



**SARTELL ECONOMIC DEVELOPMENT AUTHORITY  
AGENDA  
MONDAY, MARCH 14, 2016  
SARTELL CITY HALL  
5:30 P.M.**

- 1. AGENDA REVIEW AND ADOPTION**
  
- 2. APPROVAL OF EDA MINUTES**  
March 9, 2015 Meeting Minutes
  
- 3. ANNUAL SELECTION OF EDA OFFICERS & DIRECTOR**
  
- 4. MISCELLANEOUS**
  
- 5. ADJOURN**

Mary Degiovanni  
EDA Executive Director

**SARTELL ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**MINUTES OF MARCH 9, 2015**

**ANNUAL MEETING**

Pursuant to due call and notice thereof, the annual meeting of 2015 was held on March 9, 2015 at Sartell City Hall. Treasurer Nicoll called the meeting to order at 6:30 pm.

**MEMBERS PRESENT:** Pat Lynch, David Peterson, Sarah Jane Nicoll, Amy Braig Lindstrom, and Steve Hennes

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Mary Degiovanni, Executive Director

**AGENDA REVIEW AND ADOPTION**

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

**APPROVAL OF EDA MINUTES**

A motion was made by Hennes and seconded by Peterson approving the minutes of March 10, 2014. The motion carried unanimously.

**ANNUAL SELECTION OF EDA OFFICERS**

A motion was made by Braig Lindstrom and seconded by Lynch to approve the following slate of officers:

**PRESIDENT: MAYOR NICOLL**

**VICE PRESIDENT: MEMBER PETERSON**

**TREASURER: MEMBER LYNCH**

**SECRETARY: CITY ADMINISTRATOR**

**ASST. TREASURER: CITY ADMINISTRATOR**

**EXECUTIVE DIRECTOR: CITY ADMINISTRATOR**

The motion carried unanimously.

**DIRECTOR'S REPORT**

The EDA Director reported that there was no EDA activity in 2014 other than the acquisition of tax forfeited property Parcel 92.56568.0500 to provide 4<sup>th</sup> Avenue/50<sup>th</sup> Avenue right of way to provide better access, and then eventual re-sale of excess property to be determined at a later date.

**ADJOURN**

A motion was made by Lynch and seconded by Hennes to adjourn the meeting at 6:40 pm. The motion carried unanimously.

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**Mary Degiovanni**  
**Executive Director/Secretary**

# EDA OF SARTELL

# REQUEST FOR EDA ACTION

Originating Department: <u>Administration</u>	Meeting Date: <u>March 14, 2016</u>	Agenda No. <b>3</b>
Agenda Section:	Item: <b>Annual Selection of Officers &amp; Director</b>	
<p><b><u>GENERAL INFORMATION:</u></b></p> <p>The EDA appoints officers on an annual basis. Current officers are:</p> <p>PRESIDENT: MAYOR NICOLL VICE PRESIDENT: MEMBER PETERSON TREASURER: MEMBER LYNCH SECRETARY: CITY ADMINISTRATOR ASST. TREASURER: CITY ADMINISTRATOR EXECUTIVE DIRECTOR: CITY ADMINISTRATOR</p> <p>The statutorily required officer positions are president, vice president, treasurer, secretary, and assistant treasurer. The City has also historically appointed an Executive Director for administrative purposes. The offices of secretary and assistant treasurer and the position of Executive Director need not be held by a commissioner.</p> <p>The Commission has traditionally used a single motion to fill all offices.</p> <p><b>Commission Action Requested:</b> The Commission is asked to appoint officers and an Executive Director.</p>		

**REMINDER: EDA ANNUAL MEETING AT 5:30 PM**

**AGENDA**  
**SARTELL CITY COUNCIL**  
**Monday, March 14, 2016**  
**Sartell City Hall**  
**6:00 P.M.**

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- 1. PLEDGE OF ALLEGIANCE**
- 2. AGENDA REVIEW AND ADOPTION**
- 3. OPEN FORUM/PUBLIC COMMENT** *(up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than possible referral to City staff or a City Board/Commission)*
- 4. APPROVAL OF CITY COUNCIL MINUTES**
  - a. February 22, 2016 - Regular Meeting
  - b. February 29, 2016 – Special Meeting
- 5. 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. Calling Special Meeting on April 11, 2016 at 5 pm
  - g. Award of SRTS Bid
  - h. Approval of County Project within Municipal Corporate Limits
  - i. Acceptance of Avalon 8 Improvements
  - j. Appointment of Police Officer
  - k. Approval of Southwest Siren Purchase
  - l. Approval of temporary off sale liquor licenses for St. Francis Xavier for 4/15/16 & 8/20/16
- 6. PUBLIC HEARINGS**
  - a. Property Tax Abatements
- 7. OLD BUSINESS**
  - a. 2016 Sealcoat Project
  - b. Pinecone Regional Park Wetland Replacement Plan Proposal
- 8. NEW BUSINESS**
  - a. Public Works Equipment Purchase
  - b. Adopt a Roadway Policy
- 9. 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

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

**11. ADJOURN**

CITY COUNCIL MEETING MINUTES  
FEBRUARY 22, 2016

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on February 22, 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  
Brad Borders, 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**

None

**SPEICAL PRESENTATION**

a. **LMC Ambassador**

League of Minnesota Cities Ambassador, Joyce Nyhus, introduced herself and gave a brief synopsis of programs and help available from the League.

b. **2016 Elections**

City Administrator Degiovanni noted the 2016 election information included in the council packet and also that the School District was having a special election in 2016 related to their referendum.

Superintendent Jeff Schwiebert gave a brief presentation on the upcoming school referendum special election, covering cost of a proposed new high school and renovations in the other schools.

**APPROVAL OF CITY COUNCIL MINUTES:**

- a. February 8, 2016 – Regular Meeting
- b. February 9, 2016 – Special Meeting

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES OF FEBRUARY 8<sup>th</sup> and 9<sup>th</sup> 2016 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.**

## **CONSENT AGENDA**

- a. Approval of voucher payments
- b. Approval of purchase of public works equipment
- ~~c. Approval of Resolution Making Commission Appointment~~
- d. Approval of Resolution Calling Public Hearing on Tax Abatements
- e. Approval of MNDOT Agreements for Safe Routes to Schools Project
- f. Approval of Pinecone Road Change Orders

Council member Braig-Lindstrom pulled consent agenda item c for separate discussion.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY LYNCH APPROVING CONSENT AGENDA ITEMS A THROUGH F, REMOVING ITEM C FOR SEPARATE DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.**

### **Consent Agenda c - Approval of Resolution Making Commission Appointment**

Council member Braig-Lindstrom thanked all volunteers that are willing to serve on various City commissions.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING RESOLUTION 12-2016 MAKING A COMMISSION APPOINTMENT. THE MOTION CARRIED UNANIMOUSLY.**

## **PUBLIC HEARINGS**

None

## **OLD BUSINESS**

### **a. 2016 Compost Site Hours**

Public Works Director Borders asked for Council's input on 2016 compost site hours and the Council discussed options.

**A MOTION WAS MADE BY MAYOR NICOLL AND SECONDED BY COUNCIL MEMBER LYNCH CHANGING THE COMPOST HOURS TO DROP ALL MONDAY HOURS, AND SUBSTITUTE THE ADDITION OF SUNDAY HOURS 4-7 PM (SPRING AND SUMMER), AND FALL SUNDAY HOURS 2-6 PM.**

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

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

**NAY: COUNCIL MEMBER BRAIG-LINDSTROM**

**MOTION CARRIED 4-1**

### **b. Landscaping Design Proposal**

Council member Braig-Lindstrom requested this item be brought back for discussion since being approved at the last city council meeting. Staff noted that all street projects contain professional design services and the difference in this project was that we pulled this element out of the basic design contract and were opting to

use a separate professional service contract and to try to develop more cohesive plans that could benefit the City longer term.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING A LANDSCAPING DESIGN IN THE AMOUNT OF \$18,500 COMING FROM STREET FUND.**

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

**AYE: COUNCIL MEMBERS BRAIG-LINDSTROM AND PETERSON**

**NAY: MAYOR NICOLL, COUNCIL MEMBERS, HENNES, LYNCH**

**MOTION FAILED.**

#### **NEW BUSINESS**

#### **CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS**

Council members gave updates on various meetings and community events.

