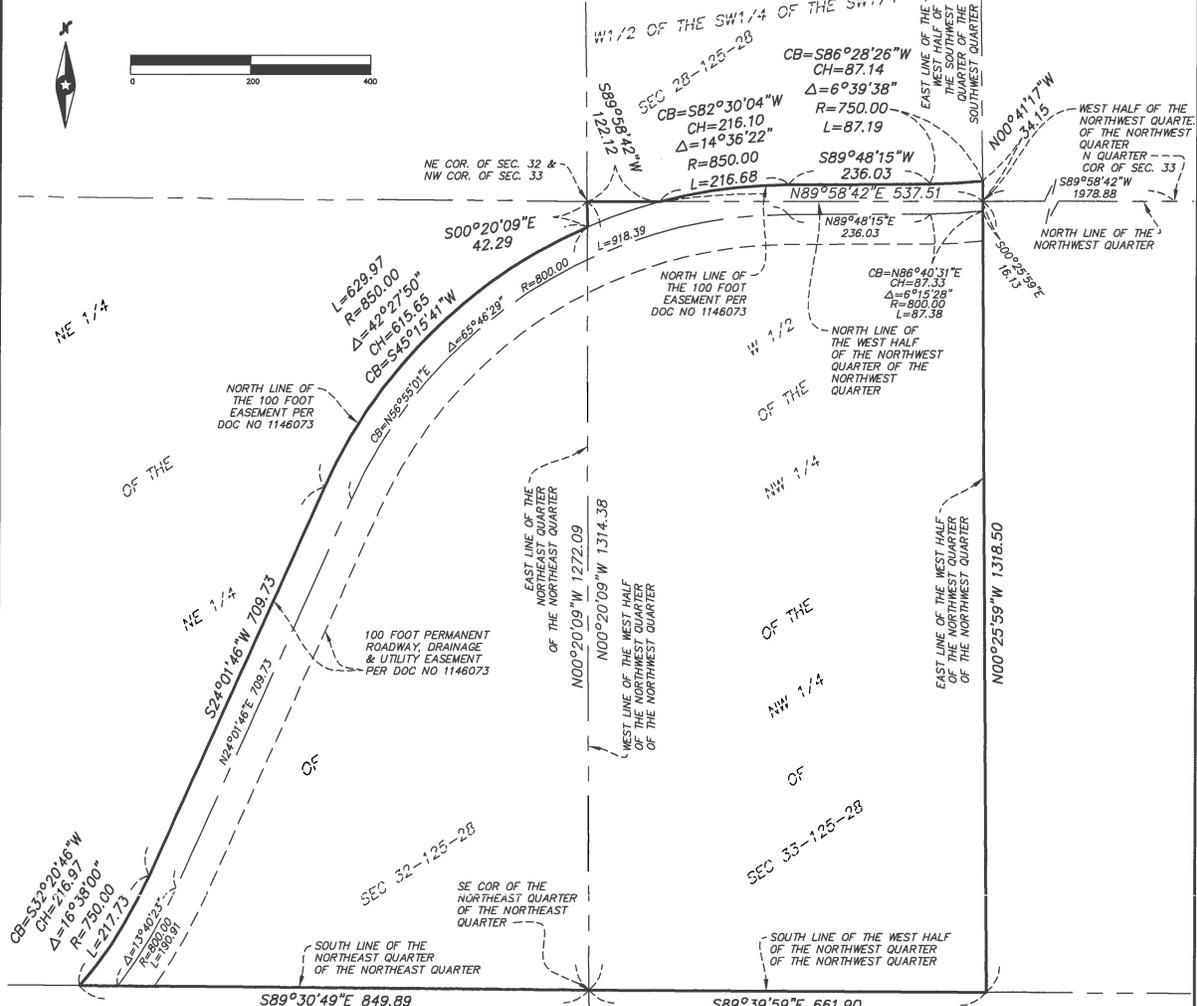
NA

**ATTACHMENTS:**

1. Resolution

**ACTION REQUESTED:**

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



**Surveyors Notes**

- 1—This survey was performed without the benefit of a title report. No search for recorded or unrecorded easements or restrictions was made by the surveyor.
- 2—No field work was done for the purpose of this survey.
- 3—Bearings based on Stearns County Coordinate System.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed LAND SURVEYOR under the laws of the State of MINNESOTA.

*Shannon S Bollman*

**Shannon S Bollman**

Date: **6/8/16** License No. **44360**

**Proposed Property Description**

That part of the Northeast Quarter of the Northeast Quarter of Section 32, the West Half of the Northwest Quarter of the Northwest Quarter of Section 33, and the West Half of the Southwest Quarter of the Southwest Quarter, all in Township 125, Range 28, Stearns County, Minnesota described as follows:

Commencing at the North Quarter of said Section 33; thence South 89 degrees 58 minutes 42 seconds West, along the north line of the Northwest Quarter of said Section 33, a distance of 1978.88 feet to the northeast corner of said West Half of the Northwest Quarter of the Northwest Quarter being the point of beginning of the parcel being described; thence North 00 degrees 41 minutes 17 seconds West, along the east line of said West Half of the Southwest Quarter of the Southwest Quarter, a distance of 34.15 feet to the north line of the 100 foot easement per Document No. 1146073, as filed in Stearns County Recorders Office; thence westerly, along said north line a distance of 87.19 feet along a non-tangential curve concave to the north, having a radius of 750.00 feet, a central angle of 06 degrees 39 minutes 38 seconds, a chord distance of 87.14 feet and a chord bearing of South 86 degrees 28 minutes 26 seconds West; thence South 89 degrees 48 minutes 15 seconds West, along said north line, a distance of 236.03 feet; thence southwest, along said north line, a distance of 216.68 feet along a tangential curve concave to the south, having a radius of 850.00 feet, a central angle of 14 degrees 36 minutes 22 seconds, a chord distance of 216.10 feet and a chord bearing of South 82 degrees 30 minutes 04 seconds West, to the north line of said West Half of the Northwest Quarter of the Northwest Quarter; thence South 89 degrees 58 minutes 42 seconds West, along said north line, a distance of 122.12 feet to the northwest corner of said Section 33; thence South 00 degrees 20 minutes 09 seconds East, along the west line of said West Half of the Northwest Quarter of the Northwest Quarter, a distance of 42.29 feet to said north line of the 100 foot easement per Document No. 1146073; thence southwest, along said north line a distance of 629.97 feet along a non-tangential curve concave to the southeast, having a radius of 850.00 feet, a central angle of 42 degrees 27 minutes 50 seconds, a chord distance of 615.65 feet and a chord bearing of South 45 degrees 15 minutes 41 seconds West; thence South 24 degrees 01 minutes 46 seconds West, along said north line, a distance of 709.73 feet; thence southwest, along said north line a distance of 217.73 feet along a tangential curve concave to the northwest, having a radius of 750.00 feet, a central angle of 16 degrees 38 minutes 00 seconds, a chord distance of 216.97 feet and a chord bearing of South 32 degrees 20 minutes 46 seconds West to the south line of said Northeast Quarter of the Northeast Quarter; thence South 89 degrees 30 minutes 49 seconds East, along said south line, a distance of 849.89 feet to the southeast corner of said Northeast Quarter of the Northeast Quarter; thence South 89 degrees 39 minutes 59 seconds East, along the south line of said West Half of the Northwest Quarter of the Northwest Quarter, a distance of 661.90 feet to the east line of said West Half of the Northwest Quarter of the Northwest Quarter; thence North 00 degrees 25 minutes 59 seconds West, along said east line, a distance of 1318.50 feet to the point of beginning.

**Parts of Sec's 28,  
32 & 33,  
Twp 125, Rge 28  
Stearns County, MN**

Date: **6/8/16**

**Westwood**

Phone (320) 253-9495 3701 12th Street North, Suite 206  
 Fax (320) 253-8737 St. Cloud, MN 56303  
 Toll Free (800) 270-9495 [westwoodps.com](http://westwoodps.com)

Westwood Professional Services, Inc.

Client: \_\_\_\_\_  
 Check: \_\_\_\_\_  
 Drawn: *slb*  
 Record Drawing: *slb*

Description  
 Sketch



RESOLUTION NO.

**RESOLUTION ACCEPTING PETITION AND APPROVING ANNEXATION  
UNDER OA-276 SARTELL/LESAUK TOWNSHIP  
PARCEL # 17.09161.000 and a portion of 17.09078.0010**

**WHEREAS**, the city of Sartell and the Town of LeSauk are parties to a orderly annexation agreement by the Office of Administrative Hearings, Municipal Boundary Adjustment Unit as OA-276 executed by the parties in October of 1995; and

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

**WHEREAS**, a petition for annexation under OA-276 was filed by the city of Sartell; with the city clerk on June 8, 2016; and

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

**WHEREAS**, the petition was presented to the city council for their review at a regular meeting held on June 13, 2016; and

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

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

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

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

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

**BE IT FURTHER RESOLVED:** That the subject property will not be able to be subdivided until such time the property is serviced with city utilities (water, storm, and sewer); and that if the property owner so desires to subdivide the property prior to the orderly extension of city utilities (water, storm and sewer), that the same would be required to front all costs associated with the extension of the utilities at no expense to the city of Sartell.

**BE IT FURTHER RESOLVED:** That future subdividing of the property will require the dedication of appropriate right of way as determined by Sartell's Future Transportation Plan, in addition to the Area Planning Organization, and Stearns County Future Transportation plans and appropriate land uses as guided by the Future Land Use Plan.

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

**BE IT FURTHER RESOLVED:** That the future land use plan designates the property as mixed use/town center.

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

That part of the Northeast Quarter of the Northeast Quarter of Section 32, the West Half of the Northwest Quarter of the Northwest Quarter of Section 33, and the West Half of the Southwest Quarter of the Southwest Quarter, all in Township 125, Range 28, Stearns County, Minnesota described as follows:

Commencing at the North Quarter of said Section 33; thence South 89 degrees 58 minutes 42 seconds West, along the north line of the Northwest Quarter of said Section 33, a distance of 1978.88 feet to the northeast corner of said West Half of the Northwest Quarter of the Northwest Quarter being the point of beginning of the parcel being described; thence North 00 degrees 41 minutes 17 seconds West, along the east line of said West Half of the Southwest Quarter of the Southwest Quarter, a distance of 34.15 feet to the north line of the 100 foot easement per Document No. 1146073, as filed in Stearns County Recorder's Office; thence westerly, along said north line a distance of 87.19 feet along a non-tangential curve concave to the north, having a radius of 750.00 feet, a central angle of 06 degrees 39 minutes 38 seconds, a chord distance of 87.14 feet and a chord bearing of South 86 degrees 28 minutes 26 seconds West; thence South 89 degrees 48 minutes 15 seconds West, along said north line, a distance of 236.03 feet; thence southwesterly, along said north line, a distance of 216.68 feet along a tangential curve concave to the south, having a radius of 850.00 feet, a central angle of 14 degrees 36 minutes 22 seconds, a chord distance of 216.10 feet and a chord bearing of South 82 degrees 30 minutes 04 seconds West, to the north line of said West Half of the Northwest Quarter of the Northwest Quarter; thence South 89 degrees 58 minutes 42 seconds West, along said north line, a distance of 122.12 feet to the northwest corner of said Section 33; thence South 00 degrees 20 minutes 09 seconds East, along the west line of said West Half of the Northwest Quarter of the Northwest Quarter, a distance of 42.29 feet to said north line of the 100 foot easement per Document No. 1146073; thence southwesterly, along said north line a distance of 629.97 feet along a non-tangential curve concave to the southeast, having a radius of 850.00 feet, a central angle of 42 degrees 27 minutes 50 seconds, a chord distance of 615.65 feet and a chord bearing of South 45 degrees 15 minutes 41 seconds West; thence South 24 degrees 01

minutes 46 seconds West, along said north line, a distance of 709.73 feet; thence southwesterly, along said north line a distance of 217.73 feet along a tangential curve concave to the northwest, having a radius of 750.00 feet, a central angle of 16 degrees 38 minutes 00 seconds, a chord distance of 216.97 feet and a chord bearing of South 32 degrees 20 minutes 46 seconds West to the south line of said Northeast Quarter of the Northeast Quarter; thence South 89 degrees 30 minutes 49 seconds East, along said south line, a distance of 849.89 feet to the southeast corner of said Northeast Quarter of the Northeast Quarter; thence South 89 degrees 39 minutes 59 seconds East, along the south line of said West Half of the Northwest Quarter of the Northwest Quarter, a distance of 661.90 feet to the east line of said West Half of the Northwest Quarter of the Northwest Quarter; thence North 00 degrees 25 minutes 59 seconds West, along said east line, a distance of 1318.50 feet to the point of beginning.

Said property is being annexed to the City of Sartell under zoning classification of AG, Agricultural, is 35.11 acres and will have a population of 0 and after all necessary lot splits (if any) have been completed.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13<sup>th</sup> DAY OF JUNE, 2016.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

**CERTIFICATION**

I, Mary Degiovanni, City 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 13th day of June, 2016

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

**SARTELL**  
**City Council**

**AGENDA**  
**COVER MEMO**

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>7a</b>
Agenda Section: <b>Public Hearing</b>	Item: <b>Sandstone Village 2 – Rezoning and Revised Preliminary Plat</b> <b>Final Plat (not subject to the public hearing)</b>	

**RECOMMENDATION:**

Approve Sandstone Village 2 Rezoning, Revised Preliminary Plat and Final Plat with conditions as specified in the resolutions.

**COMMISSION RECOMMENDATION**

The Planning Commission recommended approval of the rezoning, preliminary plat and final plat (3/0)

**BACKGROUND:**

Applicant Information: PEI LLC  
 Existing Zoning: R3 Multifamily  
 Requested Plan: Re-plat a previously approved 61 unit multi-family/townhome development into a 32 single family/patio home development

Previous Plan: This development was part of the original Sandstone Village, which included 63 Single Family and 240 multifamily (Twinhomes to Apartments) and parks. The Sandstone Development includes the areas of Daybreak, Arbor Trails, and the (existing) Sandstone Village single family homes and townhomes.

Site Area: 8.11 Acres  
 Location: East of County Road 4, west, south and east of the Sandstone Townhomes.

**Rezoning**

Currently, the property is designated as R-3 (multifamily). The property owner is requesting the rezoning to a PUD to create a patio home development which offers smaller lot sizes, shorter setbacks for the side yard and rear yards. The impervious surface areas would generally be the same (or less). This development would be similar to the Watab Springs development across the street from City Hall.

The existing Sandstone Village, which contains townhome lots, will remain as R-3 lots.

### **Preliminary Plat**

Proposed Lot Information:

32 Single Family Lots (reduction from 61)

1 Outlot

6,760 sf and greater (average size is 10,497 sf)

Setbacks proposed – Front 30', side 5,' street side 5,' rear 20.'

Width – 42' - 195'

Min Lot at Street width – 42.'

### **Proposed Improvements:**

- All appropriate right of ways have been constructed dedicated per City requirements.
- There is an existing/improved private park with playground equipment and a basketball court located north and within of this development.
- The constructed alleys are not dedicated as public right of way. They are private accesses.

### **Final Plat**

- 32 Single Family Lots
- 1 Outlot
- Consistent with the preliminary plat. Conditions of approval include:
  1. Setbacks – front 30, interior side 5', **street side 20'**, rear 20.' **(THE PLAT SHOULD REFLECT THE SIDE STREET SETBACK, AND THE 10 FOOT SETBACK ALONG ARBOR TRAILS)**
  2. All the lots adjacent to Arbor Trails should have a side yard setback of a minimum of 10 feet block to create a transition of setbacks.
  3. **MN Rules 1309.302.1:** The required **Fire Separation** distance measured perpendicular from the property line to the outside finish materials of the structure must be a minimum of 5 feet or the exterior wall must be approved 1-hour construction. In addition, any eave projection that would extend into the 5 foot **Fire Separation** would have to be protected with 5/8" type X sheetrock on the underside. To avoid having additional construction costs to provide a fire-resistive construction for the exterior wall and eave projection, the structure will need to be built further away from the side yard property line setback that the proposed PUD allows (7 feet).
  4. A water and sewer service connection must be provided to Lot 11 (south side of Sandstone Loop S. The services must not cross a neighboring property or the boulevard in front of a neighboring property.
  5. The developer shall deposit \$16,000 (32 x \$500) into City escrow prior to recording for the purposes of repair and maintenance for the pending utility capping
  6. A volume of ½" over the impervious area of the lots being re-platted must be provided for and infiltrated on site (per new Stormwater rules)

7. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet & will need to meet the specifications of Chapter 5 (Section 503 & Appendix D) of the IFC. Access roads may need to have NO PARKING FIRE LANE signage installed on both sides & painted curbs may be required to be installed on both sides of the access roads depending on the width of the access roads.

**BUDGET/FISCAL IMPACT:**

There are not budget/fiscal impacts. All improvements as outlined with the Final Plat are the sole responsibility of the Applicant.

**OTHER:**

The City is aware that there is confusion and frustration over Association/Covenant issues which had previously covered the entire Sandstone Village (original plat). The City is unable to intervene in any matters related to private or civil issues. Covenants are not required from a City's perspective, and they are unenforceable by the City. Staff has continuously stressed the need for all interested parties to communicate with each and invite their own legal expertise if there is a need. Unresolved association issues do not have any legal bearing on the approvals for this development.

Also, as part of the original Sandstone Village plat, park dedication requirement was partially fulfilled by a 30 foot dedicated trail around the large pond in the development. The City is working with the primary builder in Daybreak (and Arbor Trails) in cleaning up some discrepancies of where the trail has been mowed by the City and where portions of the actual trail exist.

**ATTACHMENTS:**

1. Project location map
2. Resolution approving the findings of fact supporting the rezoning request
3. Ordinance and Ordinance Summary approving the rezoning request
4. Preliminary plat
5. Resolution approving the preliminary plat with conditions
6. Final Plat
7. Resolution approving the final plat with conditions

**ACTION REQUESTED:**

Motion to approve:

1. Ordinance and Ordinance Summary approving the rezoning
2. Resolution approving the findings of fact supporting the rezoning
3. Resolution approving the preliminary plat for Sandstone Village 2 Plat with conditions
4. Resolution approving the final plat for Sandstone Village 2 Plat with conditions.



4 RIGHT ELEVATION  
SCALE: 1/8" = 1'-0"



3 LEFT ELEVATION  
SCALE: 1/8" = 1'-0"



2 BACK ELEVATION  
SCALE: 1/8" = 1'-0"



1 FRONT ELEVATION  
SCALE: 1/8" = 1'-0"

DISCLAIMER OF WARRANTIES

The purchaser agrees that the drawings are not to be used for construction or for any other purpose without the express written consent of the architect. The architect is not responsible for any errors or omissions in the drawings. The architect is not responsible for any construction or for any other work done in accordance with the drawings. The architect is not responsible for any construction or for any other work done in accordance with the drawings. The architect is not responsible for any construction or for any other work done in accordance with the drawings.



REST LAND LLC  
10000 N. HWY 101  
P.O. BOX 101  
ELEVATIONS

PROJ NO:	4746-001
FILE NO:	4746-002
DATE:	8/6/16
REV:	01
REV:	
REV:	
REV:	
REV:	
ELEVATIONS	
A-1	
COPYRIGHT 2016-2017	



Sandstone Village 2  
Rezone -- R-3 to R-5 (PUD)  
Preliminary Plat -- Patio Homes





# PUD / PRELIMINARY PLAT OF SANDSTONE VILLAGE 2 PLAT

## LEGAL DESCRIPTION

Lots 1 through 13, Block 6, Lots 1 through 7, Block 7, Lots 1 through 5, Block 8, and Lots 1 through 10, Block 10, SANDSTONE VILLAGE, according to the recorded plat thereof, STARK COUNTY, MINNESOTA.

## SURVEYORS NOTES

TOTAL ACREAGE OF PLAT: 81.1 ACRES / BENCHMARK  
 TOWN WEST END OF SANDSTONE LOOP SOUTH ADJACENT TO TEMPORARY CLUBS-6AC  
 ELEV = 665.17 (MVD 1982)  
 ST. CLOUD AREA DATA  
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Council member  
for its adoption:

introduced the following resolution and moved

RESOLUTION NO.