#### **ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH TO ADJOURN THE MEETING AT 7:08 P.M. THE MOTION CARRIED UNANIMOUSLY.**

**Minutes By:**

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**Judy Molitor, Recording Secretary**

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**Sarah Jane Nicoll, Mayor**

**SARTELL CITY COUNCIL  
PLANNING COMMISSIN  
PARK COMMISSION  
ECONOMIC DEVELOPMENT COMMISSION  
PARK COMMISSION  
SPECIAL MEETING**

**MINUTES OF FEBRUARY 29, 2016**

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Pursuant to due call and notice thereof, a special meeting was held on February 29, 2016 in the conference room of the Sartell City Hall. Mayor Nicoll called the meeting to order at 6:00 p.m.

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

**EDC PRESENT:** Bruce Stainbrook, Juli Whitney, Mike Schoenecker Chad Zimmerman

**PARK PRESENT:** David Lindbloom Diane Schellinger Rachel Lolmasteymaugh

**PC PRESENT:** Anna Gruber, Glenn Persen, Gary Orman

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

**AGENDA REVIEW AND ADOPTION**

Motion was made by Lolmasteymaugh to accept the agenda as proposed, motion was seconded by Chad Zimmerman. Motion passed.

Introductions were made.

**COMPREHENSIVE PLAN UPDATE**

Rasmussen presented details of the Comprehensive Plan highlighting the goals, and strategies of the plan while providing basic background into What a Comprehensive Plan is and isn't. Rasmussen explained the requirement of two public hearings prior to the adoption of the Comprehensive Plan.

There was discussion on: multi-family construction, incorporating the schools into the Sartell brand, partnering with news outlets or utilizing city's social media to create a Q and A about Sartell, creation of an arts commission or combining an arts commission with the park commission, feedback received from the Comprehensive Plan.

**OTHER BUSINESS**

Orman discussed the possibilities of sharing Commission minutes (Planning, EDC, Park) with the Council. Staff would continue to include commission recommendations within the project staff memos, but minutes would be distributed to the Council in advance of being officially adopted.

**ADJOURN**

The mayor adjourned the meeting at 7:34 p.m.

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Nate Keller  
Community Development Technician

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Mayor

City of Sartell  
Construction Activity Report February 2016

<b>TOTALS:</b>	<b>Feb-12</b>	<b>Feb-13</b>	<b>Feb-14</b>	<b>Feb-15</b>	<b>Feb-16</b>
Single Family Permits	0	0	0	2	1
Single Family Permits YTD	0	0	0	2	3
Single Family Valuation	\$0.00	\$0.00	\$0.00	\$410,000.00	\$267,700.00
Single Family Valuation YTD	\$0.00	\$0.00	\$0.00	\$410,000.00	\$847,700.00
Residential Remodel Permits	17	19	7	4	13
Residential Remodel Permits YTD	17	19	7	4	30
Residential Remodel Valuation	\$60,000.00	\$110,300.00	\$112,500.00	\$109,500.00	\$156,500.00
Residential Remodel Valuation YTD	\$60,000.00	\$110,300.00	\$112,500.00	\$109,500.00	\$377,500.00
Commercial Permits	4	6	2	0	3
Commercial Permits YTD	4	6	2	0	4
Commercial Valuation	\$463,500.00	\$975,449.00	\$14,500.00	\$0.00	\$253,000.00
Commercial Valuation YTD	\$463,500.00	\$975,449.00	\$14,500.00	\$0.00	\$265,500.00
Multi Family Permits	3	0	0	0	0
Multi Family Permits YTD	3	0	0	0	1
Number of Units	38	0	0	0	0
Number of Units YTD	38	0	0	0	0
Multi Family Valuation	\$4,059,133.00	\$0.00	\$0.00	\$0.00	\$0.00
Multi Family Valuation YTD	\$4,059,133.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Plumbing Permits	18	13	11	18	22
Plumbing Permits YTD	18	13	11	18	41
Plumbing Valuation	\$0.00	\$0.00	\$5,000.00	\$3,800.00	\$19,900.00
Plumbing Valuation YTD	\$0.00	\$0.00	\$5,000.00	\$3,800.00	\$41,600.00
Mechanical Permits	14	21	19	12	23
Mechanical Permits YTD	14	21	19	12	43
Mechanical Valuation	0	0	\$250,000.00	\$15,400.00	\$48,090.00
Mechanical Valuation YTD	0	0	\$250,000.00	\$15,400.00	\$56,690.00
Fire Alarm Permits	3	1	0	0	1
Fire Alarm Permits YTD	3	1	0	0	1
Fire Alarm Valuation	\$35,034.50	\$14,121.00	\$0.00	\$0.00	\$3,000.00
Fire Alarm Valuation YTD	\$35,034.50	\$14,121.00	\$0.00	\$0.00	\$3,000.00
Sprinkler System Permits	2	1	0	3	2
Sprinkler System Permits YTD	2	1	0	3	3
Sprinkler System Valuation	\$6,650.00	\$11,271.42	\$0.00	\$25,830.00	\$4,520.00
Sprinkler System Valuation YTD	\$6,650.00	\$11,271.42	\$0.00	\$25,830.00	\$7,310.00
Zoning Permits	0	0	0	0	1
Zoning Permits YTD	0	0	0	0	1
<b>Total Combined Permits</b>	<b>61</b>	<b>61</b>	<b>39</b>	<b>39</b>	<b>66</b>
<b>Total Combined Permits YTD</b>	<b>61</b>	<b>61</b>	<b>39</b>	<b>39</b>	<b>127</b>
<b>Combined Permit Valuation</b>	<b>\$4,624,317.50</b>	<b>\$1,111,141.42</b>	<b>\$382,000.00</b>	<b>\$564,530.00</b>	<b>\$752,710.00</b>
<b>Combined Permit Valuation YTD</b>	<b>\$4,624,317.50</b>	<b>\$1,111,141.42</b>	<b>\$382,000.00</b>	<b>\$564,530.00</b>	<b>\$1,600,300.00</b>

City of Sartell  
Building Department  
Inspection Activity  
February 2016

Building Inspections		# of Inspections	YTD Inspections	LYTD	
	Residential	109	85	215	
	Commercial	11	13	47	
	Multifamily	26	29	2	
	Total	146	127	264	
Fire Inspections		Type & # of ins expected	# of Inspections	YTD Inspections	LYTD
	Business (65)		10	3	10
	Church (3)		0	0	0
	Education (7)		0	0	2
	Factory (1)		0	0	0
	Institution (1)		0	0	0
	Medical (22)		10	0	5
	Multifamily (21)		0	1	0
	Restaurant (8)		2	0	1
	Retail (19)		0	0	1
	Daycare/Foster		0	3	2
	Total (147)		22	7	21
Rental Inspections		# of Inspections	YTD	LYTD	
	SFD	3	23	34	
	Multifamily	0	14	11	
	Total	3	37	45	
Zoning Inspection		# of Inspections	YTD	LYTD	
	Shed	0	0	0	
	Fence	0	0	0	
	Lawn Irrigation	0	0	0	
	Curb Cut	0	0	0	
	Pool	0	0	0	
	Decks	0	0	0	
	Parking Pad	0	0	0	
	Land Disturbance	0	0	0	
	Total	0	0	0	
Fire Response		Responses	YTD	LYTD	
	Fire	0	0	1	
	Emer. Response	1	1	0	
	CO	0	0	0	
	Gas Leak	2	1	1	
	Alarm	0	1	1	
	Other	0	0	0	
	Total	3	3	3	
Fire Department		Responses	YTD	LYTD	
	Truck Check	2	0	1	
	Mtg.	4	0	1	
	Fire Flows	0	0	0	
	Other	7	6	6	
	Total	13	6	8	
Emer. Mgmt.				LYTD	
				0	
Complaints				LYTD	
				0	
Hazardous and/or sub standard buildings				LYTD	
				1	
Meetings				LYTD	
				0	

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

**Submitted by Rebecca Wicklund**

**February 2016**

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

#### **General:**

This month was spent on coordinating with Aitech our new phone system installs and answering their questions and finishing up the contracts and getting them signed. Hopefully the conversion over to the new system will be completed within the next 45 days.

Two new switches are being installed in March for the phone conversion. We needed to upgrade ours from a regular switch to a POE switch to handle the phones and the Police needed a switch as they are installing a separate network to handle the phones.

New Audio System in the council chambers has been installed. Tweaking of the sound was done at the last council meeting, however, just a few more sound tweaks need to be made, and it should be up and running great at Monday nights meeting.

#### **SeeClickFix**

The February SeeClickFix monthly report is attached.



# Sartell, MN

**Between Feb 01, 2016 and Feb 29, 2016**

10 issues were opened

8 issues were acknowledged

12 issues were closed

The average time to acknowledge was 5.3 days.

The average time to close was 8.0 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Street Light Out	7	7	7	4.1	4.1
Parking Issue	1	1	2	13.8	20.3
Other	1	0	1	0.0	3.5
Pothole	1	0	1	0.0	0.0
Noise Issues	0	0	1	0.0	23.6
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
Fire Hydrant Issue	0	0	0	0.0	0.0
Garbage Issues - Public Property	0	0	0	0.0	0.0
Garbage Issues- Private Property	0	0	0	0.0	0.0
Graffiti	0	0	0	0.0	0.0
High Grass/Weeds	0	0	0	0.0	0.0
Icy Road Condition	0	0	0	0.0	0.0

Illegal Signs	0	0	0	0.0	0.0
Low Water Pressure	0	0	0	0.0	0.0
Missing Street Sign	0	0	0	0.0	0.0
Park Issue/Maintenance	0	0	0	0.0	0.0
Public Safety Concern	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 Stuck On	0	0	0	0.0	0.0
Street Repair	0	0	0	0.0	0.0
Traffic Signal Issue	0	0	0	0.0	0.0
Unoperable Vehicles on Private Property	0	0	0	0.0	0.0
Zoning Issues	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City boundary	10	8	12	5.3	8.0



# Sartell Fire Department

Proudly Serving The City of Sartell since 1920

## Monthly Report for February, 2016

### Meetings & Drills

- 02/02/2016 First Responder Refresher: Members refreshed on CPR, Defib and Airway Management.
- 02/09/2016 Unit #20 Air and Rehab Unit back in service after going thru a refurbishment
- 02/16/2016 Monthly Drill: Members were trained by St Cloud Tech College on FIRE - 1485-01 Confined Space Entry – Refresher

### Monthly Incidents:

Incident	Date	Time	Type of Incident
16-000010	02/01/2016	12:33:00	Steam, Other gas mistaken for smoke, Other
16-000011	02/02/2016	11:21:00	Dispatched & cancelled en route
16-000012	02/05/2016	08:03:00	Dispatched & cancelled en route by Sartell PD
16-000013	02/10/2016	09:15:00	False alarm or false call, Other
16-000014	02/11/2016	02:34:00	False alarm or false call, Other
16-000015	02/11/2016	02:50:00	System malfunction, Other
16-000016	02/13/2016	18:08:00	Building fire (Mutual Aid)
16-000017	02/20/2016	18:10:00	Rescue, EMS incident, other
16-000018	02/21/2016	14:27:00	Dispatched & cancelled en route by Sartell PD
16-000019	02/24/2016	18:10:00	Assist police or other governmental agency

Year to Date comparison from 2015 (26) incidents 2016 (19) 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>					
		0316PW01	201589	\$600.00	TREE REMOVAL/TRIMMING
<b>Search Name ABLE TREE SERVICE</b>				\$600.00	
<b>Search Name ALM, JACLYN</b>					
		0316PW01	14478/14303	\$10.00	PARKING-MRWA CONF
<b>Search Name ALM, JACLYN</b>				\$10.00	
<b>Search Name AMERICAN PAYMENT CENTERS</b>					
		0316ADM01	15-12523	\$75.00	MARCH-MAY BOX SERVICE
		0316ADM01	15-12523	\$75.00	MARCH-MAY BOX SERVICE
<b>Search Name AMERICAN PAYMENT CENTERS</b>				\$150.00	
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>					
		0316PW01	2200752208	\$44.90	TOWELS,MATS,MOPS-PLANTS
		0316PW01	2200752212	\$50.85	TOWELS,MATS,MOPS-PLANTS
		0316PW01	2200752215	\$45.76	TOWELS,MATS,MOPS-PLANTS
		0316PW01	2200752229	\$43.62	UNIFORMS
		0316PW01	2200752229	\$14.66	UNIFORMS
		0316PW01	2200752229	\$7.24	UNIFORMS
		0316PW01	2200752229	\$224.40	MATS,TOWELS,MOPS,SOAP-MAINT
		0316PW01	2200752229	\$29.07	UNIFORMS
		0316PW01	2200754886	\$43.62	UNIFORMS
		0316PW01	2200754886	\$34.77	MOPS,TOWELS,MATS-MAINT
		0316PW01	2200754886	\$7.24	UNIFORMS
		0316PW01	2200754886	\$14.66	UNIFORMS
		0316PW01	2200754886	\$29.07	UNIFORMS
		0316PD01	2200754887	\$55.05	TOWELS,MATS-PD
		0316ADM01	2200754893	\$44.69	TOWELS,MATS-HALL
		0316PW01	2200757418	\$29.07	UNIFORMS
		0316PW01	2200757418	\$12.26	MATS,TOWELS,MOPS-MAINT
		0316PW01	2200757418	\$7.24	UNIFORMS
		0316PW01	2200757418	\$14.66	UNIFORMS
		0316PW01	2200757418	\$43.62	UNIFORMS
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>				\$796.45	
<b>Search Name AT&amp;T MOBILITY</b>					
		0316PW01	287256356792X02	\$30.00	IPAD-JOHN
		0316PW01	287256356792X02	\$13.61	PHONE SERV
		0316PW01	287256356792X02	\$98.88	PHONE SERV
<b>Search Name AT&amp;T MOBILITY</b>				\$142.49	
<b>Search Name BEMBOOM, JEFF</b>					
		0316PW01	030716	\$15.00	PARKING-MRWA CONF
<b>Search Name BEMBOOM, JEFF</b>				\$15.00	
<b>Search Name BOYS &amp; GIRLS CLUB</b>					
		0316PD01	030416	\$325.00	GRADE (FORMERLY GREAT) EVENT
<b>Search Name BOYS &amp; GIRLS CLUB</b>				\$325.00	
<b>Search Name CDW GOVERNMENT, INC.</b>					
		0316ADM01	CDD3488	\$166.25	BACK UP HARD DRIVE
<b>Search Name CDW GOVERNMENT, INC.</b>				\$166.25	
<b>Search Name CENTRAL HYDRAULICS INC</b>					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0316PW01	0074065	\$268.55	REPAIRS-PLOWS
<b>Search Name CENTRAL HYDRAULICS INC</b>				\$268.55	
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
		0316PW01	00061253	\$17.40	CYLINDER RENTAL
<b>Search Name CENTRAL MCGOWAN, INC.</b>				\$17.40	
<b>Search Name CENTRAL MN CEMETERY MAINTNANCE</b>					
		0316PW01	02--2016	\$625.00	SITE PREP-BROMENSCHENKEL
<b>Search Name CENTRAL MN CEMETERY MAINTNANCE</b>				\$625.00	
<b>Search Name CHAMBERLAIN OIL COMPANYINC</b>					
		0316PW01	152527	-\$20.00	DRUM CREDIT
		0316PW01	155614	\$51.13	REPAIRS-DITCH MOWER
<b>Search Name CHAMBERLAIN OIL COMPANYINC</b>				\$31.13	
<b>Search Name CHARTER COMMUNICATIONS</b>					
068849	2/25/2016	0216PPD03	835230105015776	\$88.52	INTERNET/TV SERV-FD
068849	2/25/2016	0216PPD03	835230105018283	\$27.60	TV SERV-HALL
068849	2/25/2016	0216PPD03	835230105018283	\$80.00	INTERNET SERV-HALL
068849	2/25/2016	0216PPD03	835230105018589	\$84.99	INTERNET SERV-PLANTS
068849	2/25/2016	0216PPD03	835230105019398	\$72.74	INTERNET/TV SERV-MAINT
068849	2/25/2016	0216PPD03	835230105019617	\$74.99	INTERNET SERV-PLANTS
<b>Search Name CHARTER COMMUNICATIONS</b>				\$428.84	
<b>Search Name CHRISTENSEN, KYLE</b>					
		0316ADM01	030116	\$129.60	MILEAGE-BLDG CODE CONF
		0316ADM01	B0001767	\$80.00	LICENSE FEE
<b>Search Name CHRISTENSEN, KYLE</b>				\$209.60	
<b>Search Name CLIMATE AIR INC</b>					
		0316ADM01	36843	\$288.00	HVAC REPAIRS-HALL
		0316ADM01	36871	\$430.00	HVAC REPAIRS-HALL
<b>Search Name CLIMATE AIR INC</b>				\$718.00	
<b>Search Name COLONIAL LIFE</b>					
068853	2/25/2016	0216PPD03	3506136-0301540	\$89.10	PAYROLL DED-FEB
068853	2/25/2016	0216PPD03	3506136-0301540	\$53.00	PAYROLL DED-FEB
<b>Search Name COLONIAL LIFE</b>				\$142.10	
<b>Search Name COMPLETE ELECTRONICS INC</b>					
		0316ADM01	1526	\$350.57	KEYPAD INSTALL-HALL
		0316PW01	1527	\$187.06	SECURITY WORK-PLANT
<b>Search Name COMPLETE ELECTRONICS INC</b>				\$537.63	
<b>Search Name CRESCENT ELECTRIC SUPPLY</b>					
		0316PW01	S501725291.001	\$10.58	BULBS-MAINT
<b>Search Name CRESCENT ELECTRIC SUPPLY</b>				\$10.58	
<b>Search Name CRIMINAL JUSTICE TRAINERS ASSN</b>					
		1215ADM07	UOFSPD201512	\$480.00	2015 MN UOF TRAINING-PD
<b>Search Name CRIMINAL JUSTICE TRAINERS ASSN</b>				\$480.00	
<b>Search Name CZARNETZKI HARDWARE HANK, INC.</b>					
		0316PW01	1259544	\$38.97	FORCEMAIN BREAK
		0316FD01	1259794	\$25.45	WASHER INSTALL-FD