**RESOLUTION APPROVING FINAL PLAT  
SANDSTONE VILLAGE 2 PLAT**

**WHEREAS**, a public hearing was previously held on the preliminary plat of Sandstone Village 2 Plat on June 13, 2016 at which time all persons wishing to be heard regarding the matter were given an opportunity to be heard; and

**WHEREAS**, the council adopted a resolution approving the final plat with the following conditions:

1. Setbacks – front 30, interior side 5', **street side 20'**, rear 20.'
2. All the lots adjacent to Arbor Trails should have a side yard setback of a minimum of 10 feet block to create a transition of setbacks.
3. **MN Rules 1309.302.1:** The required **Fire Separation** distance measured perpendicular from the property line to the outside finish materials of the structure must be a minimum of 5 feet or the exterior wall must be approved 1-hour construction. In addition, any eave projection that would extend into the 5 foot **Fire Separation** would have to be protected with 5/8" type X sheetrock on the underside. To avoid having additional construction costs to provide a fire-resistive construction for the exterior wall and eave projection, the structure will need to be built further away from the side yard property line setback that the proposed PUD allows (7 feet).
4. The westerly end of Whipporwill Way will need to be finished with appropriate curb and gutter, and the utilities (service lines) will need to be eliminated and/or appropriately capped.
5. A water and sewer service connection must be provided to Lot 11 (south side of Sandstone Loop S. The services must not cross a neighboring property or the boulevard in front of a neighboring property.
6. A number of lots have duplicate services provided to them as a result of the re-platting. In each of these instances, one of the water services must have the curb box remove to the curb stop. Pulling out the riser or cutting off the riser are not acceptable methods. The developer shall deposit \$16,000 (32 x \$500) into City escrow prior to recording for the purposes of repair and maintenance for the pending utility capping
7. A volume of ½" over the impervious area of the lots being re-platted must be provided for and infiltrated on site (per new Stormwater rules)

8. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet & will need to meet the specifications of Chapter 5 (Section 503 & Appendix D) of the IFC. Access roads may need to have NO PARKING FIRE LANE signage installed on both sides & painted curbs may be required to be installed on both sides of the access roads depending on the width of the access roads. (Please schedule a meeting with the Fire Marshal to discuss options).

**WHEREAS**, a final plat for Sandstone Village 2 Plat been submitted which indicates that no significant changes within that portion of the preliminary plat.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the   13th   day of June 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

**CERTIFICATION**

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the 13th day of June 2016.

---

Mary Degiovanni  
Administrator  
City of Sartell, Minnesota

Councilmember  
for its adoption:

introduced the following resolution and moved

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

**A RESOLUTION ADOPTING FINDINGS OF FACT # \_\_\_\_ RELATING TO A  
REZONING REQUEST FROM R-3 TO R-5 PLANNED UNIT DEVELOPMENT**

WHEREAS, the City of Sartell received an application from RST Land LLC., for the request to rezone property from R-3 Multi-Family Residential to R-5 Planned Unit Development for a single family development in an area legally described as follows:

Lots 1-13, Block 6; Lots 1-7, Block 7; Lots 1-15, Block 9; Lots 1-29, Block 10, Sandstone Village

“Subject Property”

**WHEREAS**, the Planning Commission considered the rezoning request at their June 6, 2016, meeting; and

**WHEREAS**, The City Council conducted the public hearing on June 13, 2016.

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

1. That RST Land LLC., hereinafter referred to as “Applicant,” submitted a complete application for a rezoning request on the subject property.
2. That the subject property is guided for residential with a density of 0-10 units per acre according to the City’s Comprehensive Plan as adopted on August 11, 2003.
3. That the R-5 zoning designation is an appropriate zoning district, which would be consistent with the Comprehensive Plan.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13\_th\_ day of June, 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator

SEAL

#### CERTIFICATION

I, Mary Degiovanni, City Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution by the Council of the City of Sartell at a regular meeting held on the \_13th\_\_\_ day of \_\_\_June, 2016.

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

Ordinance No.   16-          

**AN ORDINANCE ESTABLISHING THE REZONING OF PROPERTY TO R-5  
PLANNED UNIT DEVELOPMENT**

On June 13, 2016, the City Council approved the rezoning designation for an 8-acre parcel generally located to the west of 19<sup>th</sup> (65<sup>th</sup>) Avenue South and generally east of County Road 4 as R-5, Planned Unit Development.

A printed copy of the Ordinance and complete legal description are available for inspection by any person at the office of the City Clerk, Monday through Friday, between 7:00 a.m. and 4:30 p.m.

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

\_\_\_\_\_  
Mayor

ATTEST:

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

SEAL

PUBLISHED IN THE SARTELL NEWSLEADER ON \_\_\_\_\_

Council member  
moved for its adoption:

introduced the following ordinance and

**ORDINANCE # \_\_\_\_\_**

**AN ORDINANCE APPROVING REZONING OF CERTAIN PROPERTIES  
FROM R-3 MULTI-FAMILY RESIDENTIAL TO R-5 PLANNED UNIT  
DEVELOPMENT.**

**WHEREAS**, the City of Sartell received an application from RST Land LLC., for the request to rezone property from R-3 Multi-family to R-5 Planned Unit Development has been referred and heard by the Planning Commission on June 6, 2016; and

**WHEREAS**, the proper publication was mailed notice of a public hearing to consider this matter has been given; and

**WHEREAS**, The City Council will conduct the public hearing on June 13, 2016 at which all persons interested were given an opportunity to be heard; and

**WHEREAS**, it was determined that the rezoning of the following described property is in the best interests of the City of Sartell.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SARTELL, STEARNS COUNTY, STATE OF MINNESOTA:** That rezoning the property described as follows is hereby amended from R-3 Multifamily Residential to R-5 Planned Unit Development which allows for the construction of a single family homes as described on the Sandstone Village 2 Plat on the following property:

Lots 1-13, Block 6; Lots 1-7, Block 7; Lots 1-15, Block 9; Lots 1-29, Block 10, Sandstone Village

**BE IT FURTHER RESOLVED:** That the clerk is here by authorized to record such classification from the described property upon the official zoning maps.

The mention for the adoption of the forgoing resolution was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following

Voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly adopted by the Sartell City Council on this the 13 th day of June 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

SEAL

#### **CERTIFICATION**

I, Mary Degiovanni, City Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution by the Council of the City of Sartell at a regular meeting held on the \_\_ 13th \_\_ day of \_\_ June \_\_\_\_, 2016.

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

Councilmember  
adoption

introduced the following resolution and moved for its

**RESOLUTION NO.  
RESOLUTION APPROVING THE PRELIMINARY  
PLAT OF SANDSTONE VILLAGE 2 PLAT**

**WHEREAS**, the proposed plat has been reviewed by the city engineer; and

**WHEREAS**, the Planning Commission has reviewed the proposed plat at their June 6, 2016, meeting; and

**WHEREAS**, after proper notice was given and a public hearing was held on June 13, 2016, at which time all persons present wishing to be heard regarding the matter were given an opportunity to be heard.

**WHEREAS**, the conditions of approval include:

1. Setbacks – front 30, interior side 5', **street side 20'**, rear 20.'
2. All the lots adjacent to Arbor Trails should have a side yard setback of a minimum of 10 feet block to create a transition of setbacks.
3. **MN Rules 1309.302.1:** The required **Fire Separation** distance measured perpendicular from the property line to the outside finish materials of the structure must be a minimum of 5 feet or the exterior wall must be approved 1-hour construction. In addition, any eave projection that would extend into the 5 foot **Fire Separation** would have to be protected with 5/8" type X sheetrock on the underside. To avoid having additional construction costs to provide a fire-resistive construction for the exterior wall and eave projection, the structure will need to be built further away from the side yard property line setback that the proposed PUD allows (7 feet).
4. A water and sewer service connection must be provided to Lot 11 (south side of Sandstone Loop S. The services must not cross a neighboring property or the boulevard in front of a neighboring property.
5. A number of lots have duplicate services provided to them as a result of the re-platting. In each of these instances, one of the water services must have the curb box remove to the curb stop. Pulling out the riser or cutting off the riser are not acceptable methods. The developer shall deposit \$16,000 (32 x \$500) into City escrow prior to recording for the purposes of repair and maintenance for the pending utility capping
6. A volume of ½" over the impervious area of the lots being re-platted must be provided for and infiltrated on site (per new Stormwater rules)
7. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet & will need to meet the specifications of Chapter 5 (Section 503 & Appendix D) of the IFC. Access roads may need to have NO PARKING FIRE LANE signage installed on both sides & painted curbs may be required to be installed on both sides of the access roads

depending on the width of the access roads. (Please schedule a meeting with the Fire Marshal to discuss options).

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13th day of June, 2015.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA:** That the preliminary plat of Sandstone Village 2 Plat described as follows be approved:

Lots 1-13, Block 6; Lots 1-7, Block 7; Lots 1-15, Block 9; Lots 1-29, Block 10, Sandstone Village

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13th DAY OF JUNE, 2016.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

**CERTIFICATION**

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the \_\_13TH\_\_ day of \_\_June\_\_\_\_\_, 2016.

---

Mary Degiovanni  
Administrator  
City of Sartell, Minnesota

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>7b</b>
Agenda Section: Public Hearing	Item: Vacation of Drainage and Utility Easements	
<p><b>RECOMMENDATION:</b> Staff recommends approving the vacation of certain drainage and utility easements within the Arbor Trails Plat (as identified within the resolution).</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> NA</p> <p><b>PREVIOUS COUNCIL ACTION:</b> NA</p> <p><b>BACKGROUND:</b> RST Land LLC is requesting the vacation of certain internal drainage and utility easements within Lots 8 and 9, Block 1 in the Arbor Trails plat.</p> <p>The applicant is requesting the vacation of the easements to allow for the consolidation of the two lots. There are currently no utilities (municipal or small) within the 12' easement. The purpose of the vacation is to allow structures to be constructed over or under the 12' foot area without restrictions.</p> <p><b>BUDGET/FISCAL IMPACT:</b> NA</p> <p><b>ATTACHMENTS:</b> A resolution approving the vacation.</p> <p><b>Council Action Requested:</b> Motion adopting the resolution approving the vacation of certain drainage and utility easements</p>		

Councilmember  
for its adoption:

introduced the following resolution and moved

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

**Lots 8 and 9, Block 1 Arbor Trails**

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

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

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

12-foot drainage and utility easement laying between lot 7 and lot 8 of Block, 1 Arbor Trails, Sartell MN

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

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly adopted by the Sartell City Council this the 11th day of June, 2016.

**CITY OF SARTELL:**

By: \_\_\_\_\_

Mayor

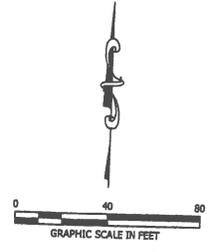
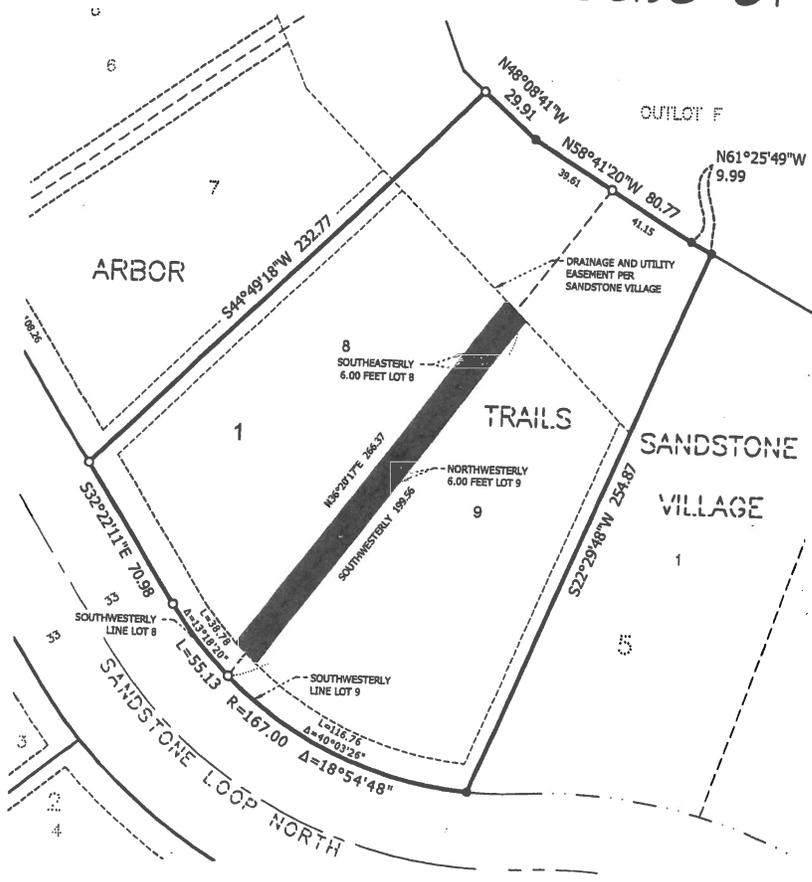
\_\_\_\_\_ City Administrator

Seal

Entered in the transfer record this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
County Auditor

# Certificate of Survey



**LEGAL DESCRIPTION**  
 Lots 8 and 9, Block 1, ARBOR TRAILS, according to the recorded plat thereof, Stearns County, Minnesota.

**SURVEYOR'S NOTE**  
 Lots 8 and 9 will be combined to one PID # at the county making these one parcel of record.

**EASEMENT VACATION DESCRIPTION**  
 The southwesterly 199.56 feet of the southeasterly 6.00 feet of Lot 8, lying contiguous, adjacent to and parallel with the southeasterly line of Lot 8, Block 1, ARBOR TRAILS, according to the recorded plat thereof, which lies northeasterly of a line drawn 12.00 feet northeasterly of, contiguous, adjacent to and parallel with the southwesterly line of said Lot 8.  
 AND  
 The southwesterly 199.56 feet of the northwesterly 6.00 feet of Lot 9, lying contiguous, adjacent to and parallel with the northwesterly line of Lot 9, Block 1, ARBOR TRAILS, according to the recorded plat thereof, which lies northeasterly of a line drawing 12.00 feet northeasterly of, contiguous, adjacent to and parallel with the southwesterly line of said Lot 9.

I hereby certify that this CERTIFICATE OF SURVEY was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
*Linda H. Brown*  
 Linda H. Brown, Professional Land Surveyor  
 Minnesota License Number 23682  
 June 1, 2016

**Stantec**

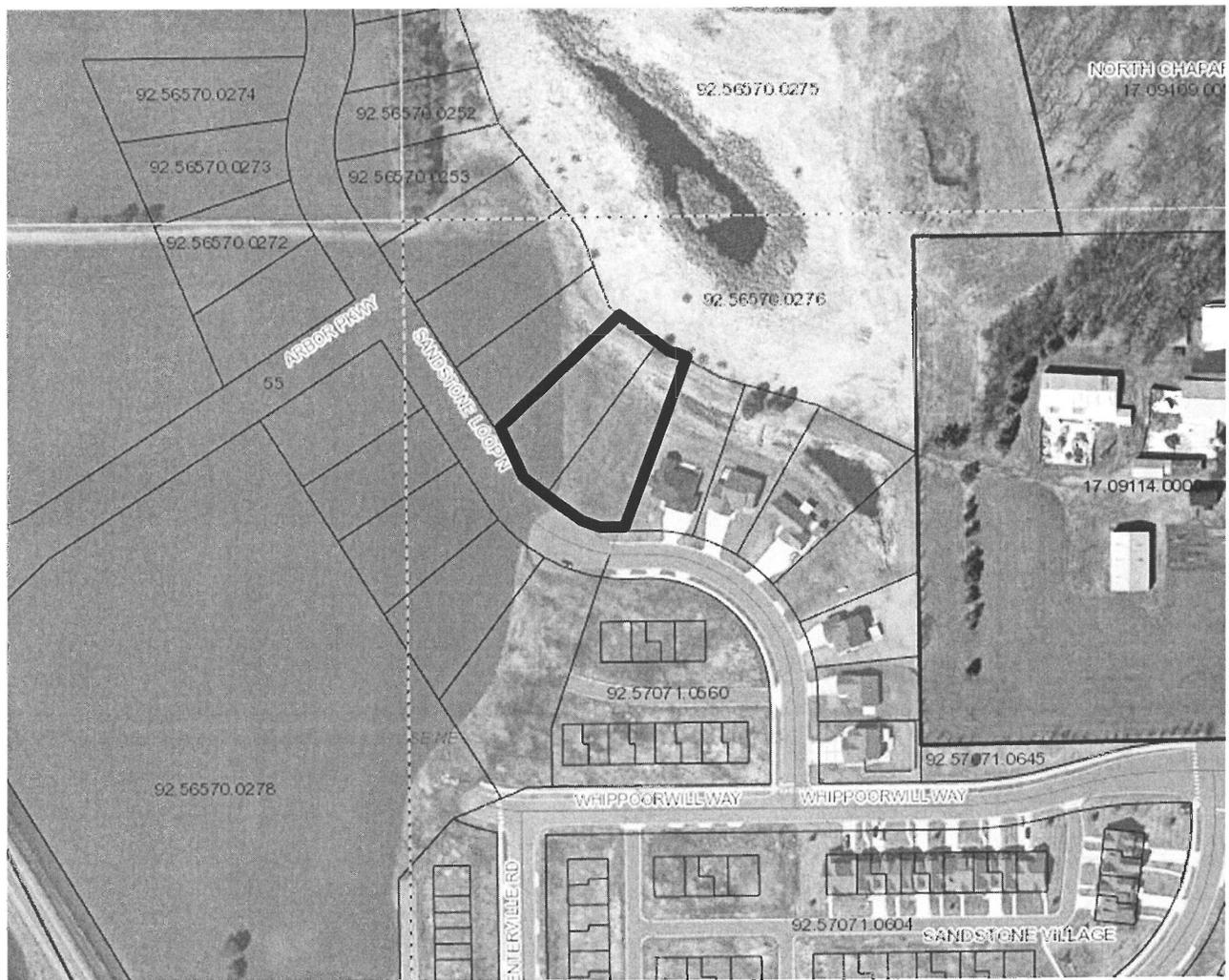
**St. Cloud Office**  
 3717 23rd Street South  
 Saint Cloud, MN 56301  
 Phone: 320-261-4553  
 Fax: 320-251-6522

SURVEY BY:	DATE:
DRAWN BY:	DATE:
DESIGNED BY:	DATE:
CHECKED BY:	DATE:
APPROVED BY:	DATE:

**RICK POPLINSKI**  
 CERTIFICATE OF SURVEY

193803048V601  
 PROJECT NUMBER  
 193803048  
 SHEET NUMBER  
 V601

Lots 8 and 9, Block 1  
Vacation of Internal Easement



# SARTELL City Council

# AGENDA COVER SHEET

Originating Department: <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No: <b>7c</b>
Agenda Section: <b>Public Hearing</b>	Item: <b>Interim Use Permits for: Coborn's 707 1<sup>st</sup> Ave N Coborn's 1725 Pinecone Rd S</b>	

**Recommendation:**

Approve both interim use permits for seasonal outdoor sales at both Coborn's sites on the following conditions:

1. Signage outside of the tents must follow the City's Sign Ordinance

**COMMISSION RECOMMENDATION**

The Planning Commission recommended approval of both findings of fact and both IUP's (3/0).

**BACKGROUND:**

Coborn's has applied for a renewal to their Interim Use Permit (IUP). The IUP renewal is to allow for the continued use of seasonal sales to occur at the Coborn's Pinecone Marketplace property (1725 Pinecone Rd S) and the Coborn's store located at 707 1<sup>st</sup> Ave N.

The location of the proposed tent at the Marketplace store will be on the most westerly side of the open parking lot. Approximately 16 parking stalls will be used and considered non-functional. Currently, the entire Marketplace development has over 700 parking stalls, and the elimination of 16 parking stalls will not negatively impact the commercial site.

The proposed location of the tent at 707 1<sup>st</sup> Ave N Coborn's site will be on the most easterly side of the parking lot. The site contains 171 parking spaces, and the proposed seasonal sales area will take up approximately 6 parking spaces. The elimination of these parking stalls will not negatively impact the commercial site.