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<b>Search Name CZARNETZKI HARDWARE HANK, INC.</b>				\$64.42	
<b>Search Name DAKOTA MAILING&amp;SHIPPING EQUIP</b>					
		0316ADM01	47027	\$31.69	POSTAGE METER TAPE
		0316ADM01	47824	\$360.00	POSTAGE METER MAINT
<b>Search Name DAKOTA MAILING&amp;SHIPPING EQUIP</b>				\$391.69	
<b>Search Name DESIGN ELECTRIC INC</b>					
		1215ADM07	2343	\$378.05	REPAIRS-PD STORAGE BLDG
		0316PW01	2414	\$339.07	STREET LIGHT REPAIRS
		0316PW01	2437	\$2,189.62	REPAIRS-PLANTS
		0316PW01	2442	\$265.00	REMOVE XMAS LIGHTS
<b>Search Name DESIGN ELECTRIC INC</b>				\$3,171.74	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
002775E	3/1/2016	0316PPD01	02-26-2016	\$3,474.51	02/26 EMPLOYER FICA
002775E	3/1/2016	0316PPD01	02-26-2016	\$1,408.43	02/26 EMPLOYEE MEDICARE
002775E	3/1/2016	0316PPD01	02-26-2016	\$1,408.43	02/26 EMPLOYER MEDICARE
002775E	3/1/2016	0316PPD01	02-26-2016	\$9,960.20	02/26 FED TAX W/HELD
002775E	3/1/2016	0316PPD01	02-26-2016	\$3,474.51	02/26 EMPLOYEE FICA
002779E	3/2/2016	0316PPD01	02-29-2016	\$462.16	02/29 EMPLOYEE FICA
002779E	3/2/2016	0316PPD01	02-29-2016	\$135.98	02/29 EMPLOYER MEDICARE
002779E	3/2/2016	0316PPD01	02-29-2016	\$135.98	02/29 EMPLOYEE MEDICARE
002779E	3/2/2016	0316PPD01	02-29-2016	\$462.16	02/29 EMPLOYER FICA
002779E	3/2/2016	0316PPD01	02-29-2016	\$192.89	02/29 FED TAX W/HELD
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>				\$21,115.25	
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>					
		0316PD01	DL010516-25F	\$205.00	EQUIP-NEW SQUAD
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>				\$205.00	
<b>Search Name EMPOWER RETIREMENT</b>					
002774E	2/29/2016	0216PPD03	02-26-2016	\$184.62	02/26 EMPLOYER CONTR TO PENSION-A
002774E	2/29/2016	0216PPD03	02-26-2016	\$1,832.22	02/26 PAYROLL DEDUCTION
002773E	2/29/2016	0216PPD03	02-26-2016	\$2,723.41	02/26 PAYROLL DEDUCTION
<b>Search Name EMPOWER RETIREMENT</b>				\$4,740.25	
<b>Search Name FASTENAL COMPANY</b>					
		0316PW01	MNSAU154833	\$11.77	SUPPLIES-PARKS
		0316PW01	MNSAU154833	-\$4.75	SUPPLIES-PARKS
		0316PW01	MNSAU154873	\$3.78	SUPPLIES-SHOP
		0316PW01	MNSAU154949	\$0.92	REPAIRS-DUMP TRUCK
		0316PW01	MNSAU155092	\$10.07	SHOP TOOLS
		0316PW01	MNSAU155252	\$11.54	SHOP SUPPLIES
		0316FD01	MNSAU155304	\$55.90	BATTERIES-FD
<b>Search Name FASTENAL COMPANY</b>				\$89.23	
<b>Search Name FERGUSON WATERWORKS #2516</b>					
		0316PW01	WL000850	\$2,789.92	METERS-VICTORY CT APTS
<b>Search Name FERGUSON WATERWORKS #2516</b>				\$2,789.92	
<b>Search Name FIEDLER YOUR PUMPING SPEC INC</b>					
		0316PW01	20930	\$4,445.00	FORCEMAIN BREAK
<b>Search Name FIEDLER YOUR PUMPING SPEC INC</b>				\$4,445.00	
<b>Search Name FIRST LAB</b>					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0316PW01	FL00141874	\$250.00	ANNUAL SUBSCRIPTION FEE
<b>Search Name FIRST LAB</b>				\$250.00	
<b>Search Name GALLS INC</b>					
		0316PD01	004882429	\$77.94	EQUIP-NEW SQUAD
<b>Search Name GALLS INC</b>				\$77.94	
<b>Search Name GATR OF SAUK RAPIDS</b>					
		0316PW01	01P161153	\$53.50	REPAIRS-DUMP TRUCK
		0316PD01	01P161474	\$17.76	REPAIRS-SQUADS
		0316PD01	01P161479	\$8.88	REPAIRS-SQUADS
		0316FD01	01P161598	\$180.74	REPAIRS-FD#29
		0316PW01	01P161728	\$163.08	REPAIRS-DUMP TRUCK
		0316PW01	01P161990	\$24.52	SHOP SUPPLIES
		0316PW01	01P162160	\$90.58	REPAIRS-SWEEPERS
		0316PW01	01P162171	\$44.10	REPAIRS-SWEEPERS
		0316PW01	01P162595	\$58.91	REPAIRS-DUMP TRUCK
		0316PW01	01P162597	\$105.66	REPAIRS-SWEEPER
		0316PW01	01P162603	\$44.80	REPAIRS-SWEEPER
		0316PW01	01P162889	\$47.54	SHOP TOOLS
		0316PW01	01P163065	\$97.94	REPAIRS-SKID LOADER
		0316PW01	01P163066	\$12.85	REPAIRS-SKID LOADER
		0316PW01	01P163070	\$141.54	REPAIRS-PATCHER
		0316PW01	01P163072	\$16.39	REPAIRS-SKID LOADER
		0316PW01	01P163409	\$16.04	REPAIRS-PARKS VEHICLES
		0316PW01	01P163471	\$61.30	REPAIRS-JET VAC
<b>Search Name GATR OF SAUK RAPIDS</b>				\$1,186.13	
<b>Search Name GEYER SIGNAL OF ST CLOUD INC</b>					
		0316PW01	2996	\$3,087.20	SIGNAGE-FORCEMAIN BREAK
<b>Search Name GEYER SIGNAL OF ST CLOUD INC</b>				\$3,087.20	
<b>Search Name GOPHER STATE ONE-CALL INC</b>					
		0316PW01	6020695	\$49.30	LOCATES-FEB
<b>Search Name GOPHER STATE ONE-CALL INC</b>				\$49.30	
<b>Search Name GRAINGER, W.W. INC.</b>					
		0316FD01	9032532575	\$23.96	EQUIP-FD #20 REDO
		0316PW01	9035281311	\$4.39	PROPANE
		0316FD01	9036134410	\$68.12	REPAIRS-FD #29
<b>Search Name GRAINGER, W.W. INC.</b>				\$96.47	
<b>Search Name GRANITE PEST CONTROL SERVICES</b>					
		0316ADM01	70842	\$79.00	INSECT CONTROL-HALL
<b>Search Name GRANITE PEST CONTROL SERVICES</b>				\$79.00	
<b>Search Name HANDYMAN S INC.</b>					
		0316PW01	420351	\$54.95	FORCEMAIN BREAK
<b>Search Name HANDYMAN S INC.</b>				\$54.95	
<b>Search Name HATLING FLINT LLC</b>					
		0316ADM01	161455-0000	\$2,500.00	COMM CTR-VISUALS/MRKTNG MATERIAL
<b>Search Name HATLING FLINT LLC</b>				\$2,500.00	
<b>Search Name HEARTLAND 4 WHEEL DRIVE INC</b>					
		0316PW01	20315	\$101.30	REPAIRS-PARK VEHICLE

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<b>Search Name HEARTLAND 4 WHEEL DRIVE INC</b>				\$101.30	
<b>Search Name HOME DEPOT CRC</b>					
		0316ADM01	28110000139261	\$148.00	FAUCET-HALL
<b>Search Name HOME DEPOT CRC</b>				\$148.00	
<b>Search Name I T L PATCH COMPANY INC</b>					
		0316PD01	32132	\$208.25	SUPPLIES-NEW HIRES
<b>Search Name I T L PATCH COMPANY INC</b>				\$208.25	
<b>Search Name INDEPENDENT SCHOOL DISTRCT 748</b>					
		0316PW01	01-2016	\$2,727.06	JAN FUELS-MAINT
		0316ADM01	01-2016	\$100.00	JAN FUELS-INSPECTIONS
		0316FD01	01-2016	\$146.46	JAN FUELS-FD
		0316PD01	01-2016	\$1,813.44	JAN FUELS-PD
		1215ADM07	11-2015	\$100.00	FUEL-INSPECTIONS
		1215ADM07	11-2015	\$337.58	FUEL-FD
		1215ADM07	11-2015	\$2,952.67	FUEL-PD
		1215ADM07	11-2015	\$4,107.07	FUEL-MAINT
		1215ADM07	12-2015	\$2,354.25	FUEL-MAINT
		1215ADM07	12-2015	\$104.37	FUEL-FD
		1215ADM07	12-2015	\$100.00	FUEL-INSPECTIONS
		1215ADM07	12-2015	\$500.00	FUEL-PARKS
		1215ADM07	12-2015	\$2,696.22	FUEL-PD
		1215ADM07	12-2015	\$1,000.00	FUEL-WATER
<b>Search Name INDEPENDENT SCHOOL DISTRCT 748</b>				\$19,039.12	
<b>Search Name INITIATIVE FOUNDATION</b>					
		0316ADM01	8608	\$2,800.00	2016 PLEDGE
<b>Search Name INITIATIVE FOUNDATION</b>				\$2,800.00	
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>					
		0316PD01	IN1102880	\$311.70	OFFICE SUPPLIES-PD
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				\$311.70	
<b>Search Name INTEGRA TELECOM</b>					
		0316ADM01	13681283	\$195.24	PHONE SERVICE
		0316ADM01	13681283	\$114.49	PHONE SERVICE
		0316ADM01	13681283	\$39.06	PHONE SERVICE
		0316ADM01	13681283	\$195.24	PHONE SERVICE
		0316ADM01	13681283	\$38.17	PHONE SERVICE
		0316ADM01	13681283	\$203.64	PHONE SERVICE
		0316ADM01	13681283	\$195.24	PHONE SERVICE
		0316ADM01	13681283	\$58.59	PHONE SERVICE
		0316ADM01	13681283	\$38.18	PHONE SERVICE
		0316ADM01	13681283	\$80.78	PHONE SERVICE
		0316ADM01	13681283	\$360.83	PHONE SERVICE
		0316ADM01	13681283	\$114.49	PHONE SERVICE
		0316ADM01	13681283	\$38.18	PHONE SERVICE
		0316ADM01	13681283	\$9.74	PHONE SERVICE
		0316ADM01	13681283	\$9.74	PHONE SERVICE
		0316ADM01	13681283	\$78.12	PHONE SERVICE
<b>Search Name INTEGRA TELECOM</b>				\$1,769.73	
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>					

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		0316PD01	10096	\$17.00	WIRELESS MANAGEMENT
		0316PW01	10096	\$17.00	WIRELESS MANAGEMENT
		0316PW01	10096	\$17.00	WIRELESS MANAGEMENT
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>				\$51.00	
<b>Search Name INTERSTATE ALL BATTERY CTR</b>					
		0316PD01	1922301003700	\$24.00	BATTERIES-PD
		0316FD01	1922301003735	\$9.45	BATTERIES-FD
		0316FD01	1922301003781	\$437.45	BATTERIES-FD BOAT
		0316PD01	1922301003819	\$17.80	BATTERIES-PD
<b>Search Name INTERSTATE ALL BATTERY CTR</b>				\$488.70	
<b>Search Name JOHN DEERE FINANCIAL</b>					
		0316PW01	1215953	\$2,123.59	REPAIRS-DITCH MOWER
		0316PW01	1216565	\$381.25	REPAIRS-DITCH MOWER
		0316PW01	44163-00519	-\$134.15	REPAIRS-JD TRACTOR
<b>Search Name JOHN DEERE FINANCIAL</b>				\$2,370.69	
<b>Search Name KEEPRS INC</b>					
		0316PD01	296997	\$146.00	SUPPLIES-PD
		0316PD01	299631	\$15.39	REPAIRS-PD EQUIP
<b>Search Name KEEPRS INC</b>				\$161.39	
<b>Search Name KOLTES, TOBY</b>					
		0316PW01	030416	\$15.00	PARKING-W&WW CONF
<b>Search Name KOLTES, TOBY</b>				\$15.00	
<b>Search Name KOTHENBEUTEL, JOHN A</b>					
		0316PW01	032016	\$5.00	PARKING-MRWA CONF
<b>Search Name KOTHENBEUTEL, JOHN A</b>				\$5.00	
<b>Search Name KYOSHIN AIKIDO</b>					
068846	2/23/2016	0216PPD03	2016	\$60.00	PD TRNG-7918,7917,7908
<b>Search Name KYOSHIN AIKIDO</b>				\$60.00	
<b>Search Name LAWSON PRODUCTS INC</b>					
		0316PW01	9303901397	\$305.17	SUPPLIES-SHOP
		0316PW01	9303904856	\$89.75	SUPPLIES-SHOP
		0316PW01	9303917702	\$395.10	REPAIRS-SWEEPER
<b>Search Name LAWSON PRODUCTS INC</b>				\$790.02	
<b>Search Name LEAGUE OF MN CITIES</b>					
		0316ADM01	233533	\$20.00	SAFETY&LOSS CONTROL WORKSHOP-AM
<b>Search Name LEAGUE OF MN CITIES</b>				\$20.00	
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>					
		0316PW01	0242477-IN	\$118.10	DOT REACHERS
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>				\$118.10	
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
		0316PW01	2161698	\$2,097.00	REPAIRS-SWEEPERS
		0316PW01	2161700	\$537.60	REPAIRS-SWEEPERS
		0316PW01	2161722	\$86.86	REPAIRS-SWEEPERS
		0316PW01	2161723	\$67.48	REPAIRS-SWEEPERS
		0316PW01	2161796	\$133.02	REPAIRS-SWEEPER
		0316PW01	2161983	\$1,627.51	REPAIRS-SWEEPER