Proposed hours will be from 7AM-9PM. No additional lighting is proposed.

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Findings of Facts
2. Interim Use Permits

**Action:**

For your consideration:

Motion 1-

Resolution #\_\_\_\_\_adopting the Findings of Facts relating to the interim use permit for Coborn's store (707 1<sup>st</sup> Ave N)

Motion 2-

Resolution #\_\_\_\_\_approving the interim use permit for Coborn's store (707 1<sup>st</sup> Ave N)

Motion 1-

Resolution#\_\_\_\_\_ adopting the Findings of Facts relating to the interim use permit for Coborn's store (1725 Pinecone Rd S)

Motion 2-

Resolution#\_\_\_\_\_ approving the interim use permit for Coborn's store (1725 Pinecone Rd S)

Coborn's- Interim Use Permit  
Outdoor Seasonal Sales





Councilmember  
for its adoption:

introduced the following resolution and moved

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

**A RESOLUTION ADOPTING FINDINGS OF FACT # \_\_\_\_\_ RELATING TO AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA**

**WHEREAS**, Coborn's Incorporated has applied for an interim use permit to allow for an outdoor seasonal sales area on the property generally described as 707 First Avenue North.

"Subject Property"

**WHEREAS**, the Planning Commission met on June 6th, 2016.

**WHEREAS**, the City Council conducted on June 13th, 2016 the public.

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

1. That Coborn's Incorporated, hereinafter referred to as "Applicant," properly applied for an interim use permit to allow for seasonal sales on the subject property.
2. That the applicant appeared before the Sartell City Council for a public hearing pursuant to City Code and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. That the property is zoned B-2, General Business.
4. That the proposed location of the tent is on the most easterly side of the open parking lot.
5. No additional parking stalls will be utilized for the seasonal sales area.
6. That the 5-year permit proposal includes an annual greenhouse tent sale, produce tent (sale of fruit, vegetables, pop and paper products) floral display, and customer appreciation event, which would accommodate a customer appreciation sale.
7. That the proposed hours will be from 7 am to 9 pm.
8. That the Interim use will not be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially

diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood;

9. That the establishment of the Interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area;
10. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;
11. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;
12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result;
13. That soil conditions are adequate to accommodate the proposed use;
14. That proper facilities are provided which would eliminate any traffic congestion or traffic hazard, which may result from the proposed use;
15. That a demonstrated need exists for the proposed use; and
16. That the proposed use is in compliance with the Land Use Plan adopted by the City.
17. That the proposed use will adhere to the city's signage ordinances.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the \_13th\_ day of June 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator

SEAL

CERTIFICATION

I, Mary Degiovanni, City Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution by the Council of the City of Sartell at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

Council member  
its adoption:

introduced the following resolution and moved for

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

**A RESOLUTION APPROVING THE ISSUANCE OF AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA**

**WHEREAS**, Coborn’s Incorporated has applied for an interim use permit to allow for an outdoor seasonal sales area on the property generally described as 707 First Avenue North.

“Subject Property”

**WHEREAS**, the Planning Commission met on June 6th, 2016.

**WHEREAS**, the City Council conducted on June 13th, 2016 the public hearing .

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

1. The Interim Use Permit upon written notice being provided by the City to the Permittee but without further action by the Joint Planning Commission or City Council, shall expire on July 13th, 2021 unless the permit holder fails to initiate such interim use permit thereto within six months from the date of its authorization, and/or fulfill each and every condition attached. Such extension shall be requested in writing and filed with the City at least thirty (30) days before the expiration of the original interim use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the interim use permit. Such petition shall be presented to the Planning Commission for a recommendation to the Council and acted upon by the Council.
2. The 5-year permit proposal includes, an annual greenhouse tent sale, produce tent (sale of fruit, vegetables, pop and paper products), floral display, and customer appreciation event. The produce sales will be limited to fruit, vegetables, pop, paper products and miscellaneous grocery items.
3. The proposed hours will be from 7 am to 9 pm. No additional outdoor lighting or temporary outdoor signage is proposed.
4. Revocation: The City Council shall revoke an Interim use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking an Interim use permit shall be filed with the County Recorder for recording.

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

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13th day of June, 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator

Councilmember  
for its adoption:

introduced the following resolution and moved

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

**A RESOLUTION ADOPTING FINDINGS OF FACT # \_\_\_\_\_ RELATING TO AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA**

**WHEREAS**, Coborn’s Incorporated has applied for an interim use permit to allow for an outdoor seasonal sales area on the property generally described as 1725 Pinecone Rd S.

“Subject Property”

**WHEREAS**, the Planning Commission met on June 6th, 2016.

**WHEREAS**, the City Council conducted on June 13th, 2016 the public hearing.

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

1. That Coborn’s Incorporated, hereinafter referred to as “Applicant,” properly applied for an interim use permit to allow for seasonal sales on the subject property.
2. That the applicant appeared before the Sartell City Council for a public hearing pursuant to City Code and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. That the property is zoned B-2, General Business.
4. That the proposed location of the tent is on the western side of the open parking lot.
5. No additional parking stalls will be utilized for the seasonal sales area.
6. That the 5-year permit proposal includes an annual greenhouse tent sale, produce tent (sale of fruit, vegetables, pop and paper products) floral display, and customer appreciation event, which would accommodate a customer appreciation sale.
7. That the proposed hours will be from 7 am to 9 pm.
8. That the Interim use will not be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood;

9. That the establishment of the Interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area;
10. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;
11. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;
12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result;
13. That soil conditions are adequate to accommodate the proposed use;
14. That proper facilities are provided which would eliminate any traffic congestion or traffic hazard, which may result from the proposed use;
15. That a demonstrated need exists for the proposed use; and
16. That the proposed use is in compliance with the Land Use Plan adopted by the City.
17. That the proposed use will adhere to the city's signage ordinances.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13th day of June 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator

SEAL

CERTIFICATION

I, Mary Degiovanni, City Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution by the Council of the City of Sartell at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

Council member  
its adoption:

introduced the following resolution and moved for

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

**A RESOLUTION APPROVING THE ISSUANCE OF AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA**

**WHEREAS**, Coborn's Incorporated has applied for an interim use permit to allow for an outdoor seasonal sales area on the property generally described as 1725 Pinecone Rd S.

“Subject Property”

**WHEREAS**, the Planning Commission met on June 6th, 2016.

**WHEREAS**, the City Council conducted on June 13th, 2016 the public hearing and \_\_\_\_\_ the request for an interim use permit.

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

1. The Interim Use Permit upon written notice being provided by the City to the Permittee but without further action by the Joint Planning Commission or City Council, shall expire on July 13th, 2021 unless the permit holder fails to initiate such interim use permit thereto within six months from the date of its authorization, and/or fulfill each and every condition attached. Such extension shall be requested in writing and filed with the City at least thirty (30) days before the expiration of the original interim use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the interim use permit. Such petition shall be presented to the Planning Commission for a recommendation to the Council and acted upon by the Council.
2. The 5-year permit proposal includes, an annual greenhouse tent sale, produce tent (sale of fruit, vegetables, pop and paper products), floral display, and customer appreciation event. The produce sales will be limited to fruit, vegetables, pop, paper products and miscellaneous grocery items.
3. The proposed hours will be from 7 am to 9 pm. No additional outdoor lighting or temporary outdoor signage is proposed.
4. Revocation: The City Council shall revoke an Interim use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking an Interim use permit shall be filed with the County Recorder for recording.

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

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13th day of June, 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator

# SARTELL City Council

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>7d</b>
Agenda Section: <b>New Business</b>	Item: <b>Interim Use Permit –Outdoor Patio</b>	

**RECOMMENDATION:**

Approve with the following conditions:

- Any additional lighting, if proposed, would need to be consistent with the city’s code regarding outdoor lighting, including the deflection away from adjacent properties and that the fixtures would need to be full cut-off style lenses.
- Patio may be open from April 1 to October 1st,

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

The Planning Commission recommended approval (3/0).

Moen disclosed that she does work for Centracare, but determined that she does not have a conflict and is able to vote on the request.

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

St. Benedict’s Senior Community DBA Chateau Waters has requested approval for a interim use permit to operate an outdoor patio. The proposed location of the outdoor patio is along the southerly side of the existing building. Food and beverages would be served on the patio.

At this time, the application is not proposing a fence, screening or lighting around the patio, with the exception of the lighting currently on the building.

Since the adoption of the code which requires outdoor restaurant patios used for dining and beverages (alcoholic) obtain a interim use permit, the City has required those affected establishments (Partners Pub, Westside Liquor) to construct privacy fences (level of privacy may increase based on proximity to a residential neighborhood), screening, lighting requirements and timeframes of operations. Because this patio is essentially surrounded by the building, the fencing/screening requirements are not applicable.

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Findings of Fact
2. CUP Resolution
3. Location Map

**ACTION REQUESTED:**

Make a motion:

1. Findings of Fact Supporting the Request for an Interim Use Permit
2. Resolution Adopting the Interim Use Permit

Councilmember

introduced the following resolution and moved for its adoption:

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

**A RESOLUTION ADOPTING FINDINGS OF FACT # \_\_\_\_\_ RELATING TO A REQUEST FOR An INTERIUM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL OUTDOOR DINING PATIO.**

**WHEREAS**, St. Benedict's Senior Community DBA Chateau Waters, has properly applied for an interium use permit for an outdoor dining patio on the property located at 960 19<sup>th</sup> Street South

“Subject Property”

**WHEREAS**, the Planning Commission met on June 6, 2016, and discussed the request for an interim use permit.

**WHEREAS**, The City Council conducted the public hearing on June 13, 2016, on the request for an interim use permit.

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

1. That St. Benedict's Senior Community DBA Chateau Waters, hereinafter referred to as “Applicant,” properly applied for an interim use permit to allow for the operation of an outdoor dining patio.
2. That the applicant appeared before the Sartell City Council for a public hearing pursuant to City Code on June 13, 2016, and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. That the property is zoned R5 Planned Unit Development.
4. The location of the patio is on the southerly side of the establishment.
5. That the proposed outdoor patio will be in operation from April 1 through October 31, weather permitting. The patio area must be closed by 9 pm.
6. That the interim use *will not* be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood.

7. That the establishment of the interim use *will not* impede the normal and orderly development and improvement of surrounding vacant property for uses, predominate in the area.
8. That adequate utilities, access roads, drainage and other necessary facilities *have* been provided.
9. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
10. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration so that none of these will constitute a nuisance and control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
11. That the proposed use *is* in compliance with the Land Use Plan adopted by the City.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13th day of June, 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator

Council member  
its adoption:

introduced the following resolution and moved for

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

**A RESOLUTION APPROVING A INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL OUTDOOR DINING PATIO**

**WHEREAS**, St. Benedict's Senior Community DBA Chateau Waters, has applied for a interim use permit to allow for a seasonal outdoor dining patio on the property at 960 19<sup>th</sup> Avenue South

“Subject Property”

**WHEREAS**, the Planning Commission met on June 6, 2016, and recommended approval of the request for a interim use permit amendment to the City Council

**WHEREAS**, the City Council conducted the public hearing on June 13, 2016.

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

1. Based on Finding of Fact, a interim use permit (“Permit”) to allow for a seasonal outdoor dining patio on the Subject Property is hereby granted to St. Benedict's Senior Community DBA Chateau Waters. (“Permitee”)
2. That the City planning staff presented the rationale for the interim use permit before the Sartell City Council for a public hearing pursuant to City Code on June 13, 2016 and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. The Interim Use Permit upon written notice being provided by the City to the Permitee but without further action by the Planning Commission or City Council, shall expire if the permit holder fails to initiate such interim use permit and fulfill each and every condition attached thereto within (2) years from the date of its authorization, or if the use is discontinued for a continuous twelve (12) month period, unless a petition for an extension of time in which to complete or utilize the use that has been granted by the Council. Such an extension shall be requested in writing and filed with the City at least thirty (30) days before the expiration date of the original interim use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the interim use permit. Such petition shall be presented to the Planning Commission for a recommendation to the Council and acted upon by the Council.

4. That the proposed outdoor patio will be in operation from April 1 through October 31, weather permitting.
5. If there are no issues, the Interim may be reissued without review by the Commission and Council every 5 years.
6. Revocation: The City Council shall revoke a Interim use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking a Interim use permit shall be filed with the County Recorder for recording.
7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
8. The City Administrator and/or his/her designee shall have the right to inspect the premises for compliance and safety purposes annually or at any time upon reasonable request.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 13th day of June, 2016.

CITY OF SARTELL:

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

By: \_\_\_\_\_  
City Administrator



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Planning, Public Works and Engineering Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>7e</b>
Agenda Section: Public Hearing	Item: NPDES Permit	
<p><b>RECOMMENDATION:</b> Adopt resolution approving 2015 NPDES Report</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> NA</p> <p><b>PREVIOUS COUNCIL ACTION:</b> NA</p> <p><b>BACKGROUND:</b> The National Pollution Discharge Elimination System (NPDES) Phase II program is a federally mandated program established by the Environmental Protection Agency (EPA) to implement and maintain stormwater management activities through a permitting mechanism in the City of Sartell. The permit requires the City to incorporate six minimum control measures into a storm water pollution prevention plan (SWPPP), which also needs to be updated on a yearly basis. Those six control measures include: Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping. These measures are expected to result in significant reductions of pollutants discharged into receiving water bodies.</p> <p>The City is required to hold a public hearing to gain input on the SWPPP as part of the public participation and involvement control measure. In addition, the City is required to submit to MPCA an annual report of those activities performed as outlined in the 2015 SWPPP.</p> <p>To date, the City has not received any additional input on our SWPPP.</p> <p><b>BUDGET/FISCAL IMPACT:</b> No required expenditures as a result of this public hearing.</p> <p><b>ATTACHMENTS:</b></p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion approving the resolution adopting the Permit.</p>		

RESOLUTION \_\_\_\_\_

RESOLUTION APPROVING THE  
STORMWATER POLLUTION PREVENTION 2015 REPORT

**BE IT RESOLVED** that the National Pollution Discharge Elimination System (NPDES) Phase II program is a federally mandated program established by the Environmental Protection Agency (EPA) to implement and maintain storm water management activities through a permitting mechanism in the City of Sartell.

**BE IT FURTHER RESOLVED** that the permit requires the City to incorporate six minimum control measures into a storm water pollution prevention plan (SWPPP), which also needs to be updated on a yearly basis.

**BE IT FURTHER RESOLVED** that those six control measures include: Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping. These measures are expected to result in significant reductions of pollutants discharged into receiving water bodies.

**BE IT FURTHER RESOLVED** that the City is required to hold a public hearing to gain input on the 2015 SWPPP as part of the public participation and involvement control measure.

**BE IT FURTHER RESOLVED** that the City of Sartell advertised the public hearing 30 days in advance of the 2016 SWPPP meeting in the Sartell Newsleader and invited all interested persons voice their opinion and comments on the SWPPP and that written comments will be accepted until the date of the hearing.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13th DAY OF JUNE, 2016.**

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City 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 13th day of June, 2016.

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



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 Question Worksheet for 2015 Annual Report

Municipal Separate Storm Sewer Systems (MS4s)

Reporting period January 1, 2015 to December 31, 2015
Due June 30, 2016

Copy of questions - Not for submittal

Instructions: This form is for your personal use only. Complete the online Annual Report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2015, and December 31, 2015. The online Annual Report and additional information can be found online at: https://www.pca.state.mn.us/water/submitted-annual-reports.

Questions: Contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us) or Rachel Stangl (651-757-2879, rachel.stangl@state.mn.us).

Contact information

MS4 General contact information

Full name: Anita Rasmussen Title: Administrator
Mailing address: 125 Pinecone Rd N
City: Sartell State: MN Zip code: 56377
Phone: 320-258-7306 Email: anita@sartellmn.com

Preparer contact information (if different from the MS4 General contact)

Full name: Nate Keller Title: Community Development Technician
Mailing address: 125 Pinecone Rd N
City: Sartell State: MN Zip code: 56377
Phone: 320-258-7316 Email: nate.keller@sartellmn.com

Minimum Control Measure (MCM) 1: Public education and outreach [V.G.1]

The following questions refer to Part III.D.1. of the Permit.

- 2. Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]
3. If 'Yes' in Q2, what is your stormwater-related issue(s)? Check all that apply.
4. Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]
5. Do you have an implementation plan as required by the Permit? [Part III.D.1.b.]

6. How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.] *Check all that apply in table below.*
7. For the above checked in Q6, what is the intended audience? *Check all that apply in table below.*
8. For the above checked in Q6, enter the total circulation/audience in table below. (if unknown, use best estimate)

Q 6. How did you distribute educational materials (Check all that apply):	Q 7. Intended audience. (Check all that apply.)						Q 8. Total circulation /audience:
	Residents	Local businesses	Developers	Students	Employees	Other	
<input checked="" type="checkbox"/> Brochure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Utility bill insert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Newspaper ad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Radio ad	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Television ad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Cable access channel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Stormwater-related event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Ms4's
<input checked="" type="checkbox"/> School presentation or project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Ms4's
<input checked="" type="checkbox"/> Other: describe Electronic Billboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Other: describe Facebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Other: describe Cleanwater Pledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Elected officials

For Q9 and Q10, provide a brief description of each activity related to public education and outreach (e.g., rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2015, to December 31, 2015. [Part III.D.1.c.(4)]

9. Date of activity *in table below*
10. Description of activity *in table below*

9. Date of activity	10. Description of activity
	Rain barrel and compost bin distribution
	Summertime by George
	Sustainability Expo
	Take a day off
	Shoreland Propoerty Owners workshop

11. Between January 1, 2015, and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]  Yes  No

If 'Yes,' describe these modifications:

Through our partnership with the Central Minnesota Water Education Alliance (CMWEA) we have specifically outlined goals and measurables to actively meet our MS4 permit and organizational goals. CMWEA membership has allowed us to reach our targeted market and extend the reach out of Sartell and to the entire St. Cloud Area. We look to expand our educational goals and priorities as the organization continues to grow stronger and more active.

## MCM 2: Public participation/involvement [V.G.2]

The following questions refer to Part III.D.2.a. of the Permit.

12. You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2015, and December 31, 2015? [Part III.D.2.a.(1)]  Yes  No

13. If 'Yes' in Q12, what was the opportunity that you provided? *Check all that apply.*  Yes  No
- Public meeting
  - Public event
  - Other
14. If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event?
- Stand-alone
  - Combined
- Enter the date of the public meeting: 06/08/15
- Enter the number of citizens that attended and were informed about your SWPPP: 0
15. If 'Public event' in Q13, describe:
- Enter the date of the public meeting: \_\_\_\_\_
- Enter the number of citizens that attended and were informed about your SWPPP: \_\_\_\_\_
16. If 'Other' in Q13, describe:
- Enter the date of the public meeting: \_\_\_\_\_
- Enter the number of citizens that attended and were informed about your SWPPP: \_\_\_\_\_
17. Between January 1, 2015, and December 31, 2015, did you receive any input regarding your SWPPP?  Yes  No
- If 'Yes,' enter the total number of individuals or organizations that provided comments on your SWPPP. \_\_\_\_\_
18. If 'Yes' in Q17, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)]  Yes  No
- If 'Yes,' describe those modifications.
19. Between January 1, 2015, and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]  Yes  No
- If 'Yes,' describe those modifications.

### MCM 3: Illicit discharge detection and elimination [V.G.3]

The following questions refer to Part III.D.3. of the Permit.

20. As of December 31, 2015, have you enacted a regulatory mechanism which prohibits non-stormwater discharges to your MS4?  Yes  No
21. If 'Yes' in Q20, Provide either a website address to the above regulatory mechanism or upload a copy. How will you provide this regulatory mechanism?
- Website address
  - Upload
22. If 'Website address' in Q21, provide the link here: \_\_\_\_\_
23. If 'Upload' in Q21, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload.
24. Did you identify any illicit discharges between January 1, 2015, and December 31, 2015? [Part III.D.3.h.(4)]  Yes  No
25. If 'Yes' in Q24, enter the number of illicit discharges detected. \_\_\_\_\_
26. If 'Yes' in Q24, how did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.