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<b>Search Name MACQUEEN EQUIPMENT INC</b>				\$4,549.47	
<b>Search Name MARCO INC</b>					
	068850	2/25/2016	0216PPD03 298546805	\$92.00	COPY MACHINE-FD
	068850	2/25/2016	0216PPD03 298761792	\$568.64	COPY MACHINE/PRINTERS-HALL
<b>Search Name MARCO INC</b>				\$660.64	
<b>Search Name MARUDAS PRINT SERVICES</b>					
			0316ADM01 568	\$168.31	WINDOW ENVELOPES
			0316ADM01 569	\$38.12	BUSINESS CARDS-BUTCH
<b>Search Name MARUDAS PRINT SERVICES</b>				\$206.43	
<b>Search Name MATHEW HALL LUMBER COMPANY</b>					
			0316PD01 307859	\$59.85	CARGO BOXES-PD
			0316PW01 308078	\$81.50	BARRICADES
			0316PW01 308152	\$19.02	REPAIRS-PARK BENCHES
<b>Search Name MATHEW HALL LUMBER COMPANY</b>				\$160.37	
<b>Search Name MCPA/MN PREVENTION</b>					
	068862	3/3/2016	0316PPD01 05-19-2016	\$30.00	CRIME FREE MULTI HOUSING-MOLITOR
<b>Search Name MCPA/MN PREVENTION</b>				\$30.00	
<b>Search Name MID MN CODE ENFORCEMENT INC</b>					
			0316ADM01 FEB-16	\$2,425.00	BLDG INSPECTIONS-FEB
<b>Search Name MID MN CODE ENFORCEMENT INC</b>				\$2,425.00	
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
			0316ADM01 02-2016	\$880.00	BLDG INSPECTIONS-FEB
<b>Search Name MIDSTATE INSPECTION SERV INC</b>				\$880.00	
<b>Search Name MIDWAY IRON &amp; METAL</b>					
			0316PW01 302314	\$54.21	SHOP SUPPLIES
			0316FD01 302812	\$199.08	REPAIRS-FD #20
			0316PW01 303427	\$39.10	REPAIRS-SWEEPER
<b>Search Name MIDWAY IRON &amp; METAL</b>				\$292.39	
<b>Search Name MIKE S REPAIR, INC.</b>					
			0316PD01 49619	\$334.82	REPAIRS-SQUAD
<b>Search Name MIKE S REPAIR, INC.</b>				\$334.82	
<b>Search Name MIMBACH FLEET SUPPLY</b>					
			0316PW01 115975	\$25.98	FORCEMAIN BREAK
<b>Search Name MIMBACH FLEET SUPPLY</b>				\$25.98	
<b>Search Name MINNEAPOLIS, CITY OF</b>					
			0316PD01 400413006800	\$204.00	APS USER ACCESS FEE-PD
<b>Search Name MINNEAPOLIS, CITY OF</b>				\$204.00	
<b>Search Name MINNESOTA PIPE &amp; EQUIPMENT</b>					
			0316PW01 0351511	\$83.00	WATER SUPPLIES
<b>Search Name MINNESOTA PIPE &amp; EQUIPMENT</b>				\$83.00	
<b>Search Name MN DEPT OF HEALTH</b>					
	068861	3/3/2016	0316PPD01 2015/2016-3	\$7,166.00	SAFE WATER ACT
<b>Search Name MN DEPT OF HEALTH</b>				\$7,166.00	
<b>Search Name MN DEPT OF MOTOR VEHICLES</b>					