- Public complaint
- Staff

27. If '**Public complaint**' in Q26, enter the number discovered by the public:
28. If '**Staff**' in Q26, enter the number discovered by staff:
29. If '**Yes**' in Q24, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?  Yes  No
30. If '**Yes**' in Q29, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2015, and December 31, 2015? *Check all that apply. For each of the below checked, enter the number that were issued.*  Yes  No
- Verbal warning: \_\_\_\_\_
  - Notice of violation: \_\_\_\_\_
  - Fine: \_\_\_\_\_
  - Criminal action: \_\_\_\_\_
  - Civil penalty: \_\_\_\_\_
  - Other: describe.
31. If '**Yes**' in Q29, did the enforcement action(s) taken sufficiently address the illicit discharge(s)?  Yes  No
32. If '**No**' in Q31, why was the enforcement not sufficient to address the illicit discharge(s)?
33. Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]  Yes  No
34. If '**Yes**' in Q33, provide either a website address to the above ERPs or upload a copy. How will you provide these ERPs?
- Website address
  - Upload
35. If '**Website address**' in Q34, provide the link here: \_\_\_\_\_
36. If '**Upload**' in Q34, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload.
37. Did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]  Yes  No
38. If '**Yes**' in Q37, how did you train your field staff? Check all that apply.
- Email
  - PowerPoint
  - Presentation
  - Video
  - Field training
  - Other: describe
- In-house staff discussions and meetings.*

**The following questions refer to Part III.C.1. of the Permit.**

39. Did you update your storm sewer system map between January 1, 2015, and December 31, 2015? [Part III.C.1.]  Yes  No
40. Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]  Yes  No
41. Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]  Yes  No
42. Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]  Yes  No
43. Does your storm sewer map include all receiving waters? [Part III.C.1.d.]  Yes  No
44. In what format is your storm sewer map available:
- Hardcopy only
  - GIS

- CAD
- Other: describe

45. Between January 1, 2015, and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]  Yes  No

If 'Yes,' describe those modifications.

## MCM 4: Construction site stormwater runoff control [V.G.4]

The following questions refer to Part III.D.4. of the Permit

46. As of December 31, 2015, have you enacted a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. Minn. R. 100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.]  Yes  No
47. Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]  Yes  No
48. Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]  Yes  No
49. Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2015, and December 31, 2015. \_\_\_\_\_
50. What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2015, to December 31, 2015.
- Verbal warning, Number that were issued: 20
  - Notice of violation, Number that were issued: 5
  - Administrative order, Number that were issued: \_\_\_\_\_
  - Stop-work order, Number that were issued: 1
  - Fine, Number that were issued: 0
  - Forfeit of security of bond money: \_\_\_\_\_
  - Withholding of certificate of occupancy 0
  - Criminal action, Number that were issued: \_\_\_\_\_
  - Civil penalty, Number that were issued: \_\_\_\_\_
  - Other: describe. \_\_\_\_\_, Number that were issued: \_\_\_\_\_
51. Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]  Yes  No
52. Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2015, and December 31, 2015: \_\_\_\_\_
53. Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]  Yes  No
54. If 'Yes,' in Q53, How are sites prioritized? Check all that apply.
- Site topography
  - Soil characteristics
  - Types of receiving water(s)
  - Stage of construction
  - Compliance history
  - Weather conditions
  - Other: describe
- Location and size of land disturbance.*
55. Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]  Yes  No
56. Enter the number of site inspections conducted for sites an acre or greater between January 1, 2015, and December 31, 2015 \_\_\_\_\_
57. Enter the frequency at which site inspections are conducted (e.g., daily, weekly, monthly). [Part III.D.4.d.(2)] Monthly

58. Enter the number of trained inspectors that were available for construction site inspections between January 1, 2015, and December 31, 2015

2

59. Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

**(1) Inspector name:**

Organization: City of Sartell

Phone (office): \_\_\_\_\_

Phone (work cell): \_\_\_\_\_

Email: butch@sartellmn.com

Preferred contact method: email

**(2) Inspector name:**

Organization: City of Sartell

Phone (office): \_\_\_\_\_

Phone (work cell): \_\_\_\_\_

Email: nate.keller@sartellmn.com

Preferred contact method: email

**(3) Inspector name:**

Organization: \_\_\_\_\_

Phone (office): \_\_\_\_\_

Phone (work cell): \_\_\_\_\_

Email: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

60. What training did inspectors receive? *Check all that apply.*

- University of Minnesota Erosion and Stormwater Management Certification Program
- Qualified Compliance Inspector of Stormwater (QCIS)
- Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
- Minnesota Utility Contractors Association Erosion Control Training
- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Stormwater Quality (CPSWQ)
- Certified Erosion Sediment and Storm Water Inspector (CESSWI)
- Other: describe

*Monthly meetings with CMWEA and other area municipalities*

61. Between January 1, 2015, and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

Yes  No

If 'Yes,' describe those modifications:

## MCM 5: Post-construction stormwater management in new development and redevelopment [V.G.5]

The following questions refer to Part III.D.5. of the Permit.

62. As of December 31, 2015, have you enacted a regulatory mechanism to incorporate all requirements as specified in Part III.D.5.a. of the Permit?

Yes  No

63. What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the permit? [Part III.D.5.a.(2)] *Check all that apply.* Refer to the link <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

- Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
- Retain the post-construction runoff volume on site for the 95th percentile storm
- Match the pre-development runoff conditions
- Adopt the Minimal Impact Design Standards (MIDS)
- An approach has not been selected
- Other method (Must be technically defensible - e.g., based on modeling, research and acceptable engineering practices)

*If 'Other method,' describe:*

64. Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]  Yes  No

65. Between January 1, 2015, and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]  Yes  No

*If 'Yes,' describe those modifications.*

## MCM 6: Pollution prevention/good housekeeping for municipal operations [V.G.6]

The following questions refer to Part III.D.6. of the Permit.

66. Enter the total number of **structural stormwater BMPs, outfalls** (excluding underground outfalls), and **ponds** within your MS4 (exclude privately owned). Enter the number for each category below:

Structural stormwater BMPs: 65

Outfalls: 72

Ponds: 93

67. Enter the total number of **structural stormwater BMPs, outfalls** (excluding underground outfalls), and **ponds** that were inspected from January 1, 2015 to December 31, 2015 within your MS4 (exclude privately owned) [Part III.D.6.e.]. Enter the number for each category below:

Structural stormwater BMPs: 65

Outfalls: 72

Ponds: 93

68. Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?  Yes  No

69. Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]  Yes  No

70. If 'Yes' in Q69, briefly describe the maintenance that was conducted:

*Cleared debris and any blockage.*

71. Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]  Yes  No

72. If 'Yes' in Q71, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]  Yes  No

73. If 'Yes' in Q72, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?  Yes  No

74. If 'Yes' in Q73, briefly describe the maintenance that was conducted:



83. Any performance issues and corrective action(s), including date(s) when corrective action(s) were taken, between January 1, 2015, and December 31, 2015:

## Partnerships

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84. Did you rely on any other regulated MS4s to satisfy one or more permit requirements?  Yes  No

85. If 'Yes' in Q84, describe the agreements you have with other regulated MS4s and which permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

*Our membership with CMWEA helps us fulfill MCM 1.*

## Additional information

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If you would like to provide any additional files to accompany your Annual Report, use the space below to upload those files. For each space, you may attach one file.

86. [question left blank for you to attach a file]

87. [question left blank for you to attach a file]

88. [question left blank for you to attach a file]

89. [question left blank for you to attach a file]

## Owner or Operator Certification

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The person with overall administrative responsibility for SWPPP implementation and permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).

By typing my name in the following space, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name of certifying official: The certifying official must electronically sign the online Annual Report form.

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

**Note:** In the online form, you will be prompted to provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2015 submittal confirmation email from the MPCA. After you submit the form, please allow up to three business days to receive this confirmation email.

Email (1) \_\_\_\_\_

Email (2) \_\_\_\_\_

Email (3) \_\_\_\_\_

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>8a</b>
Agenda Section: <b>Old Business</b>	Item: <b>Community Center</b>	
<p><b>BACKGROUND:</b> The Council authorized solicitation of bids and those bids have now been opened and tabulated and are presented to Council for action per the attachment from Bob Strack. Mr. Strack will be at your meeting to go over these recommendations and respond to any questions. Also attached is a Resolution formalizing the recommended actions related to the bids, as well as these additional recommendations on the project:</p> <ol style="list-style-type: none"><li>1. The Council previously approved a consulting agreement with Lyle Mathiasen to assist us through completion of bidding. Lyle's work proved instrumental with the consultant team in helping us to achieve the final designs that led to the successful bids presented this evening. We recommend an amended contract to continue to utilize his skills and experience during the construction process, development of Community Center policies and procedures, assistance in hiring and training of City employees or contract vendors, and first year operations monitoring.</li><li>2. We also recommend the attached Purchasing Agent Agreement to follow the requirements for certain tax exempt items.</li></ol> <p>We also recommend the attached Resolution Providing for Sale of Bonds. To achieve the best interest rate on our bonds, we are limiting this bond issuance to \$10 million and will issue additional bonds in 2017. We have left the language flexible on this issuance so it can cover more than just community center expenses in case you have other qualifying projects you want to undertake yet in 2016. The Council will determine actual award of bids at your July 11<sup>th</sup> meeting.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The budget impact remains unchanged since the total construction &amp; soft costs are within the \$11 million previously contemplated by Council and no operational changes have been made during the final design.</p> <p><b>ATTACHMENTS:</b> Strack recommendation on bid packages and alternates, recommended Resolution, Amendment, Purchasing Agent Agreement, and Pre-Sale Report/Bond Resolution documents.</p> <p><b>COUNCIL ACTION REQUESTED:</b> 1. Motion to adopt Resolution Awarding Bids and Authorizing Agreements and Expenditures. 2. Motion to Adopt Resolution Providing for Sale of Bonds.</p>		



June 13, 2016

Ms. Mary Degiovanni, City Administrator  
City of Sartell Council Members  
125 North Pine Cone Road  
Sartell, MN 56377

Dear Ms. Degiovanni & Council Members,

On behalf of the City of Sartell and as authorized by the Council on December 14, 2015, we have successfully concluded the process of soliciting public bids for the Community Center Project. On Wednesday June 1, 2016 at 2:30 p.m. CDT, we received, opened and publicly read bid results for the project for all but one bid package (#31A-Excavation and Backfill). We anticipate bid package 31A to be available in the next few weeks.

We aggressively marketed the project to over 150 contractors in addition to placing the project at local and Minneapolis metro area Builders Exchanges, broadcast emails and electronically via Blue Book and Quest Bidder's Services, as well as the required legal advertisement in the local newspaper.

In spite of the very active building market, we were pleased with the interest in the project. As prescribed by our contractual agreement with the city, we carefully divided the project into competitive bidding packages so as to specifically ascertain and verify the costs of each predetermined component of the project.

We received a total of 93 bids for the project. The spread of bids received ranged from a total of \$10,190,603 to \$8,029,547 representing a total of \$2,163,056 which demonstrates the competitive results of our bidding efforts and the methodology selected for this process.

The attached document is a preliminary recap of the apparent lowest and qualified responsible bidder for each individual bid package. Resultantly, our current project construction control budget is \$9,022,777 which includes our estimate of bid package #31A, general requirements and the allowance budgets. This amount is \$110,000 below our project estimate. We are highly confident that the results of the bid package 31A and the allowances will be in line with our estimate.

We are recommending a re-bid of one of the bid packages (9A). We unfortunately only received one bid for this package which did meet all of the required criteria but it is over the established budget by a large enough amount that is cause for our recommendation.

In addition to the base bid costs for each component of the project we also requested and received certain alternate bids as we had indicated we would do at prior council meetings. Descriptions of these Alternates are listed below:

Alternate A1- Drop-Off Canopy.

If accepted, this alternate will add the front entrance area drop-off canopy as depicted on the attached rendering (See Exhibit EX-2). To provide ultimate flexibility, we included the concrete base work for this alternate in the base bid packages so that it could be added in the future in the event the budget is not able to incur this cost.

Alternate A2-Operable Partitions- Partial Multi-Purpose Room

If accepted, this alternate would add the operable wall partitions for the identified area of the Multi-Purpose room 107/108 ((See Exhibit EX-1). These are sound controlled modular wall sections that are capable of being closed or open and stored away in a pre-designed alcove and offer flexibility of use to these rooms. The units hang from a track system with structural components that have been included in the base bid so once again, with flexibility in mind, these partitions can be added later if the budget is not able incur this cost.

Alternate A3-Operable Partitions- Partial Multi-Purpose Room

If accepted, this alternate would add the operable wall partitions for the identified area of the Multi-Purpose room 135/136/137/138 (See Exhibit EX-1). Again, these partitions can be added later if the budget is not able incur this cost.

Alternate A4-Operable Partitions- Partial Multi-Purpose Room

If accepted, this alternate would add the operable wall partitions for the identified area of the Multi-Purpose room 1417/142/143/144 (See Exhibit EX-1). Again these partitions can be added later if the budget is not able incur this cost.

Alternate A5- Additional Gymnasium Equipment

If accepted, this alternate would add 12 additional basketball backstops at specific locations so as to have the opportunity to increase the amount of courts operating at one time. The base bid included 6 backstops for the three designed east-west court arrangements (See Exhibit EX-1).

Alternate A6- Acoustical Decking-Gymnasium

If accepted, this will replace the base bid metal decking which is standard metal decking and upgrade to an acoustical metal decking which is a perforated decking designed to absorb noise. (See Exhibit EX-1)

Alternate A7- Acoustical Decking-Corridors

If accepted, this will upgrade the metal decking in the two main corridors for increased sound control. (See Exhibit EX-1)

Alternate A8- Acoustical Decking-Kid's Zone

If accepted, this will upgrade the metal decking in the Kid's Zone area for increased sound control. (See Exhibit EX-1)

Alternate A9- Precast Concrete Wall Finish

If accepted, this will upgrade the precast wall panel finish for the gymnasium portion of the building from the base bid which is a "mid-level" precast finish quality to "high level" precast finish featuring a combination of color aggregates and colored concrete in various hues and finishes.

Alternate A10- Precast Concrete Wall Finish

If accepted, this will replace the precast wall panel finish for the gymnasium portion of the building from the base bid finish to a total sand blasted finish in plain concrete which will be painted to achieve a perfect match.

Alternate A11- Wainscot in Corridors

If accepted this alternate would upgrade the wainscot in the main corridors from painted sheetrock to a durable hard surface product utilizing a decorative Corian product.

Alternate E1- Lighting Upgrades- Elevator Tower Roof

If accepted this alternate would add accent lighting to the metal roof of the feature tower. (See Exhibit EX-1)

Alternate E2- Lighting Upgrades- Elevator Tower

If accepted this alternate would add accent lighting to the feature tower itself. (See Exhibit EX-1)

Alternate E3- Lighting Upgrades- Exterior Wall

If accepted this alternate would add accent lighting to exterior wall as indicated on the attached drawing (See Exhibit EX-1).

Alternate E4- Electrical Upgrade

If accepted, this alternate would upgrade the electrical conductors for service and distribution from aluminum to copper.

Alternate M1- Sidewalk Upgrade

If accepted this alternate would add heated sidewalks to the area indicated on the attached drawing (See Exhibit EX-1).

Alternate M2- Sidewalk Upgrade

If accepted this alternate would add heated sidewalks to the area indicated on the attached drawing (See Exhibit EX-1).

Alternate M3- Below Grade Duct Upgrade

If accepted this alternate would upgrade the below grade duct to a PVC coated product.

In summary, the project construction budget is \$9,022,777 comprised of the low apparent bidders as provided, estimated amount for Bid Package 31A, General Requirement and numerous Allowance Budgets. If affirmative action on the alternates are approved as *recommended*, the project construction total would be \$9,079,917. This, together with the Soft Cost Budgets and Owner's FF&E, brings the overall project total to \$10,946,111 or \$53,889 below the Council's targeted amount of \$11,000,000.

This total includes a project contingency in the amount of \$518,000 which will be used for any unanticipated costs, wintertime construction expenses, and additional upgrades along with any changes and/or budget transfers to FF&E that the Council should decide to incorporate into the project moving forward.

The next steps for the project to move forward is Council Action with the following recommendations:

1) **Recommend** the awarding of the lowest qualified and responsible bidder for the bid packages as presented by Strack Companies "Apparent Low Bidder Summary" document dated June 13, 2016, contingent upon a final pre-award interview by Strack with each of the identified bidders to verify submissions.

2) **Recommend** not accepting Alternates E1 & E2.

3) **Recommend** accepting Alternates A2, A6, A7, A8, A11, E4 & M3.

4) **Recommend** no action at this time on Alternates A1, A3, A4, A5, A9, A10, E3, M1 & M2.

5) **Recommend** authorizing Strack Companies to award the remaining Bid Package (31A) to the lowest qualified and responsible bidder provided that the eventual bid received by the lowest qualified bidder does not exceed the presented budget amount of \$150,000.

6) **Recommend** rejecting Bid Package #9A and authorize Strack Companies to re-bid this package and award to the lowest qualified and responsible bidder provided that the eventual bid received by the lowest qualified bidder does not exceed the presented budget amount of \$312,000.

In advance, thank you for your careful review and action on the above information. We are excited at these results and look forward to both a ground breaking ceremony and the start of construction!

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Strack', with a long horizontal flourish extending to the right.

Robert S. Strack  
CEO, Strack Companies

Enclosures:

- Alternate Exhibits EX-1 & EX-2
- Apparent Low Bidder Summary

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

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

**RESOLUTION AWARDING BIDS AND AUTHORIZING AGREEMENTS AND EXPENDITURES**

**WHEREAS**, pursuant to an advertisement, bids were solicited for the community center project and were received by the City on Wednesday, June 1, 2016, opened and tabulated according to law; and

**WHEREAS**, the City's project construction manager has made recommendations on which bids to accept, which to not accept, which to take no action on at this time, which to pre-approve for Strack Companies to award, and which to reject and re-bid; and

**WHEREAS**, various costs for soil testing, engineering and other professional services, furniture, fixture and equipment and other items related to the Community Center will be acquired using a competitive quote process or direct negotiation, depending on the dollar amount of such items, in compliance with Minnesota Statutes; and

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

- 1) That the Mayor and City Administrator are hereby authorized to enter into contracts on behalf of the City of Sartell with the approved low bidders from Strack's "Apparent Low Bidder Summary" dated June 13, 2016 and alternates A2, A6, A7, A8, A11, E4, and M3, contingent upon final pre-award interview by Strack with each of the identified bidders to verify submissions.
- 2) That alternates E1 and E2 are not accepted by the City.
- 3) That the City takes no action at this time on alternates A1, A3, A4, A5, A9, A10, E3, M1 and M2.
- 4) That Strack Companies is authorized to award the remaining Bid Package (31A) to the lowest qualified and responsible bidder provided that the eventual bid received by the lowest qualified bidder does not exceed the presented budget amount of \$150,000.
- 5) That Bid Package 9A is rejected by the City and Strack Companies is authorized to re-bid this package and award to the lowest qualified and responsible bidder provided that the eventual bid received by the lowest qualified bidder does not exceed the presented budget amount of \$312,000.

- 6) That the Construction Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
- 7) That the Construction Manager, with approval of the Council Facilities Committee representatives, is authorized to award low quotes or direct negotiation contracts, pursuant to Minnesota Statutes, within the budgeted allowance amounts with regard to the testing, professional services, furniture, fixture & equipment, or related items budgeted for the project as the project proceeds and final determinations are made with regard to those items within budgeted amount.
- 8) That the Construction Manager, with approval of Council Facilities Committee representatives, is authorized to approve change orders during project construction provided any individual change order does not exceed 10% of the initial change order allowance. Change orders exceeding that amount will come to full Council for review and approval.
- 9) That the Mayor and City Administrator are hereby authorized to execute the Amendment to Professional Service Agreement with Lyle Mathiasen.
- 10) That the Mayor and City Administrator are hereby authorized to execute the Purchasing Agent Agreement.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 13<sup>th</sup> DAY OF JUNE, 2016.**

\_\_\_\_\_  
Mayor

ATTEST:

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

SEAL

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

**AMENDMENT TO  
PROFESSIONAL SERVICE AGREEMENT**

THIS AMENDMENT is made and entered into effective June 13, 2016, by and between the City of Sartell, Minnesota, hereinafter "City" and Lyle Mathiasen, "Contractor".

WHEREAS, the City and Contractor entered into an Agreement dated January 27, 2015; and

WHEREAS, the scope of that work has been completed, and the City desires to amend the agreement to provide professional services for the project's next phases;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City and the Contractor agree as follows:

1. **Services:** Contractor will continue to provide consulting on a project basis to the City for an hourly fee of \$60 per hour, with total billed hours not to exceed \$15,000, as follows:
  - Construction: Professional input during the Community Center construction process, including attendance at weekly construction meetings as needed, and on site and user group contacts to ensure construction detail decisions are made in a timely and cost effective manner.
  - Center Opening: Development of Community Center policies, procedures, and forms, and assistance in hiring and training of City employees or contract vendors to ensure the Community Center is operational when construction is complete, including assistance in Grand Opening events for the Community Center. The parties recognize that Council approval is necessary for any hiring or contracts subject to such approval.
  - 1<sup>st</sup> Year Monitoring: Professional review and consultation during the Community Center's first year of operations, including advising City staff and contracted professionals with operational questions, periodic inspections of the Center's operations and feedback on improvements or adjustments.
  
2. **Other:** Except as specifically amended herein, all other terms and conditions of the original Agreement remain in effect, including but not limited to the ability of either party to this Agreement being able to cancel said Agreement upon 30 days' notice.

**IN WITNESS WHEREOF**, we have set our hands effective the date of this Agreement.

CONTRACTOR

CITY OF SARTELL

By: \_\_\_\_\_  
Lyle Mathiasen

By: \_\_\_\_\_  
Title: \_\_\_\_\_

## PURCHASING AGENT AGREEMENT

THIS AGREEMENT is made by and between Strack Construction Company, Inc (“Agent”) and the City of Sartell (“Owner”), a Minnesota city generally exempt from paying state sales and use tax under Minn. Stat. § 297A.70; and

WHEREAS, Owner is undertaking the construction on its property of certain improvements generally described as the Sartell Community Center (“the Project”); and

WHEREAS, Owner wishes to purchase on its own account materials, supplies and equipment for the Project (collectively “Tax-Exempt Materials”) as described in Exhibit A, attached hereto; and

WHEREAS, Owner has solicited separate bids for the Tax-Exempt Materials, the award of which was not contingent upon the successful award of any other part of the Project; and

WHEREAS, Agent is the successful bidder for the Tax-Exempt Materials; and

WHEREAS, Agent desires to act as Owner’s purchasing agent for purposes of acquiring the Tax-Exempt Materials for use exclusively in the Project

IT IS THEREFORE AGREED between the parties hereto that:

1. This Agreement is made with reference to, and where applicable shall be governed by, the specifications and provisions set forth in the Contract Documents as such are defined in the Owner/Contractor Agreement for the Project.

2. Owner appoints Agent to act as its purchasing agent for purchasing the Tax-Exempt Materials, and further authorizes Agent to appoint such subagents as Agent deems appropriate for carrying out the purposes of this Agreement, which subagents shall have similar powers of appointment.

3. It is understood and agreed that: (a) Owner takes title to the Tax-Exempt Materials at the point of delivery; (b) Owner assumes the risk of loss for all Tax-Exempt Materials; and (c) Owner bears all risk for defects in the Tax-Exempt Materials, including Tax-Exempt Materials incorporated into the real estate.

4. Agent (and any subagents) shall include the following Notice to Vendors/Suppliers in all purchase orders and other documents furnished to a vendor or supplier in connection with the purchase of any Tax-Exempt Materials:

### NOTICE TO VENDORS/SUPPLIERS

The materials to which this document relates are being purchased by Strack Construction Company, Inc as the purchasing agent of The City of Sartell, MN (“the Owner”). It is the Owner’s obligation, not the purchasing agent’s, to pay for the materials. Because the Owner is a city of Minnesota, this purchase is exempt from sales tax under Minn. Stat. § 297A.70.

5. Agent shall exercise reasonable care in performance of its duties as purchasing agent, including the inspection of the Tax-Exempt Materials for obvious or apparent defects or the failure of such materials to conform to the plans, specifications and all Contract Documents relating to the Project.

6. Owner shall pay the cost of all Tax-Exempt Materials purchased by Agent under this Agreement, which cost is estimated to be \$ 2,025,114. Agent shall direct vendors and suppliers to deliver invoices for the Tax-Exempt Materials to Owner in care of Agent at Box 668 St. Cloud, MN 56302. Agent shall submit invoices for payment to Owner, which invoices shall be due and payable upon Owner's receipt of the invoices.

7. Agent shall promptly notify Owner of any sales and use tax audit by the Minnesota commissioner of Revenue or of the threatened imposition or assessment of any sales or use taxes. Owner may, at its sole option and cost, dispute, contest or otherwise resist the imposition or assessment of any such taxes. Upon reasonable notice to Owner, Agent may (but is not obligated to) take such actions as it deems reasonable in response to the threatened imposition or assessment of taxes, which actions shall be deemed to have been taken on Owner's behalf. If any Minnesota sales or use taxes are imposed or assessed with respect to any Tax-Exempt Materials purchased pursuant to this Agreement, Owner shall be solely responsible for the payment of such taxes, including any related penalties and interest, and shall hold Agent harmless and indemnify Agent from any such cost or expense related thereto, including any legal fees and costs incurred by Agent in connection therewith or in connection with the enforcement of this paragraph.

8. The agency relationship created by this Agreement is intended to be in compliance with Minnesota Rule 8130.1200 and its current interpretation by the Minnesota Department of Revenue.

9. The alternative dispute resolution provisions (if any) in the Owner/Contractor Agreement are incorporated herein by reference and are applicable to any dispute between the parties hereto arising out of this Agreement.

10. Owner may terminate this Agreement at any time and for any reason. Upon receiving notice of termination, Agent shall cease making any purchases and shall promptly notify any subagents it has appointed that such appointment has likewise been terminated, that they are to cease initiating any new purchases, and that they are to likewise notify any subagents they have appointed that they are to cease initiating any new purchases. Any purchases that were initiated by Agent or subagent prior to its receiving notice of termination and that cannot be reasonably reversed after it received notice of termination shall be deemed to have been made with authority.

11. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, assigns, and any subagents appointed pursuant to this Agreement.

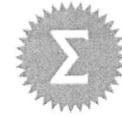
IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 19<sup>th</sup> day of April, 2016.

OWNER: By: \_\_\_\_\_

Its: City Administrator

AGENT: By: \_\_\_\_\_

Its: CEO



**EHLERS**

LEADERS IN PUBLIC FINANCE

June 13, 2016

Pre-Sale Report for

City of Sartell, Minnesota

\$10,000,000 General Obligation Tax Abatement Bonds,  
Series 2016A



**Prepared by:**

Stacie Kvilvang  
Senior Municipal Advisor/Director

And

Jason Aarsvold  
Municipal Advisor



## Executive Summary of Proposed Debt

Proposed Issue:	\$10,000,000 General Obligation Tax Abatement Bonds, Series 2016A
Purposes:	The proposed issue includes financing for the construction of a community center, parks and other public improvements. Debt service will be paid from local sales tax and tax abatement revenues.
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters:</p> <ul style="list-style-type: none"> <li>• 469.1814</li> <li>• 475</li> </ul> <p>The City is required to hold a public hearing on the abatement and the public purpose it serves. The hearing was held on March 14, 2016. In addition, the amount of property taxes abated in any year may not exceed (1) 10% of the net tax capacity (NTC) of the City or (2) \$200,000, whichever is greater. The greater calculation is 10% of NTC and based upon the City's pay 2015 NTC (2016 was not yet available) the City has the capacity to utilize slightly more than \$1.3 million. The City's portion of payment on the Bonds and other outstanding abatement bonds (2003, 2012A and 2015AB) is approximately \$1,231,500/year, which is below the statutory maximum.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 21 year term. Principal on the Bonds will be due on February 1 in the years 2018 through 2037. Interest is payable every six months beginning August 1, 2017.</p> <p>The Bonds maturing on and after February 1, 2026 will be subject to prepayment at the discretion of the City on February 1, 2025 or any date thereafter.</p>
Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	<p>The City's most recent bond issues were rated "AA" by Standard &amp; Poor's. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal



	<p>financing options, we are recommending the issuance of General Obligation Tax Abatement Bonds as a suitable financing option because</p> <ul style="list-style-type: none"> <li>- This is a viable option available to finance these types of projects under State law</li> <li>- This is the most overall cost effective option that still maintains future flexibility for the repayment of debt</li> <li>- This coincides with the City's past practices to finance these types of projects with this type of debt issue.</li> </ul>
<p>Method of Sale/Placement:</p>	<p>In order to obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.00% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium."</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this issue of Bonds we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>You have the choice to limit the amount of premium in the bid specifications. This may result in fewer bids, but it may also eliminate large adjustments on the day of sale and other uncertainties.</p>
<p>Review of Existing Debt:</p>	<p>We have reviewed all outstanding indebtedness for the City and find that there are no current refundings at this time. However, the City can complete current refundings later this fall on the 2009B and 2009E bonds, or wait until 2017 when they are callable (2/1/17).</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.</p>
<p>Continuing Disclosure:</p>	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited</p>



	Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds are tax-exempt obligations/tax credit obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Risk Factors:	Typically tax abatements and debt service payments have been outside levy limits for cities in Minnesota when the State has imposed levy limits. However, there is no guarantee of these exemptions in the future should levy limits occur.
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Briggs and Morgan, Professional Association  <b>Paying Agent:</b> US Bank  <b>Rating Agency:</b> Standard &amp; Poor’s</p>

This presale report summarizes our understanding of the City’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City’s objectives.



## Proposed Debt Issuance Schedule

Public Hearing on Issuance of Tax Abatement Bonds	March 14, 2016
Pre-Sale Review by City Council:	June 13, 2016
Distribute Official Statement:	Week of June 27, 2016
Conference with Rating Agency:	Week of July 4, 2016
City Council Meeting to Award Sale of the Bonds:	July 11, 2016
Estimated Closing Date:	August 4, 2016

### Attachments

- Sources and Uses of Funds
- Proposed Debt Service Schedule
- Resolution Authorizing Ehlers to Proceed With Bond Sale

### Ehlers Contacts

Municipal Advisors:	Stacie Kvilvang	(651) 697-8506
	Jason Aarsvold	(651) 697-8512
Disclosure Coordinator:	Wendy Lundberg	(651) 697-8540
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



# City of Sartell, Minnesota

\$10,000,000 General Obligation Abatement Bonds, Series 2016A

Assumes Current Market BQ "AA" Rates + 25bps

## Sources & Uses

Dated 08/04/2016 | Delivered 08/04/2016

### Sources Of Funds

Par Amount of Bonds	\$10,000,000.00
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<b>Total Sources</b>	<b>\$10,000,000.00</b>
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### Uses Of Funds

Total Underwriter's Discount (1.000%)	100,000.00
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Costs of Issuance	68,000.00
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Deposit to Project Fund	9,832,000.00
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<b>Total Uses</b>	<b>\$10,000,000.00</b>
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**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/04/2016	-	-	-	-	-
08/01/2017	-	-	209,405.29	209,405.29	-
02/01/2018	260,000.00	1.000%	105,582.50	365,582.50	574,987.79
08/01/2018	-	-	104,282.50	104,282.50	-
02/01/2019	365,000.00	1.100%	104,282.50	469,282.50	573,565.00
08/01/2019	-	-	102,275.00	102,275.00	-
02/01/2020	370,000.00	1.250%	102,275.00	472,275.00	574,550.00
08/01/2020	-	-	99,962.50	99,962.50	-
02/01/2021	375,000.00	1.350%	99,962.50	474,962.50	574,925.00
08/01/2021	-	-	97,431.25	97,431.25	-
02/01/2022	380,000.00	1.450%	97,431.25	477,431.25	574,862.50
08/01/2022	-	-	94,676.25	94,676.25	-
02/01/2023	385,000.00	1.550%	94,676.25	479,676.25	574,352.50
08/01/2023	-	-	91,692.50	91,692.50	-
02/01/2024	490,000.00	1.650%	91,692.50	581,692.50	673,385.00
08/01/2024	-	-	87,650.00	87,650.00	-
02/01/2025	500,000.00	1.750%	87,650.00	587,650.00	675,300.00
08/01/2025	-	-	83,275.00	83,275.00	-
02/01/2026	510,000.00	1.850%	83,275.00	593,275.00	676,550.00
08/01/2026	-	-	78,557.50	78,557.50	-
02/01/2027	515,000.00	1.950%	78,557.50	593,557.50	672,115.00
08/01/2027	-	-	73,536.25	73,536.25	-
02/01/2028	530,000.00	2.050%	73,536.25	603,536.25	677,072.50
08/01/2028	-	-	68,103.75	68,103.75	-
02/01/2029	535,000.00	2.150%	68,103.75	603,103.75	671,207.50
08/01/2029	-	-	62,352.50	62,352.50	-
02/01/2030	550,000.00	2.250%	62,352.50	612,352.50	674,705.00
08/01/2030	-	-	56,165.00	56,165.00	-
02/01/2031	560,000.00	2.350%	56,165.00	616,165.00	672,330.00
08/01/2031	-	-	49,585.00	49,585.00	-
02/01/2032	575,000.00	2.450%	49,585.00	624,585.00	674,170.00
08/01/2032	-	-	42,541.25	42,541.25	-
02/01/2033	590,000.00	2.550%	42,541.25	632,541.25	675,082.50
08/01/2033	-	-	35,018.75	35,018.75	-
02/01/2034	605,000.00	2.650%	35,018.75	640,018.75	675,037.50
08/01/2034	-	-	27,002.50	27,002.50	-
02/01/2035	615,000.00	2.750%	27,002.50	642,002.50	669,005.00
08/01/2035	-	-	18,546.25	18,546.25	-
02/01/2036	635,000.00	2.850%	18,546.25	653,546.25	672,092.50
08/01/2036	-	-	9,497.50	9,497.50	-
02/01/2037	655,000.00	2.900%	9,497.50	664,497.50	673,995.00
<b>Total</b>	<b>\$10,000,000.00</b>	<b>-</b>	<b>\$2,879,290.29</b>	<b>\$12,879,290.29</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$121,721.67
Average Life	12.172 Years
Average Coupon	2.3654706%
Net Interest Cost (NIC)	2.4476253%
True Interest Cost (TIC)	2.4377323%
Bond Yield for Arbitrage Purposes	2.3406620%
All Inclusive Cost (AIC)	2.5044970%

**IRS Form 8038**

Net Interest Cost	2.3654706%
Weighted Average Maturity	12.172 Years

# City of Sartell, Minnesota

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\$10,000,000 General Obligation Abatement Bonds, Series 2016A

Assumes Current Market BQ "AA" Rates + 25bps

## Detail Costs Of Issuance

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Dated 08/04/2016 | Delivered 08/04/2016

### COSTS OF ISSUANCE DETAIL

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Municipal Advisor	\$38,000.00
Bond Counsel	\$14,500.00
Rating Agency Fee (S&P)	\$14,500.00
Miscellaneous	\$1,000.00
<b>TOTAL</b>	<b>\$68,000.00</b>



# City of Sartell, Minnesota

\$10,000,000 General Obligation Abatement Bonds, Series 2016A

Assumes Current Market BQ "AA" Rates + 25bps

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2017	-	-	-	-	-
02/01/2018	260,000.00	1.000%	314,987.79	574,987.79	603,737.18
02/01/2019	365,000.00	1.100%	208,565.00	573,565.00	602,243.25
02/01/2020	370,000.00	1.250%	204,550.00	574,550.00	603,277.50
02/01/2021	375,000.00	1.350%	199,925.00	574,925.00	603,671.25
02/01/2022	380,000.00	1.450%	194,862.50	574,862.50	603,605.63
02/01/2023	385,000.00	1.550%	189,352.50	574,352.50	603,070.13
02/01/2024	490,000.00	1.650%	183,385.00	673,385.00	707,054.25
02/01/2025	500,000.00	1.750%	175,300.00	675,300.00	709,065.00
02/01/2026	510,000.00	1.850%	166,550.00	676,550.00	710,377.50
02/01/2027	515,000.00	1.950%	157,115.00	672,115.00	705,720.75
02/01/2028	530,000.00	2.050%	147,072.50	677,072.50	710,926.13
02/01/2029	535,000.00	2.150%	136,207.50	671,207.50	704,767.88
02/01/2030	550,000.00	2.250%	124,705.00	674,705.00	708,440.25
02/01/2031	560,000.00	2.350%	112,330.00	672,330.00	705,946.50
02/01/2032	575,000.00	2.450%	99,170.00	674,170.00	707,878.50
02/01/2033	590,000.00	2.550%	85,082.50	675,082.50	708,836.63
02/01/2034	605,000.00	2.650%	70,037.50	675,037.50	708,789.38
02/01/2035	615,000.00	2.750%	54,005.00	669,005.00	702,455.25
02/01/2036	635,000.00	2.850%	37,092.50	672,092.50	705,697.13
02/01/2037	655,000.00	2.900%	18,995.00	673,995.00	707,694.75
<b>Total</b>	<b>\$10,000,000.00</b>	<b>-</b>	<b>\$2,879,290.29</b>	<b>\$12,879,290.29</b>	<b>\$13,523,254.80</b>

## Significant Dates

Dated	8/04/2016
First Coupon Date	8/01/2017

## Yield Statistics

Bond Year Dollars	\$121,721.67
Average Life	12.172 Years
Average Coupon	2.3654706%
Net Interest Cost (NIC)	2.4476253%
True Interest Cost (TIC)	2.4377323%
Bond Yield for Arbitrage Purposes	2.3406620%
All Inclusive Cost (AIC)	2.5044970%

## IRS Form 8038

Net Interest Cost	2.3654706%
Weighted Average Maturity	12.172 Years

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

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

**Resolution Providing for the Sale of  
\$10,000,000 General Obligation Tax Abatement Bonds, Series 2016A**

- A. WHEREAS, the City Council of the City of Sartell, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$10,000,000 General Obligation Tax Abatement Bonds, Series 2016A (the "Bonds"), to finance the construction of a community center, parks and other public improvements in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 6:00 p.m. on July 11, 2016, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 13th day of June, 2016.