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068847	2/24/2016	0216PPD03	15907593	\$20.75	TITLING-DRUG FORFEITURE
<b>Search Name MN DEPT OF MOTOR VEHICLES</b>				\$20.75	
<b>Search Name MN DEPT OF REVENUE</b>					
002772E	2/29/2016	0216PPD03	02-26-2016	\$4,113.10	2/26 STATE TAX W/HELD
002777E	3/1/2016	0316PPD01	02-29-2016	\$120.84	02/29 STATE TAX W/HELD
<b>Search Name MN DEPT OF REVENUE</b>				\$4,233.94	
<b>Search Name MN DEPT OF REVENUE-SALES/USE</b>					
002781E	3/7/2016	0316PPD01	02-2016	\$488.00	SALES TAX PAYABLE-FEB
002781E	3/7/2016	0316PPD01	02-2016	\$250.00	SALES TAX PAYABLE-FEB
002781E	3/7/2016	0316PPD01	02-2016	\$987.00	SALES TAX PAYABLE-FEB
<b>Search Name MN DEPT OF REVENUE-SALES/USE</b>				\$1,725.00	
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
		0316ADM01	7524316	\$80.00	PAYROLL DEDUCTION-FEB
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>				\$80.00	
<b>Search Name MPCA-CERT &amp; TRNG UNIT</b>					
		0316PW01	B-15477	\$23.00	WASTEWATER CERT-BEMBOOM
		0316PW01	C-171038	\$23.00	WW CERT RENEWAL-KOLTES
<b>Search Name MPCA-CERT &amp; TRNG UNIT</b>				\$46.00	
<b>Search Name MVTL LABORATORIES INC</b>					
		0316PW01	795934	\$129.75	TESTING
		0316PW01	796938	\$129.75	TESTING
<b>Search Name MVTL LABORATORIES INC</b>				\$259.50	
<b>Search Name NELSONS SANITATION &amp; RENTAL IN</b>					
		0316PW01	A-14689	\$1,895.04	FORCE MAIN BREAK
<b>Search Name NELSONS SANITATION &amp; RENTAL IN</b>				\$1,895.04	
<b>Search Name NEMETH, DARREL INC</b>					
		0316ADM01	02-2016	\$2,751.45	ELEC INSPECTIONS-FEB
<b>Search Name NEMETH, DARREL INC</b>				\$2,751.45	
<b>Search Name O REILLY AUTO PARTS</b>					
		0316PW01	1572-477373	-\$177.02	REPAIRS-STREET VEHICLES
		0316PW01	1572-477870	\$269.62	STREET VEHICLE REPAIRS
		0316PW01	1572-478575	\$46.56	REPAIRS-DUMP TRUCK
		0316PD01	1572-478584	\$13.99	REPAIRS-SQUAD
		0316PW01	1572-478750	\$6.99	SHOP TOOLS
		0316FD01	1572-478836	\$5.99	REPAIRS-FD BOAT
		0316PD01	1572-479606	\$44.11	REPAIRS-SQUAD
		0316PW01	1572-479618	\$44.41	REPAIRS-STREETS VEHICLE
		0316PW01	1572-479669	\$716.46	REPAIRS-STREETS VEHICLE
		0316PW01	1572-479719	\$88.18	REPAIRS-STREETS VEHICLE
		0316PW01	1572-479777	\$9.64	REPAIRS-SKIDLOADER
		0316PW01	1572-480006	\$117.23	REPAIRS-PATCHER
<b>Search Name O REILLY AUTO PARTS</b>				\$1,186.16	
<b>Search Name OFFICE DEPOT INC</b>					
		0316ADM01	825269948-001	\$7.99	OFFICE SUPPLIES
<b>Search Name OFFICE DEPOT INC</b>				\$7.99	
<b>Search Name OXYGEN SERVICE COMPANY</b>					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0316FD01	03336527	\$53.60	CYLINDER RENTALS
		0316PW01	07954189	\$23.64	SUPPLIES-MAINT
		0316PW01	07956588	\$7.85	SUPPLIES-SHOP
		0316PW01	07958050	\$136.33	PROPANE
<b>Search Name OXYGEN SERVICE COMPANY</b>				\$221.42	
<b>Search Name POWERHOUSE OUTDOOR EQUIP INC</b>					
		0316PW01	352882	\$146.64	REPAIRS-MOWERS
		0316FD01	353308	\$19.06	REPAIRS-FD GEN SET
<b>Search Name POWERHOUSE OUTDOOR EQUIP INC</b>				\$165.70	
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>					
		0316ADM01	002452817	\$8.75	POSIBILL VIEW ONLY
		0316ADM01	002452817	\$8.75	POSIBILL VIEW ONLY
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>				\$17.50	
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
002778E	3/1/2016	0316PPD01	02-26-2016	\$4,348.95	02/26 EMPLOYER PERA
002778E	3/1/2016	0316PPD01	02-26-2016	\$7,085.19	02/26 EMPLOYER PERA
002778E	3/1/2016	0316PPD01	02-26-2016	\$4,723.47	02/26 EMPLOYEE PERA
002778E	3/1/2016	0316PPD01	02-26-2016	\$3,769.12	02/26 EMPLOYEE PERA
002776E	3/1/2016	0316PPD01	02-29-2016	\$96.26	02/29 EMPLOYER PERA
002776E	3/1/2016	0316PPD01	02-29-2016	\$96.26	02/29 EMPLOYEE PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$20,119.25	
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>					
068851	2/25/2016	0216PPD03	6512	\$500.00	POSTAGE-HALL
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>				\$500.00	
<b>Search Name RDO EQUIPMENT CO</b>					
		0316PW01	W15278	\$11,440.17	REPAIRS-LOADER
<b>Search Name RDO EQUIPMENT CO</b>				\$11,440.17	
<b>Search Name RENGEL PRINTING CO INC</b>					
		0316ADM01	87938	\$124.17	ELEC INSPECTION LABELS
<b>Search Name RENGEL PRINTING CO INC</b>				\$124.17	
<b>Search Name REPULIC SERVICES #891</b>					
068863	3/4/2016	0316PPD01	0891-000660518	\$241.83	REFUSE SERV-PD
068863	3/4/2016	0316PPD01	0891-000660518	\$129.28	REFUSE SERV-PLANTS
068863	3/4/2016	0316PPD01	0891-000660518	\$220.10	REFUSE SERV-MAINT
068863	3/4/2016	0316PPD01	0891-000660518	\$178.56	REFUSE SERV-HALL
068863	3/4/2016	0316PPD01	0891-000660518	\$33.33	REFUSE SERV-FD
<b>Search Name REPULIC SERVICES #891</b>				\$803.10	
<b>Search Name REZANIC, TED/RACHEL</b>					
		1215ADM07	1010EVENINGSTA	\$108.61	REIMB-OVERPAY UTIL BILL
		1215ADM07	1010EVENINGSTA	\$195.02	REIMB-OVERPAY UTIL BILL
<b>Search Name REZANIC, TED/RACHEL</b>				\$303.63	
<b>Search Name RINKE-NOONAN</b>					
		0316ADM01	252188	\$76.50	JANSKI CONDEMNATION
		0316ADM01	252231	\$1,045.50	AIM/VERSO SITE
<b>Search Name RINKE-NOONAN</b>				\$1,122.00	
<b>Search Name ROYAL TIRE INC</b>					