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

**SARTELL COMMUNITY CENTER**  
SARTELL, MN JUNE 13, 2016  
BID DATE JUNE 1, 2016 2:30 pm CDT  
**APPARENT LOW BIDDER SUMMARY**

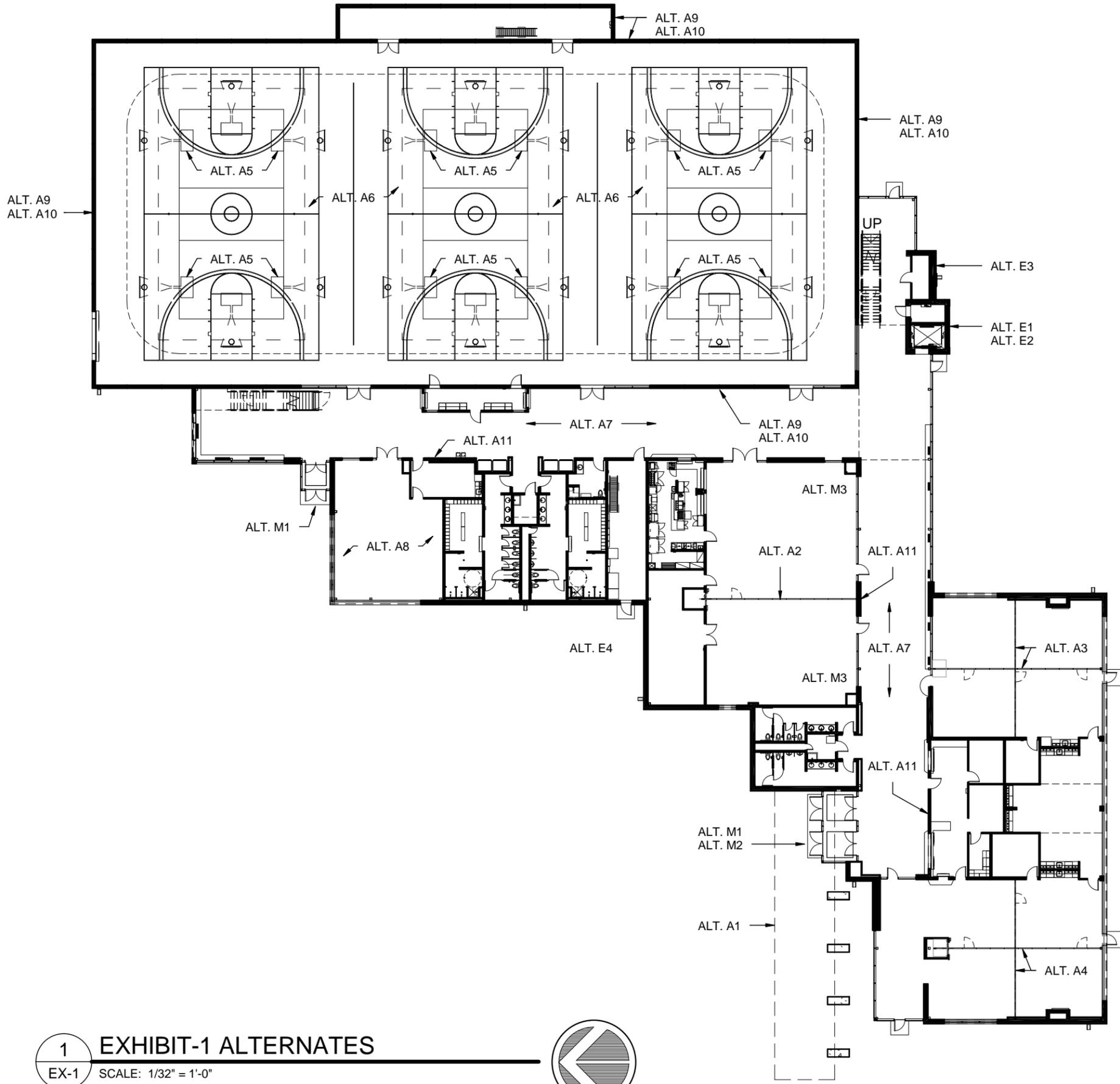
CANOPY AT FRONT ENTRANCE  
OPERABLE WALL PART RM #107/108  
OPERABLE WALL PART RM #134-137  
OPERABLE WALL PART RM#141-144  
ADD 12 BASKETBALL STOPS @ GYM  
ACOUSTICAL DECK GYMNASIUM  
ACOUSTICAL DECK CORRIDORS  
ACOUSTICAL DECK KIDS ZONE  
PRECAST PANEL UPGRADE  
PLAIN PRECAST PAINTED  
ADD DEC WAIRCOAT @ CORRIDORS  
DELETE TOWER ACCENT LIGHTING  
DELETE TOWER ROOF LIGHTING  
ADD EXT WALL LIGHTING AT SO WALL  
UPGRADE CONNECTORS TO COPPER  
SIDEWALK SNOW MELT SYSTEM  
SNOW MELT FRONT ENTE ONLY  
PVC COATED DUCT

DESCRIPTION	BUDGET	APPARENT LOW BASE BID	BIDDER	ALTERNATES																	
				A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	E1	E2	E3	E4	M1	M2	M3
<b>HARD COST GROUP-&gt;</b>																					
<b>01 GENERAL REQUIREMENTS</b>																					
012116 Contingency Allowance	\$518,000		Allowance																		
013200 Project Progress Documentation	\$12,750		Allowance																		
014123 Safety Control	\$6,500		Allowance																		
014126 Permits	\$1,700		Allowance																		
014300 Quality Assurance	\$12,500		Allowance																		
014500 Quality Control	\$32,000		Allowance																		
015100 Temporary Utilities	\$51,300		Allowance																		
015200 Construction Facilities	\$18,320		Allowance																		
015500 Site Control	\$8,100		Allowance																		
015600 Temporary Barriers and Enclosures	\$9,100		Allowance																		
015800 Project Identification	\$2,400		Allowance																		
017400 Cleaning and Waste Management	\$22,560		Allowance																		
017800 Closeout Submittals	\$5,000		Allowance																		
3A Cast-In-Place	\$498,511	\$446,300	K Johnson- Sauk Rapids, MN	\$18,000																	
3B Precast Concrete	\$712,909	\$650,007	Molin Concrete-Lino Lakes, MN									\$32,291	-\$42,021								
4A STONE & MASONRY	\$513,076	\$404,000	K Johnson- Sauk Rapids, MN																		
5A Structural (Material)	\$575,311	\$592,900	Daka Corp- Pine City, MN	\$37,900					\$2,900	\$1,200	\$300										
5B Steel (Labor)	\$275,410	\$324,800	AME Const.- Wayzata, MN	\$4,000																	
5C Miscellaneous (Material)	\$123,060	\$145,900	Daka Corp- Pine City, MN																		
6A Rough Carpentry	\$59,481	\$42,420	Eagle Const.- Little Falls, MN																		
6B Architectural Woodwork	\$81,450	\$94,281	Interior Components- St. Cloud, MN											\$18,232							
6C Finish Carpentry (Labor)	\$50,470	\$40,692	Yamry Const- St. Joseph, MN																		
7A Damproofing and Waterproofing	\$41,605	\$53,040	Henkemeyer Coatings- St. Cloud, MN																		
7B Metal Panels	\$244,325	\$236,450	Specialty Systems-Burnsville, Mn	\$112,970																	
7C Membrane Roofing	\$311,500	\$308,695	*Horizon Roofing- Waite Park, Mn	\$17,300																	
7D Joint Protection	\$26,000	\$33,700	*The Caulkers- Fridley, MN																		
7E Foamed-in-Place Insulation	\$10,000		Allowance																		
8A Doors and Frames	\$35,610	\$29,790	Mid Central Door- Waite Park, MN																		
8B Overhead & Coiling Doors	\$25,000	\$23,435	Garage Door Store-Waite Park, MN																		
8C Entrances, Storefronts and Curtain Walls	\$613,500	\$591,420	Heartland Glass- Waite Park, MN																		
9A Gypsum System	\$312,000	\$560,569	RTL Const- Mpls, MN	\$24,000																	
9B Tiling	\$185,110	\$203,622	Mid State Tile, St. Cloud, MN																		
9C Acoustical Ceilings	\$45,550	\$39,980	St. Cloud Acoustics- St. Joseph, MN																		
9D Flooring	\$70,000	\$63,445	Floors by Beckers- St. Cloud, MN																		
9E Athletic Flooring	\$167,050	\$156,980	Connor Sports- Elk Grove, IL																		
9F Decorative Quartz Flooring	\$10,000		Allowance																		
9G Painting and Coatings	\$126,786	\$113,120	*Fransen Decorating- Milaca, MN		\$500	\$750	\$750					\$18,300									
10A Miscellaneous Specialites	\$88,000		Allowance																		
10B Operable Wall Partitions	\$15,000	\$10,389	Huffcore-Golden Valley, MN		\$12,813	\$22,413	\$23,127														
11A Athletic Equipment	\$70,000	\$63,485	H&B Specialized- Eden Prairie, MN					\$45,500													
12A Window Shades	\$35,000		Allowance																		
14A Elevators	\$95,000	\$86,425	Schindler Elevator-Eagan, MN																		
21 FIRE SUPPRESSION	\$63,200	\$49,916	Summit Fire- Waite Park, MN																		
22 PLUMBING & HVAC	\$1,366,000	\$1,371,210	Ellingson-Alexandria, MN															\$39,259	\$12,255	\$0	
26 ELECTRICAL	\$655,000	\$591,500	Avon Electric- Avon, MN	\$10,300																	
31 EARTHWORK	\$150,000		TBD																		
32A Asphalt Paving	\$300,633	\$278,500	Knife River- Sauk Rapids, MN																		
32B Concrete Paving	\$156,000	\$142,500	K Johnson- Sauk Rapids, MN																		
32C Landscaping	\$125,000	\$139,876	Helmin-SaukRapids, MN																		
33 UTILITIES	\$200,000	\$140,200	JR Ferche, Rice, MN																		
<b>Sub Total</b>	<b>\$9,132,777</b>	<b>\$8,029,547</b>																			
<b>General Requirements</b>		\$700,230																			
<b>Allowance Budgets</b>		\$143,000																			
<b>Bid Package 31A Budget</b>		\$150,000																			
<b>Total</b>		<b>\$9,022,777</b>		<b>\$224,470</b>	<b>\$13,313</b>	<b>\$23,163</b>	<b>\$23,877</b>	<b>\$45,500</b>	<b>\$2,900</b>	<b>\$1,200</b>	<b>\$300</b>	<b>\$32,291</b>	<b>-\$23,721</b>	<b>\$18,232</b>	<b>-\$11,500</b>	<b>-\$11,800</b>	<b>\$6,000</b>	<b>\$5,200</b>	<b>\$39,759</b>	<b>\$12,505</b>	<b>\$0</b>
<b>TOTALS WITH ALTERNATES:</b>																					
<b>SOFT COST GROUP-&gt;</b>																					
Architecural & Construction Management Fees	\$1,324,194	\$1,324,194																			
Builders Risk Insurance	\$27,000	\$27,000																			
FF&E	\$515,000	\$515,000																			
<b>Sub Total</b>	<b>\$1,866,194</b>	<b>\$1,866,194</b>																			
<b>Totals</b>	<b>\$10,998,971</b>	<b>\$10,888,971</b>																			
<b>A2,6,7,8,11, E4 &amp; M3- 10,946,111 (RECOMMENDED-Totaling \$57,140)</b> <b>E1 &amp; E2 (NOT RECOMMENDED- Totaling -\$23,300)</b> <b>A1,3,4,5,9,10, E3, M1 &amp; M2 (RECOMMENDING NO ACTION AT THIS TIME-Totaling \$383,844)</b>																					

\$4,400 plus \$15,995 ( net difference between new apparent bidder) total for all acoustical decking = \$20,395

**NOTES:**

- 1) If Alternates A6,A7,& A8 are accepted, the apparent low bidder for Bid Package 7C Membrane Roofing will change to a new apparent low bidder. The net difference amount is \$15,995 vs. \$23,900.
- 2) We are recommending Bid Package 9A be rejected and re-bid.
- 3) Apparent low bidder for Bid Package 9G Painting was rejected as it was not a complete bid.
- 4) Apparent low bidder for Bid Package 7D Caulking was rejected as it was not a complete bid.



ALTERNATES	
A1	CANOPY AT FRONT ENTRANCE
A2	OPERABLE WALL PART RM #107/108
A3	OPERABLE WALL PART RM #134-137
A4	OPERABLE WALL PART RM #141-144
A5	ADD 12 BASKETBALL STOPS @ GYM
A6	ACOUSTICAL DECK GYMNASIUM
A7	ACOUSTICAL DECK CORRIDORS
A8	ACOUSTICAL DECK KIDS ZONE
A9	PRECAST PANEL UPGRADE
A10	PLAIN PRECAST PAINTED
A11	ADD DEC WAINSCOT @ CORRIDORS
E1	DELETE TOWER ACCENT LIGHTING
E2	DELETE TOWER ROOF LIGHTING
E3	ADD EXT WALL LIGHTING AT SO WALL
E4	UPGRADE CONNECTORS TO COPPER
M1	SIDEWALK SNOW MELT SYSTEM
M2	SNOW MELT FRONT ENTRY ONLY
M3	PVC COATED DUCT

1 EXHIBIT-1 ALTERNATES  
EX-1 SCALE: 1/32" = 1'-0"



SARTELL COMMUNITY CENTER

SARTELL COMMUNITY CENTER

SARTELL, MN

Project no: 1440



501 W. St. Germain Street | Suite 200 | St. Cloud, MN 56301-3605  
T: 320.251.9165 | F: 320.251.4919 | hma@hma-archts.com

EXHIBIT-1  
(ALTERNATES)

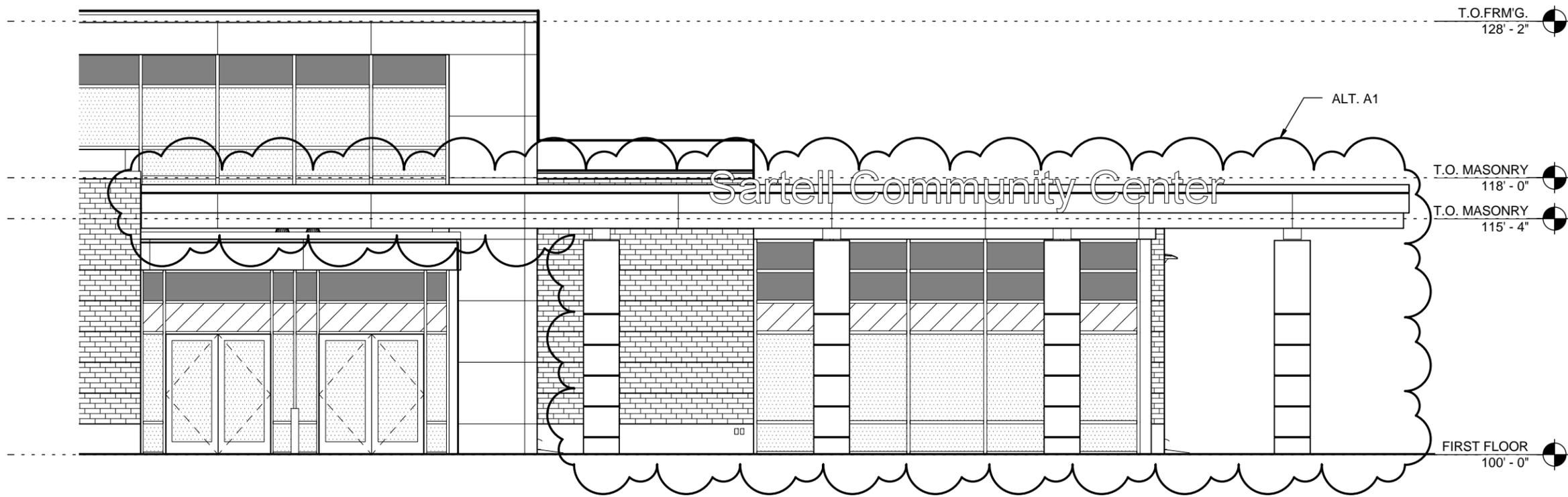
EX-1

Revision:

05/08/16

Date:

Drawn by: BW, TG



1 EXHIBIT-2 ALTERNATE A1  
 EX-2 SCALE: 1/8" = 1'-0"

SARTELL COMMUNITY CENTER  
 SARTELL COMMUNITY CENTER  
 SARTELL, MN  
 Project no: 1440

**h m a**  
 ARCHITECTS  
 501 W. St. Germain Street | Suite 200 | St. Cloud, MN 56301-3605  
 T: 320.251.9155 | F: 320.251.4919 | hma@hma-arch.com

EXHIBIT-2  
 (ALTERNATE A1)  
**EX-2**

Drawn by: BW, TG  
 Date: 06/08/16  
 Revision:

# SARTELL City Council

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>June 13, 2016</b>	Agenda Item No. <b>8b</b>
Agenda Section: <b>Old Business</b>	Item: <b>Final Plat – Heritage Place Four</b>	

**RECOMMENDATION:** Staff recommends approving the plat of Heritage Place Four with the following conditions:

1. Building permits for the townhomes will not be accepted until after the final plat has been recorded, and the property has received site plan approval.
2. Lot specific grading and utility plans will not be required for final plat approval but will be reviewed as part of the administrative site planning process. Units may be lost if it is determined that additional storm ponding be needed.
3. Internal access easement is recorded at the time of the final plat.
4. Park Dedication is paid at the time of the building permit.
5. Trunk fees have been paid.
6. An additional hydrant is needed and will be approved as part of the site plan approval, along with all other fire code requirements.
7. Though not required, it is recommended that a few internal parking spaces are added to the site plan as on-street parking along Robert's Road will not be allowed, nor will any parking be allowed along the internal roadway.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

The Planning Commission (3/0) recommended approval of the plat with conditions.

**PREVIOUS COUNCIL ACTION:**

Council approved the Heritage Place preliminary plat in 2006.

**BACKGROUND:**

Kornovich Development Company LLC is requesting the approval of a final plat which will facilitate the development of a townhome development (22 units within three buildings). The development would be subject to site plan approval to ensure that all standards (setbacks, landscaping, greenspace, etc.) are met.

Access to the townhomes would come from 7<sup>th</sup> Avenue South and Robert's Road

A wetland delineation review was completed on the property in 2010. The wetlands will not be impacted by development (roadway and building). However, the definition will need to be reviewed prior to the review of the site plan.

The proposed townhomes meet all applicable setback, impervious and height requirements (including building code building separation requirements).

**BUDGET/FISCAL IMPACT:**

None.

**ATTACHMENTS:**

1. Resolution Approving the Final Plat for Heritage Place Four
2. Final Plat for Heritage Place Four
3. Site Area Map

**ACTION REQUESTED:**

Motion adopting the resolution approving the final plat for Heritage Place Four.

Council member  
adoption:

introduced the following resolution and moved for its

RESOLUTION NO.

**RESOLUTION APPROVING FINAL PLAT  
HERITAGE PLACE 4**

**WHEREAS**, a public hearing was previously held on the revised - preliminary plat of Heritage Place on February 27, 2006, at which time all persons wishing to be heard regarding the matter were given an opportunity to be heard; and

**WHEREAS**, the council adopted a resolution approving the final plat with the following conditions:

1. Building permits for the townhomes will not be accepted until after the final plat has been recorded, and the property has received site plan approval.
2. Lot specific grading and utility plans will not be required for final plat approval but will be reviewed as part of the administrative site planning process. Units may be lost if it is determined that additional storm ponding is needed.
3. Internal access easement is recorded at the time of the final plat.
4. Park Dedication is paid at the time of the building permit.
5. Trunk fees have been paid.
6. An additional hydrant is needed and will be approved as part of the site plan approval, along with all other fire code requirements.

**WHEREAS**, a final plat for Heritage Place 4 has been submitted which indicates that no significant changes within that portion of the preliminary plat.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the \_13th\_ day of June, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

SEAL

**CERTIFICATION**

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the 13<sup>th</sup> day of June, 2016.

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



# HERITAGE PLACE FOUR

**AREA TABLE**

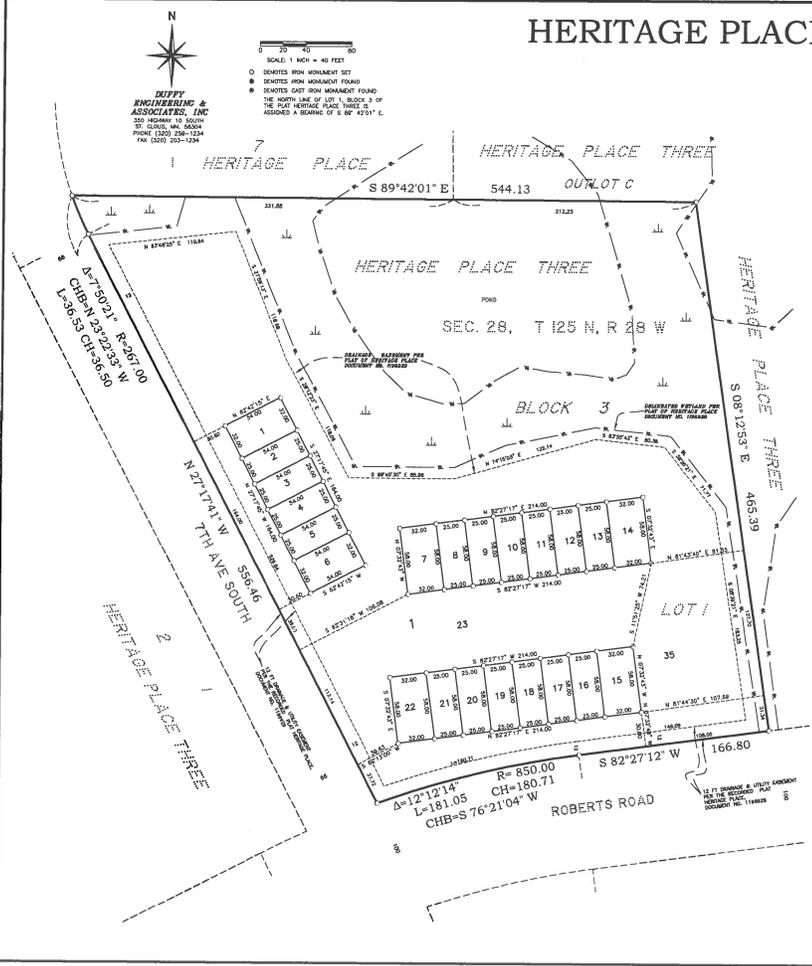
LOT 1	1 1728 SQ. FT.
LOT 2	2 1300 SQ. FT.
LOT 3	3 1300 SQ. FT.
LOT 4	4 1300 SQ. FT.
LOT 5	5 1300 SQ. FT.
LOT 6	6 1300 SQ. FT.
LOT 7	7 1300 SQ. FT.
LOT 8	8 1300 SQ. FT.
LOT 9	9 1300 SQ. FT.
LOT 10	10 1300 SQ. FT.
LOT 11	11 1300 SQ. FT.
LOT 12	12 1300 SQ. FT.
LOT 13	13 1300 SQ. FT.
LOT 14	14 1300 SQ. FT.
LOT 15	15 1300 SQ. FT.
LOT 16	16 1300 SQ. FT.
LOT 17	17 1300 SQ. FT.
LOT 18	18 1300 SQ. FT.
LOT 19	19 1300 SQ. FT.
LOT 20	20 1300 SQ. FT.
LOT 21	21 1300 SQ. FT.
LOT 22	22 1300 SQ. FT.
LOT 23	23 1300 SQ. FT.
TOTAL	4 22048 SQ. FT. = 5.11 AC.

**DUFFY ENGINEERING & ASSOCIATES, INC.**  
 320 HIGHWAY 10 SOUTH  
 ST. CLOUD, MN 56304  
 PHONE (320) 236-1234  
 FAX (320) 236-1234

SCALE: 1 INCH = 40 FEET

○ DENOTES IRON MONUMENT SET  
 ● DENOTES IRON MONUMENT TRIANGULAR  
 ■ DENOTES CAST IRON MONUMENT FOUND

THE CENTER LINE OF LOT 1, BLOCK 3 OF THE PUD HERITAGE PLACE THREE IS ASSIGNED A BEARING OF S 89°42'01" E.



**KNOW ALL PERSONS BY THESE PRESENTS:** That Kormach Development Company, Inc., a Minnesota corporation, owner and proprietor, of the following described property situated in the County of Stearns, State of Minnesota, to-wit:

Lot 1, Block 3, HERITAGE PLACE, according to the recorded plat thereat.

How caused the same to be surveyed and plotted as HERITAGE PLACE FOUR.

In witness whereof said Kormach Development Company, Inc., a Minnesota corporation, here caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

**KORMACH DEVELOPMENT COMPANY, INC.**  
 COUNTY OF \_\_\_\_\_  
 STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009 by Lonnie Kormach, its President, of Kormach Development Company, Inc., a Minnesota corporation, on behalf of the Company.

Notary Signature \_\_\_\_\_ Notary Printed Name \_\_\_\_\_  
 Notary Public, \_\_\_\_\_ County, Minnesota  
 My Commission Expires \_\_\_\_\_

I, Barry R. Dornaden, do hereby certify that this plat was prepared by me or under my direct supervision that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the survey; namely, that all measurements and bearings are correctly determined on this plat, that all measurements plotted on this plat have been or will be correctly and all public ways are shown and located on this plat.

**BARRY R. DORNADEN, LICENSED LAND SURVEYOR**  
 MINNESOTA LICENSE NUMBER 23044  
 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, **BARRY R. DORNADEN**, Licensed Land Surveyor, Minnesota License Number 23044.

Notary's Signature \_\_\_\_\_ Notary's Printed Name \_\_\_\_\_  
 Notary Public, \_\_\_\_\_ County, Minnesota  
 My Commission Expires \_\_\_\_\_

**CITY OF SARTELL**  
 We do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, the City Council of Sartell, Minnesota, approved this plat.

MAYOR \_\_\_\_\_ ATTEST CLERK \_\_\_\_\_

**STEARNS COUNTY SURVEYOR**  
 I hereby certify that this plat has been examined and recommended for approval the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**STEARNS COUNTY SURVEYOR**  
 MINNESOTA LICENSE NUMBER \_\_\_\_\_

**STEARNS COUNTY AUDITOR/TREASURER**  
 I hereby certify that the taxes on the land described herein are paid for the year 2016 and all years prior to the year 2016 and transfer entered.

DATE \_\_\_\_\_  
 STEARNS COUNTY AUDITOR/TREASURER \_\_\_\_\_  
 DEPUTY AUDITOR/TREASURER \_\_\_\_\_ TAX PARCEL NUMBER \_\_\_\_\_

**STEARNS COUNTY RECORDER**  
 I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Stearns County, Minnesota on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. in Document No. \_\_\_\_\_ in Plat Cabinet No. \_\_\_\_\_.

**STEARNS COUNTY RECORDER** \_\_\_\_\_ DEPUTY RECORDER \_\_\_\_\_



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## *SARTELL POLICE DEPARTMENT*

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**TO:** MARY DEGIOVANNI, MAYOR AND CITY COUNCIL  
**FROM:** DEPUTY CHIEF STRUFFERT  
**SUBJECT:** JUNE 13 COUNCIL MEETING  
**DATE:** JUNE 8, 2016  
**CC:** MEMO FILE

---

- Request acceptance of \$1,150.00 from the Central MN Community Foundation for DARE.
- Request acceptance of \$2,055 from area businesses for Crime Prevention brochures/flyers/pamphlets through the National Child Safety Council.

The following is a synopsis for the reportable and non-reportable incidents for April 2016.

- **Reportable incidents**
  - Assaults were up from 1 to 10.
  - Burglary were down from 6 to 2..
  - Drugs increased from 5 to 17.
  - Juvenile related issues decreased to 0..
  - Disturbing the peace decreased by 1.
  - Theft type incidents were down from 44 to 38.
  
- **Non-reportable incidents**
  - Total alarm calls were up from 11 to 18.
  - Civil matters were up from 4 to 5.
  - Dog calls were down from 13 to 12.
  - Driving complaints decreased to 21.
  - Medical calls increased from 51 to 52.
  - Suspicious type calls were up from 47 to 54.

**SARTELL POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT  
APRIL 2016**

**REPORTABLE INCIDENTS**

		<u>2014</u>	<u>2015</u>	<u>2016</u>
A	Assault	4	1	10
B	Burglary	5	6	2
C	Forgery/Counterfeiting	0	2	1
D	Drugs	7	5	17
E	Escape – Flight	0	1	1
I	Crime against Family	2	2	1
J	DWI	3	4	3
L	Criminal Sexual Conduct	2	0	1
M	Miscellaneous	3	2	0
	M3001 Juvenile Alcohol Offender	1	0	0
	M3005 Juvenile Use of Tobacco	0	1	0
	M5350 Juvenile Runaway	5	3	0
N	Disturbing Peace/Privacy	4	4	3
P	Trespass/Damage to Property	8	16	15
T	Theft	18	18	17
U	Theft Related	19	23	19
V	Vehicle Theft Related	1	3	2
W	Weapons	0	0	1
X	Crime against Administration of Justice	1	1	2
	TOTAL	83	92	95

**SARTELL POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT  
APRIL 2016**

**NON REPORTABLE INCIDENTS**

		<u>2015</u>	<u>2016</u>
911 CALL	9847	0	4
911 HANG UP	9837	2	3
ADMINISTRATIVE CITATION	9099	3	6
ALARM - ACTUAL	9805	0	1
ALARM - FALSE	9807	11	17
ALL OTHER CITY ORDINANCES	9838	13	10
ALL OTHER DRIVER'S LICENSE VIOLATIONS	9202	0	1
ALL OTHER MOVING VIOLATIONS	9000	3	7
ALL OTHER NON MOVING VIOLATIONS	9200	3	0
ALL OTHER PARKING VIOLATIONS	9100	1	3
ANIMAL COMPLAINTS (ALL OTHERS)	9564	2	4
ANIMALS FOUND	9312	1	0
ANIMALS LOST	9302	1	1
APPREHENSION AND DETENTION ORDER	9931	0	1
ASSAULT - NO ARREST	9994	2	0
ASSIST - MOTORIST ASSIST	9843	24	20
ASSIST - PERSONAL ASSIST	9732	21	31
ASSIST BENTON COUNTY	9882	1	3
ASSIST BUSINESS	9866	4	5
ASSIST HUMAN SERVICES	9889	4	6
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	1	0
ASSIST SAUK RAPIDS PD	9875	8	6
ASSIST ST CLOUD PD	9859	5	9
ASSIST ST JOSEPH PD	9876	0	2
ASSIST STATE PATROL	9860	0	1
ASSIST STEARNS COUNTY	9863	5	5
ASSIST WAITE PARK PD	9877	5	2
ATTEMPT TO LOCATE	9867	1	1
BACKGROUND CHECKS	9858	49	80
BOATING ACCIDENTS	9364	1	0
BURNING VIOLATION	9824	3	2
CANCELLED IPS (NON REPORTABLE)	9208	1	1
CAR/ANIMAL ACCIDENT	9411	1	0
CHILD CUSTODY	9992	1	3
CITIZEN CONTACT	9897	5	10
CIVIL MATTER	9831	4	5
COURT - OFF DUTY	9914	0	1
DECEASED PERSON - BODY FOUND	9720	1	0

DISPLAY ANOTHER'S DRIVER'S LICENSE	9107	0	1
DISPLAY/POSSESS REVOKED PLATES	9097	1	0
DOG - AT LARGE	9566	3	3
DOG - BARKING	9565	6	5
DOG BITES	9561	2	1
DOG COMPLAINTS	9562	1	1
DOG IMPOUNDS	9563	1	2
DOMESTIC, NO CRIME COMMITTED	9993	4	2
DRIVING AFTER CANCELLATION	9206	0	1
DRIVING AFTER REVOCATION	9201	9	11
DRIVING AFTER SUSPENSION	9207	7	1
DRIVING COMPLAINT	9839	27	21
DRUNKS - DETOX ADMITTANCE	9730	0	2
ESCORT	9854	3	6
EXPIRED REGISTRATION	9212	5	5
FAILURE TO TRANSFER TITLE	9216	0	2
FIGHTS	9804	2	1
FINGERPRINT	9849	16	25
FIRE - ALL OTHERS	9600	1	0
FIRE - GRASS	9607	2	0
FIRE - MULTIPLE DWELLING	9602	0	2
FIRE - VEHICLE	9606	0	1
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	24	16
GUN RELATED COMPLAINTS	9879	0	1
HARASSMENT	9801	9	7
HARASSMENT/RESTRAINING/OFP ORDERS	9929	3	3
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	0	2
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	5	10
ILLEGAL DUMPING	9996	1	0
INATTENTIVE DRIVING	9034	1	0
INTOXICATED PERSON	9844	2	11
JUVENILE PICKUP ORDER	9923	1	0
JUVENILE PROBLEM	9834	10	11
MATTER OF INFORMATION	9970	20	35
MEDICAL CALL	9731	51	52
NEIGHBORHOOD DISPUTE	9991	1	0
NO INSURANCE	9210	1	6
NO PROOF OF INSURANCE	9021	9	13
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	1	1
NO VALID DRIVER'S LICENSE	9113	0	3
NOISE (NO VIOLATION)	9803	0	1
NOISE VIOLATION	9817	6	5
OPEN CONTAINER	9040	1	0
OPEN DOOR AND/OR WINDOW	9900	1	5
PARK VIOLATION	9823	4	2
PERSONAL INJURY VEHICLE ACCIDENT	9420	2	0
PERSONS FOUND	9311	3	1

PERSONS MISSING	9304	3	1
PROHIBITED PARKING	9101	0	3
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	11	14
PROPERTY FOUND	9313	7	22
PROPERTY LOST	9303	5	6
PSYCHIATRIC CASE	9740	3	4
PUBLIC HEALTH & SAFETY	9869	7	8
REQUEST FOR EXTRA PATROL	9998	32	21
RIGHT OF WAY	9008	1	1
ROAD HAZARD	9836	5	0
SCHOOL BUS STOP ARM VIOLATION	9014	1	0
SCHOOL GUARD VIOLATION	9019	2	0
SEARCH WARRANT	9928	2	0
SEATBELT VIOLATION	9020	2	1
SEIZED PROPERTY	9872	23	28
SERVICE TO OTHER DEPARTMENTS	9902	5	3
SOLICITOR REGISTRATION	9324	2	0
SPECIAL DETAIL	9829	10	9
SPEEDING	9004	19	17
STALLED VEHICLE	9840	0	1
STOP SIGNS	9017	2	0
SUICIDE ATTEMPT	9710	1	3
SUICIDE THREAT	9705	5	2
SUSPICIOUS ACTIVITY	9826	15	24
SUSPICIOUS ITEM	9798	3	0
SUSPICIOUS MAIL/EMAIL	9797	2	0
SUSPICIOUS NOISE	9794	1	0
SUSPICIOUS PERSON	9870	8	8
SUSPICIOUS PHONE CALL(S)	9795	1	1
SUSPICIOUS SMELL	9799	3	2
SUSPICIOUS VEHICLE	9868	14	19
THREATS COMPLAINT, NO ARREST	9995	4	3
TOWED VEHICLE	9841	13	14
TRANSPORT	9856	14	16
UNSAFE EQUIPMENT	9015	1	0
UNWANTED PERSON	9830	4	5
VEHICLE IN DITCH	9842	0	1
VERBAL DISPUTE	9845	6	7
VERBAL WARNING - ALL OTHERS	9045	93	115
VERBAL WARNING - HEADLAMP(S)	9047	18	17
VERBAL WARNING - SEATBELT	9046	7	0
VERBAL WARNING - SPEED	9043	51	38
VERBAL WARNING - STOP SIGN	9044	2	5
WARNING TAG - EQUIPMENT VIOLATION	9031	2	3
WARNING TAG - OTHER MOVING VIOLATION	9032	0	1
WARNING TAG - SPEED	9023	0	6
WARRANT SERVED	9901	9	9

WARRANT/PAPER ATTEMPT	9999	4	2
WELFARE CHECK	9811	25	23
	TOTAL	881	992
		<u>2014</u>	<u>2015</u>
		<u>2016</u>	
TOTAL REPORTABLE FOR APRIL	83	92	95
TOTAL NON REPORTABLE FOR APRIL	869	881	992
TOTAL CODES FOR APRIL	952	973	1087

Prepared by Kelly Hanson

Approved by Dale Struffert

# ***LAW ENFORCEMENT CENTER***

## ***Number Of Calls Report by Department - Complaint (All Units)***

*Jurisdiction:* LEC

*First Date:* 04/01/2016

*Last Date:* 04/30/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
1 SPD		
	1014 ESCORT	4
	1021 PHONE CALL	34
	1029 STOLEN VEHICLE	1
	1050 ACCIDENT	11
	1056 INTOXICATED DRIVER	3
	1057 INTOXICATED PERSON	7
	911H 911 HANGUP CALL	3
	911O 911 OPEN LINE	2
	ADMIN ADMINISTRATIVE ICR	27
	ADORD APPREHENSION & DETENTION ORDER	2
	AENTRY ATTEMPTED ENTRY	2
	AL ALARM	16
	ALFIRE ALARM FIRE	1
	ALMC ALCOHOL MINOR CONSUMPTION	1
	ALMED ALARM MEDICAL	4
	ANI ANIMAL COMPLAINT	5
	ANIB ANIMAL BITE COMPLAINT	1
	ASEX SEXUAL ASSAULT	2
	ASLT ASSAULT	2
	ASSTA AGENCY ASSIST	26
	ASSTB BUSINESS ASSIST	2
	ASSTP PERSONAL ASSIST	21
	BACK BACKGROUND CHECK	69
	BURG BURGLARY	1
	BURN ILLEGAL BURNING	2
	CC CITIZEN CONTACT	18
	CITYB CITY BUSINESS	1
	CIVIL CIVIL MATTER	4
	CO CARBON MONOXIDE CALL WITHOUT IL	1
	COUNT COUNTERFEITING	1
	COURT COURT	1
	CUSTODY CHILD CUSTODY DISPUTE	3
	DARE DARE PROGRAM	5
	DISOR DISORDERLY CONDUCT	2
	DOG DOG COMPLAINT/BARKING	8
	DOM DOMESTIC	4
	DOMI DOMESTIC IN PROGRESS	2
	DOORCHK DOOR CHECK(S)	12
	DRIVE DRIVING COMPLAINT	19
	DUPLICATE DUPLICATE ICR ERROR	1
	DWI DRUNK DRIVER ARREST	3
	FIGHT FIGHT PHYSICAL	1
	FIREAL FIRE ALARM	2
	FIREC FIRE CAR	1
	FIREO FIRE OTHER	1
	FPATROL FOOT PATROL	2
	FPROP FOUND PROPERTY	14
	FRAUD FRAUD	6
	FUP FOLLOW UP	8
	GUNSH GUNSHOTS FIRED/HEARD	1

# LAW ENFORCEMENT CENTER

## Number Of Calls Report by Department - Complaint (All Units)

Jurisdiction: LEC

First Date: 04/01/2016

Last Date: 04/30/2016

Department	Complaint	Number	
51 SPD			
	HAR	HARASSMENT COMPLAINT	7
	HARRORD	HARASSMENT RESTRAINING ORDER	3
	HAZ	HAZARD	9
	HR	HIT AND RUN	14
	HSREFER	HUMAN SERVICES REFERRAL	13
	IDTHEFT	IDENTITY THEFT	1
	INFO	MATTER OF INFORMATION	23
	JUVP	JUVENILE/PROBLEM WITH	11
	LM	LOUD MUSIC	2
	LP	LOUD PARTY	1
	LPROP	LOST PROPERTY	4
	MA	MOTORIST ASSIST	15
	MED	MEDICAL EMERGENCY	45
	MEDNO	MEDICAL NO OFFICER SENT	2
	MEETING	ATTEND MEETING	13
	NOISE	NOISE COMPLAINT	3
	NOPAY	NO PAY CUSTOMER	1
	OD	OVERDOSE	2
	OPEND	OPEN DOOR	4
	ORD	ORDINANCE VIOLATION	8
	OTL	OUT TO LUNCH	2
	PARKV	PARKING VIOLATION	6
	PERG	GUN PERMIT	18
	PHONE	PHONE COMPLAINT	1
	PRDAM	PROPERTY DAMAGE	3
	PURV	PURSUIT/OF VEHICLE	1
	SD	SPECIAL DETAIL	2
	SHOPI	SHOPLIFTER/URGENT	1
	SHOP	SHOPLIFTER	7
	SPEEDTRL	SPEED TRAILER	1
	STALL	STALLED VEHICLE	4
	SUIC	SUICIDE THREAT	3
	SUSA	SUSPICIOUS ACTIVITY	15
	SUSP	SUSPICIOUS PERSON	8
	SUSS	SUSPICIOUS SMELL	3
	SUSV	SUSPICIOUS VEHICLE	18
	TAMPV	TAMPER WITH MOTOR VEHICLE	3
	THEFTI	THEFT IN PROGRESS	1
	THEFT	THEFT	8
	THEFTV	THEFT FROM VEHICLE	6
	THREAT	THREATS COMPLAINT	3
	TOW	TOWED VEHICLE	2
	TRAFFIC STOP	TRAFFIC STOP	196
	TRAIN	TRAINING	5
	TRES	TRESPASSING/TRESPASSER	1
	UNK	UNKNOWN - NO INFO AVAILABLE	1
	UNWAN	UNWANTED PERSON	3
	VANDI	VANDALISM IN PROGRESS	1
	VAND	VANDALISM	3
	VANDV	VANDALISM TO VEHICLE	4

# ***LAW ENFORCEMENT CENTER***

## ***Number Of Calls Report by Department - Complaint (All Units)***

*Jurisdiction:* LEC

*First Date:* 04/01/2016

*Last Date:* 04/30/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
101 SPD		
	VDITCH      VEHICLE IN THE DITCH	1
	VERB        VERBAL DISPUTE	5
	VULAD      VULNERABLE ADULT	1
	WARRANT   WARRANT	3
	WELF        WELFARE CHECK	24
	XPAT        EXTRA PATROL	8
<i>Group Total:</i>		<b>923</b>

*Report Total:*      **923**

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**

**June 13,2016**

### **Streets**

- **Pothole Patching - Apple DuAthalon Route,Summerfest Parade Route**
- **Street Sweeping – Fridays Main Roads**
- **Crack filling Streets**
- **Road Repairs – 2<sup>nd</sup> Street No. (Water Main Break),County Rd.#1 (Sewer Break)**
- **6 Duck Rescue Calls – 54 Duckling Saved**
- **Big Truck Night – Sartell Early Childhood Special Education**
- **Ditch Mowing**

### **Parks**

- **Wood Chip Dog Park Enterances**
- **Trim Tree Along Bike Paths**
- **Painting Fields:Soccer,LaCrosse,BaseBall**
- **Fertilizing and Spraying City Properties**
- **Till Community Gardens**
- **Church of Jesus Christ of Latter Day saints Group – Stain Gazebo Veterans Park**
- **Apple DuAthalon**
- **Memorial Day Service**
- **Lighting Strike Champion Field Well House 5/25/16 – Well Motor Replaced**

### **Utilities**

- **Lift Station Service Checks Preformed**
- **East Water Tower Drain Cleaned and Inspected**
- **Water Tower Mixers Installed**
- **Pools open May 30<sup>th</sup> (Weather Permitting)**
- **Sanitary Sewer Repair County Rd.#29**
- **Girl Scouts – Hydrant Painting**

### **Compost**

- 

### **Professional Development**

- **Safety Training – Public Works Fire: Extingusher,Emergency Procedures**
- **Rick Lyon – D.O.T. Certification Class**

## **Memorandum**

**To:** Mayor and Council Members  
**From:** Mike Nielson, City Engineer  
**Date:** May 9, 2016  
**Re:** Monthly Update  
WSB Project No. 2174-00

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### **2<sup>nd</sup> Street S Roundabout:**

- The paving contractor has reviewed the shrinkage crack in the paving and will be scheduling a repair in the month of June.
- A higher number of drivers are using the correct lane when making the southbound to eastbound left turn lane that requires drivers to shift from the inside to the outside lane.

**Safe Routes to School** – Hovland Construction begun work on the CR 133(2<sup>nd</sup> Street S.) safe routes to school project. Eastbound traffic has been shifted to the center turn lane while construction is taking place. The speed limit has been lowered to 30 mph from Pinecone Road to 4<sup>th</sup> Ave S. The contractor expects to be complete with the project in approximately 3 weeks.

**CSAH 1/Heritage Drive Roundabout Construction**-Stearns County awarded the construction contract for this project to Landwher Construction on June 7<sup>th</sup>. The construction start date has been determined at this time, but the hope to start by the end of June with completion toward the end of October.

### **Development:**

**Arbor Trails** – Work is progressing on this development. The bituminous base course has been placed and the small utilities are being installed this week. The developer has indicated that 9 of the 18 lots are sold or spoken for and he would anticipate the first home being started in about 3 weeks.

**Avalon 9**- The utilities, curb & gutter and sidewalk have been completed. The first lift of bituminous paving is scheduled for Monday June 13<sup>th</sup>.

**Providence Phase 1** – The utilities and curb & gutter have been completed. The contractor has some grading work and placement of the first lift of bituminous to complete.

I plan on attending the council meeting, however if you have any questions before the meeting please call me at 293-2989.

**Community Development Department Update**  
**June 2016**  
**Anita Rasmussen, AICP**

**Development**

A conditional use permit has been submitted to install a 5 MW solar garden in the northern portion of Sartell. The application is not complete from the standpoint of moving forward due to the fact that the applicant will have to plat the property. The applicant did hold a neighborhood meeting which was attended by approximately 20 people. Concerns and issues which were discussed include property value impact, screening, future decommission process and safety. It is anticipated that this project will move forward for approvals in July.

**Beekeeping**

The Planning Commission has recommended that a bee ordinance is considered for adoption by the City Council. Also, to providing text amendments, the Commission requested that staff determine and prepare how the implementation, permitting and enforcement would be completed if the ordinance were to be adopted. Staff is also meeting with the Tri-County Beekeepers Association June 7<sup>th</sup> to go over the proposed amendments and seek feedback on inspections. I anticipate the public hearing for that ordinance amendment to occur no later than this Fall.

**Comprehensive Plan Update**

Planning Commission reviewed the proposed amendments as suggested by staff has recommended approval of the entire document. The most recent version(s) are located on the City's website.

**I2 Task Force**

I have included a draft outline of tasks and a rough budget currently being reviewed by the affected property owners. I am also waiting on the property owners to provide names of who they would like to represent them at the meetings. It is anticipated that the finalized outline and budget will be reviewed by the Council on July 11<sup>th</sup> with the first meeting occurring in July. We have been exploring funding sources (Initiative Foundation) which would assist in covering the costs for some of the work being completed by the Task Force.

**Neighborhood Matching Fund Committee.** Nate has been trying to create a funding agreement draft for the Neighborhood Matching Fund Committee. Once this is created and reviewed by our attorney, he will be able to set-up the initial meeting with the Committee members (various commission members, etc.) to go over the program in greater detail.

## **Sartell I-2 Heavy Industrial Properties Study and Task Force (6.7.16 draft)**

### **Task Force Members:**

< > (AIM Development)

< > (Eagle Creek )

< > (DeZurik)

< > (BNSF)

Jeff Schwiebert (Sartell-St Stephen Schools)

Bob Pogatshnik (Community Member)

Mike Bruzette (Park Commission)

Bruce Stainbrook (Economic Development Commission)

Mike Schnoecker (Economic Development Commission)

Leslie Dingmann (GSDC)

David Leapaldt (Mississippi Partners)

Ryan Fitzthum (Planning Commission)

Mark Osendorf (Xcel Energy)

### **Ex-Officio (non-voting)**

Anita Rasmussen, City

Nate Keller, City

Mike Nielson, City

< >, MPCA

Chris Byrd, Benton County (Sub Area)

Jodi Teich, Stearns County (Sub Area)

Don Hickman (Initiative Foundation)

### **Purpose –**

The purpose of this study is to provide direction for the future development and use of I-2 Lands in the City of Sartell. This study will be facilitated by Sartell City Staff. The Task Force shall elect a chairperson/vice chairperson to run meetings and delegate assignments.

### **Budget –**

Facilitation of Meetings - \$In Kind (completed by staff and chair/vice chair).

Mapping and Geodata Need - \$4,000

Advanced Technical Assistance - \$15,000 (ULI)

Publication Costs - \$1000

Total - \$20,000

### **Other Potential Costs**

Master Plans (TBD) - \$15,000

Transportation Study (TBD) - \$10,000

Market Study - \$15,000

### **Study Outline –**

The study consists of the following components:

1. Overview and History (July 2016)

Determine Chair/Vice Chair

Meeting Schedule

Vision/Mission

Delineate I2 Sub-areas (1 – AIM Property, 2 – Hydro facility, 3-DeZurik Property)

Employment, Tax Generation

National/Global Manufacturing Situation

2. Inventory ( August-September)

Field Surveys and Mapping- Each of the delineated sub-areas was surveyed to identify existing land uses, major tenants, and other physical planning issues such as access, building typology, and intensity. Land uses and tenants to be mapped onto base maps showing building footprints and paved areas. Existing Reports (Geotechnical, Environmental Studies, etc.) will be reviewed.

Site Characteristics (Opportunities and Constraints) - Based on the field surveys and mapping, an opportunities and constraints matrix will be prepared to assess particular attributes of each industrially-zoned sub-area. The purpose of this analysis is to provide the qualitative basis for differentiating areas appropriate for I2 retention from areas suitable for land use change, as well as to suggest specific strategies aimed to address identified issues.

3. Existing Policies and Regulations (August-September)

Examination of City ordinances and land use designations. (permitted/conditional uses, bulk standards)

Recent Municipal Actions

Future roadway plans, expansions, reconstruction.

State and Federal Agency input (DNR, Army Corp, MPCA, etc.).

4. Trends and Issues - Market Analysis. (September-December)

Input via interviews from residential, commercial and industrial real estate industry sources knowledgeable of local market trends, conditions, and issues.

Assistance from the Urban Land Institute - Technical Assistance Panel (\$5,000-\$15,000)

Current Industrial demand and vacancy rates

Community Survey

5. Review of Options (December-January)

Areas for I2 Retention and Reinforcement

Areas for I2 Retention and Modification

Areas for Land Use Modification

Master Plan Creation – Sub Areas (\$TBD)

Neighborhood Meetings

Other?

6. Recommendations (January- February)

Identify preferred option

- Determine Future Land Uses for each Sub Area
  - Identify amendments to the I2 Heavy Industrial Zoning District.
- Strategy for Implementing the Preferred Option

**Public Input –**

A webpage will be devoted to the work of this task force (information collected, minutes, maps). Community Survey during #4, sub- area neighborhood meetings on the options (#5), virtual open house on the options #5 and two public hearings (PC and CC).



## City Administrator's Report

June 13, 2016

**Financials:** The monthly investment and fund balance reports are attached and current year capital project status is as follows:

<b>Project</b>	<b>Budget/Source</b>	<b>Status</b>
Water Tower Mixers	\$60,000 Water Fund	Approved 4/11/16
Lake Francis Improvements	Deferred Assess & Park District 1	
3 <sup>rd</sup> Portable Generator	\$50,000 Sewer Fund	
PD Squad & Equip	\$55,500 PD Equip Fund	Approved 12/14/15
FD Pager/Radio Rotation	\$10,000 FD Equip Fund	
Add Plow Truck	\$180,000 PW Equip Fund	Approved 12/14/15
PW Park Trailer	\$8,500 PW Equip Fund	Approved 2/22/16
PW Mower Trades	\$30,000 Beautification	Approved 2/8/16
PW Leaf Vac	\$50,000 PW Equip Fund	
PW Pick-up	\$30,000 Water/Sewer Funds	On 6/13/16 Agenda
PD Thermal Imagers	\$7,200 Tech Fund & \$3,600 Forfeiture	Approved 1/25/16
Election Equipment	\$9,000 Tech Fund	Approved 4/11/16
SW Water Plant Siren	\$12,000 Emerg Mgmt Fund	Approved 3/14/16
Sauk River Park Pedestrian Bridge - Feasibility	pending – source is State funds	
Lift Station #8 Rehab	\$50,000 Sewer Fund	Approved 4/11/16

### Updates:

- **County Ditch 50:** The County's public hearing on Ditch 50 will be held in the Stearns County Administration Center Board Room on June 21, 2016 at 10:05 am.
- **2017 Budget:** The tentative timeline for your 2017 budget process is attached. Staff is working toward delivery of preliminary budget draft at your July 11<sup>th</sup> meeting.

## 2017 BUDGET SCHEDULE

**June, 2016:** Department managers develop 2017 budget proposal.

**July 11, 2016 Council Meeting:** Council reviews draft of 2017 preliminary budget.

**August 8, 2016 Council Meeting:** Council reviews draft 2017 preliminary budget and levy documentation.

**September 12, 2016 Council Meeting:** Council adopts Resolution Approving Preliminary Budget and Levy (can be reduced, but not increased between preliminary and final). Consent agenda sets date for budget discussion/public testimony.

**October 10, 2016 Council Meeting:** Council review of draft financial management plan & fee schedule updates. Consent agenda calls for public hearing on updates of Financial Management Plan and City Fee Schedule Ordinance.

**November 14, 2016 Council Meeting:** Public hearing on FMP update and fee schedule; Council review of final budget documents.

**December 12, 2016 Council Meeting:** Public Hearing on final budget and Council adoption of all 2017 budget documents.

<b>Fund #</b>	<b>Fund Name</b>	<b>4/30/2016 Cash Balance</b>
101	General Fund	\$1,629,599.37
211	Park Improvement Fund	\$13,798.35
212	Youth Programs Fund	\$1,419.25
214	DUI Forfeiture Fund	\$21,576.11
215	Special Initiatives Fund	\$5,905.72
217	Police Reserves Fund	\$5,015.01
221	Beautification Fund	\$87,825.95
222	Forfeiture Fund	\$5,371.08
223	Lodging Tax Fund	\$3,803.70
224	Economic Development Fund	\$428,328.73
225	Sewer Capacity Fund	\$540,917.62
226	Water Capacity Fund	\$647,417.29
227	PEG Access Fees Fund	\$54,023.57
229	Trunk Water Fund	\$179,607.65
230	Trunk Storm Fund	\$332,478.02
231	Trunk Sewer Fund	\$161,453.34
241	Local Sales Tax Fund (2007+)	\$42,479.31
250	Cemetery Fund	\$38,009.76
260	Regional Park Fund	\$7,667.27
261	Park District 1	\$158,694.69
262	Park District 2	\$113,256.96
263	Park District 3	\$53,641.54
264	Park District 4	\$14,713.40
265	Park District 5	\$44,439.61
266	Park District 6	\$62,209.02
267	Recreational Field Fund	\$11,878.67
319	GO Water Bonds 2008B	(\$37,131.92)
320	GO Utility Bonds 2009A	(\$78,924.70)
321	CIP Bonds 2009B	(\$97,024.96)
324	GO Bonds 2009E	\$1,202,475.88
325	GO Bonds 2010A	\$931,331.69
326	Sewer share of 2010B Refunding Bonds	(\$112,479.18)
327	MSA share of 2010B Refunding Bonds	\$142,673.68
328	Water share 2010B Refunding Bonds	(\$243,892.56)
329	2012A GO BONDS	\$12,680.30
330	2012A Bonds - refunds 312	(\$44,254.96)
331	2012A Bonds - refunds 315	(\$115,941.36)
332	2012 A Bonds - refund 316	\$720,953.27
333	2012A Bonds - refunds 318	\$367,701.15
334	2014A Bonds	\$685,554.83
335	2015A Bonds	\$0.00
336	2016A Bonds	(\$176.40)
402	Public Improvement Revolving Fund	\$2,198,134.99
405	MSA Street Maintenance Fund	\$107,126.44
410	Building Fund	(\$19,708.64)
412	PD Equipment Fund	(\$13,513.42)
413	FD Equipment Fund	\$48,571.31
414	PW Equipment Fund	(\$180,687.21)
415	Technology Fund	(\$8,360.11)
416	Emergency Management Fund	\$2,892.30

417	Street Improvement Fund	\$542,564.91
428	Pinecone Road Project	\$775,555.09
429	4th/50th Road Project	(\$152,814.91)
430	Community Center Project	(\$129,802.22)
431	Town Square/Angel of Hope	\$581.78
441	Pheasant Crest TIF District 5-2	\$9,975.52
444	Reker TIF District 5-4	\$154.54
445	Burl Oaks TIF District 5-5	\$1,657.89
601	Water Fund	\$1,184,188.73
602	Sewer Fund	\$92,794.37
603	Storm Fund	\$153,155.31
<b>TOTALS</b>		<b>\$12,611,542.42</b>

CITY OF SARTELL						
INVESTMENTS						
4/30/2016						
CASH HOLDINGS				MATURITY	COST	PAID
	INVESTMENT	INT RATE	TERM	DATE	VALUE	EARNINGS
	4M Plus	variable			\$3,247,463.51	\$320.90
	<b>Subtotal 4M Plus</b>				<b>\$3,247,463.51</b>	<b>\$320.90</b>
	US Bank/4M Checking	variable			\$2,707,313.82	\$188.89
	<b>Subtotal US Bank/4M Checking</b>				<b>\$2,707,313.82</b>	<b>\$188.89</b>
	Bank Vista Money Market	0.45%			\$241,311.26	\$86.25
	<b>Subtotal Bank Vista Accts.</b>				<b>\$241,311.26</b>	<b>\$86.25</b>
	Great River Federal - Share Account				\$5.00	\$0.00
	Alerus (former Beacon) Bank	0.35%			\$502,184.75	\$144.43
	<b>Subtotal Beacon Accts.</b>				<b>\$502,184.75</b>	<b>\$144.43</b>
	Citizens Community Money Market				\$242,182.67	\$96.17
	<b>Subtotal CCF Accts.</b>				<b>\$242,182.67</b>	<b>\$96.17</b>
	ADM - 2015 Bond Proceeds PNC Bank				\$671,483.55	\$93.81
	<b>Subtotal ADM Accts.</b>				<b>\$671,483.55</b>	<b>\$93.81</b>
	TD Ameritrade				\$29,271.98	\$0.20
	<b>Subtotal TD Ameritrade</b>				<b>\$29,271.98</b>	<b>\$0.20</b>
	<b>Totals &amp; Average rate:</b>				<b>\$7,641,216.54</b>	<b>\$930.65</b>
					60.59%	
INVESTMENTS				MATURITY	CURRENT	PAID
PURCHASE	INVESTMENT	INT RATE	TERM	DATE	VALUE	EARNINGS
DATE						
01/12/16	CD - Great River Federal Credit Union	0.40%	1 year	01/11/17	\$249,118.29	
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	\$432.81
	<b>Subtotal Local Banks</b>	<b>0.53%</b>			<b>\$993,118.29</b>	<b>\$432.81</b>
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%	9 mos	04/24/16	MATURED	\$1,307.95
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	
02/04/16	CD - Beal Bank	0.80%	1 YR	01/04/17	\$247,995.64	
01/15/14	CD - Goldman Sachs NY	1.00%	3 YR	01/17/17	\$248,000.00	
01/17/14	CD - Bank of Baroda, NY	1.00%	3 YR	01/17/17	\$248,000.00	
01/27/16	CD - Comenity Bank	0.80%	1 YR	01/19/17	\$249,001.87	\$169.18
01/23/14	CD - Mid MO Bank, Springfield	0.85%	3 YR	01/23/17	\$249,000.00	\$179.76
01/17/16	CD - Safra Bank	0.80%	1 YR	01/27/17	\$247,995.64	
04/24/16	CD - DMB Comm Bank	0.70%	11 mos	03/24/17	\$248,000.00	
05/13/14	CD - Barclays Bank DEL	1.10%	3 YR	05/15/17	\$248,000.00	
08/14/14	CD - American Express UT	1.25%	3 YR	08/14/17	\$248,000.00	
10/19/15	CD - Capital One NA	1.65%	3 YR	10/29/18	\$246,902.67	\$2,043.33
10/01/14	CD - Discover Bank	2.15%	5 YR	10/16/19	\$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>1.03%</b>			<b>\$3,977,207.59</b>	<b>\$9,025.26</b>

	Total CDs & Average rate:	1.03%			\$4,970,325.88	\$9,458.07
					39.41%	
	TOTAL EARNINGS PAID:	\$10,388.72				
		\$12,611,542.42				
<b>TOTAL CURRENT ACCOUNTS/INVESTMENTS:</b>						
Bank Vista		\$241,311.26				
TD Ameritrade		\$4,006,479.57				
Beacon Bank		\$502,184.75				
CCF		\$242,182.67				
ADM		\$671,483.55				
Local Bank CDs & Share		\$993,123.29				
4M Check		\$2,707,313.82				
4M Plus		\$3,247,463.51				
TOTAL		\$12,611,542.42				

Sartell

# June 2016

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 12:30 SSC BD MTG 6:30 PLANNING COMM.	7 5:30 PM City Council Special Mtg—Interview Commission applicants	8	9 5 PM APO @ JIMMY'S POOR HOUSE	10	11
12	13 6 PM CITY COUNCIL	14 11:30 CHAMBER @ WATERS CHURCH	15 9 AM SALT @ PD	16	17	18
19	20	21 7 AM EDC MTG 4 PM MTC BD MTG	22	23	24	25
26	27	28 6:30 Planning Commis- sion (July meeting)	29	30		

Sartell

# July 2016

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 HOLIDAY CITY HALL CLOSED	5	6	7	8	9
10	11 6 PM CITY COUNCIL	12 11:30 CHAMBERS @ WATERS CHURCH	13	14 5 PM APO EXEC. BD @ JIMMY'S	15	16
17	18	19 7 AM EDC 4 PM MTC BD MTG.	20 9 AM S.A.L.T. @ PD	21	22	23
24	25 6 PM CITY COUNCIL	26	27	28	29	30
31						