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0316PW01	111-154593	\$41.72	REPAIRS-LOADER
		0316PW01	328-22969	\$463.76	REPAIRS-PARK VEHICLE
		0316PD01	405-594160	\$987.44	TIRES-SQUADS
<b>Search Name ROYAL TIRE INC</b>				\$1,492.92	
<b>Search Name SAM S CLUB</b>					
068865	3/8/2016	0316PPD01	014798235098271	\$16.48	SUPPLIES-MAINT
068865	3/8/2016	0316PPD01	014798235098271	\$34.34	SUPPLIES-MAINT
<b>Search Name SAM S CLUB</b>				\$50.82	
<b>Search Name SANITATION SERVICES LLC</b>					
		0316PW01	6484	\$204.00	RESTROOM RENTAL-PARKS
<b>Search Name SANITATION SERVICES LLC</b>				\$204.00	
<b>Search Name SARTELL HARDWARE HANK</b>					
		0316PW01	66289	\$19.99	POTHOLE PATCHING
		0316ADM01	66453	\$14.96	REPAIRS-PODIUM
		0316PW01	66569	\$16.99	TORCH-WATER SUPPLIES
		0316PW01	66767	\$2.49	SINK REPAIRS-MAINT
		0316PW01	66812	\$31.97	FORCEMAIN BREAK
		0316PW01	66813	-\$12.99	FORCEMAIN BREAK
		0316FD01	66860	\$252.00	SUPPLIES-FD
		0316FD01	66902	\$29.46	WASHER INSTALL-FD
		0316PW01	92966	\$6.99	SHOP SUPPLIES
		0316FD01	92981	\$6.99	REPAIRS-FD #20
		0316PW01	93220	\$29.99	WATER SUPPLIES
		0316FD01	93278	\$22.98	SUPPLIES-FD
		0316PW01	93284	\$21.97	SUPPLIES-PARKS
		0316PW01	93300	\$4.78	WATER SUPPLIES
		0316PW01	93362	\$4.99	SUPPLIES-PARKS
		0316PW01	93368	-\$1.50	SUPPLIES-PARKS
		0316ADM01	93403	\$2.79	REPAIRS-FLAG
		0316PW01	93699	\$19.90	REPAIRS-PARK EQUIP
		0316PW01	93786	\$23.98	FORCEMAIN BREAK
		0316PW01	93794	\$4.99	PARK SUPPLIES
		0316PW01	93799	-\$3.00	PARK SUPPLIES
<b>Search Name SARTELL HARDWARE HANK</b>				\$500.72	
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>					
068855	2/26/2016	0216PPD03	02-2016	\$160.00	PAYROLL DEDUCTION-FEB
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>				\$160.00	
<b>Search Name SARTELL NEWSLEADER</b>					
068854	2/26/2016	0216PPD03	37768	\$176.40	PHN-TAX ABATEMENT
068854	2/26/2016	0216PPD03	37768	\$105.84	COMP PLAN PHN
<b>Search Name SARTELL NEWSLEADER</b>				\$282.24	
<b>Search Name SARTELL POSTMASTER</b>					
068864	3/8/2016	0316PPD01	840-55530801-1	\$74.84	PHONE SYS EQUIP-RETURN FEES
<b>Search Name SARTELL POSTMASTER</b>				\$74.84	
<b>Search Name SECURITY LOCKSMITHS</b>					
		0316PD01	47385	\$95.00	OPEN LOCKED HOUSE-PD
<b>Search Name SECURITY LOCKSMITHS</b>				\$95.00	
<b>Search Name SPOONER, TROY</b>					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0316PD01	8762/8268	\$30.00	REIMB-OVERPAID PRKG TIX
<b>Search Name SPOONER, TROY</b>				\$30.00	
<b>Search Name SPRINT</b>					
068848	2/25/2016	0216PPD03	584068813-099	\$427.04	CONNECTION CARDS-PD
068848	2/25/2016	0216PPD03	852875115-102	\$34.99	IPAD-BORDERS
068848	2/25/2016	0216PPD03	852875115-102	\$34.99	IPAD-HUGHES
068848	2/25/2016	0216PPD03	852875115-102	\$34.99	IPAD-CHRISTENSEN
068848	2/25/2016	0216PPD03	890875115-102	\$39.99	CONNECTION CARDS
068848	2/25/2016	0216PPD03	890875115-102	\$34.99	CONNECTION CARDS
<b>Search Name SPRINT</b>				\$606.99	
<b>Search Name ST CLOUD AREA CONVENTION/VISIT</b>					
		0316ADM01	01-2016	\$1,576.05	LODGING TAX-JAN
<b>Search Name ST CLOUD AREA CONVENTION/VISIT</b>				\$1,576.05	
<b>Search Name ST CLOUD TECHNICAL COLLEGE</b>					
		0316FD01	00165875	\$800.00	FF TRNG-CONFINED SPACES
<b>Search Name ST CLOUD TECHNICAL COLLEGE</b>				\$800.00	
<b>Search Name ST CLOUD, CITY OF</b>					
		0316PD01	AR000646	\$10,000.00	1ST QTR LEGAL FEES-CRIMINAL
<b>Search Name ST CLOUD, CITY OF</b>				\$10,000.00	
<b>Search Name STANDARD INSURANCE COMPANY</b>					
068852	2/25/2016	0216PPD03	155531-MAR16	\$499.39	PAYROLL DED-VOLUNTARY LIFE
068852	2/25/2016	0216PPD03	155531-MAR16	\$30.96	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$38.63	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$139.79	EMPLOYEE CONTR TO INS
068852	2/25/2016	0216PPD03	155531-MAR16	\$378.95	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$55.90	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$97.04	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$63.10	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$24.40	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$86.31	EMPLOYEE LIFE/LTD INS-MAR
068852	2/25/2016	0216PPD03	155531-MAR16	\$16.86	EMPLOYEE LIFE/LTD INS-MAR
<b>Search Name STANDARD INSURANCE COMPANY</b>				\$1,431.33	
<b>Search Name STANTEC CONSULTING SERV INC</b>					
		0316PW01	1019891	\$1,500.00	GIS SERVICES
<b>Search Name STANTEC CONSULTING SERV INC</b>				\$1,500.00	
<b>Search Name STEARNS CNTY ENVIRONMENTAL SER</b>					
		0316PW01	5302	\$150.00	POOL FEES-WATAB
		0316PW01	5315	\$150.00	POOL FEES-CELEBRATION
<b>Search Name STEARNS CNTY ENVIRONMENTAL SER</b>				\$300.00	
<b>Search Name STEARNS CNTY HWY DEPARTMENT</b>					
		0316ADM01	128-2016	\$5,943.33	19TH AVE ROUNDABOUT
<b>Search Name STEARNS CNTY HWY DEPARTMENT</b>				\$5,943.33	
<b>Search Name STUS GUNSMITHING</b>					
		0316PD01	9578	\$46.73	NEW SQUAD EQUIPMENT
<b>Search Name STUS GUNSMITHING</b>				\$46.73	
<b>Search Name SYMBOLARTS</b>					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0316PD01	0251237-IN	\$365.00	BADGES-NEW HIRES
<b>Search Name SYMBOLARTS</b>				\$365.00	
<b>Search Name TENVOORDE FORD INC</b>					
		0316PD01	5096602	\$151.42	SQUAD REPAIRS
<b>Search Name TENVOORDE FORD INC</b>				\$151.42	
<b>Search Name THEIS, CATHY</b>					
		0316PD01	04-2016	\$40.00	PROF SERV-PD
		0316PD01	05-2016	\$20.00	PROF SERV-PD
<b>Search Name THEIS, CATHY</b>				\$60.00	
<b>Search Name THOMAS TOOL &amp; SUPPLY, INC.</b>					
		0316PW01	397158	\$150.91	TOOLS-MAINT
		0316PW01	397158	\$4.38	SUPPLIES-MAINT
		0316PW01	397158	\$86.30	SUPPLIES-PARKS
		0316PW01	397158	\$457.92	TOOLS-PARKS
		0316PW01	397769	\$23.90	SHOP SUPPLIES
<b>Search Name THOMAS TOOL &amp; SUPPLY, INC.</b>				\$723.41	
<b>Search Name TIREMAXX SERVICE CENTERS</b>					
		0316PW01	165211	\$59.95	REPAIRS-STREETS VEHICLE
<b>Search Name TIREMAXX SERVICE CENTERS</b>				\$59.95	
<b>Search Name TOLMAN, KIM</b>					
		0316PW01	243353	\$400.00	FEB CLEANING-MAINT
		0316PD01	243353	\$560.00	PD CLEANING-FEB
		0316FD01	243353	\$70.00	FEB CLEANING-FD
<b>Search Name TOLMAN, KIM</b>				\$1,030.00	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
002780E	3/2/2016	0316PPD01	02-26-2016	\$2,440.96	02/26 HSA FLEX CONTR
002780E	3/2/2016	0316PPD01	02-26-2016	\$124.99	02/26 MED FLEX CONTR
002780E	3/2/2016	0316PPD01	02-26-2016	\$543.06	02/26 DAYCARE FLEX CONTR
		0316ADM01	IN739874	\$1,009.00	RENEWAL/ADMIN FEES
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				\$4,118.01	
<b>Search Name TRANS UNION LLC</b>					
		0316PD01	02627578	\$15.68	EMPLOYMENT BACKGROUNDS-PD
<b>Search Name TRANS UNION LLC</b>				\$15.68	
<b>Search Name TRAUT WELLS INC</b>					
		0316PW01	284917	\$92.00	TESTING
		0316PW01	285013	\$69.00	TESTING
		0316PW01	285107	\$92.00	TESTING
		0316PW01	285156	\$46.00	TESTING
<b>Search Name TRAUT WELLS INC</b>				\$299.00	
<b>Search Name US BANK</b>					
068866	3/9/2016	0316PPD01	7916	\$300.00	CARD#4802093001895272
<b>Search Name US BANK</b>				\$300.00	
<b>Search Name US BANK CM 9690</b>					
		0316ADM01	4226124	\$450.00	AGENT FEES-2009A BOND
<b>Search Name US BANK CM 9690</b>				\$450.00	

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Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name WEX BANK</b>					
002771E	2/18/2016	0216PPD03	44006744	\$12.00	FUEL CARDS
<b>Search Name WEX BANK</b>					
				\$12.00	
<b>Search Name WSB &amp; ASSOCIATES INC</b>					
		0316ADM01	1-02174-830	\$1,684.00	COMMUNITY CTR SITE DEVELOPMENT
		0316ADM01	1-02174-840	\$900.00	2016 WCA SERVICES
		0316ADM01	1-02174-850	\$829.50	SS RIVER CROSSING
		0316ADM01	1-02174-850	\$829.50	SS RIVER CROSSING
		0316ADM01	1-02174-870	\$4,932.25	4TH AVE S STREET&UTILITIES
		0316ADM01	12-02174-500	\$53.13	CHAMPION FIELD WTR/SWR SERVICE
		0316ADM01	12-02174-500	\$53.12	CHAMPION FIELD WTR/SWR SERVICE
		0316ADM01	14-02174-570	\$11,034.50	PCR RESURFACING-2ND ST TO 15TH ST
		0316ADM01	2-02174-820	\$790.00	CR1 HERITAGE&LESUK DR UTILITIES
		0316ADM01	3-02174-810	\$2,463.25	2016 SEAL COAT
		0316ADM01	4-02174-650	\$988.25	AVALON 9 PLAT REVIEW&FINAL DESIGN
		0316ADM01	6-02174-230	\$274.00	ANNUAL BRIDGE SAFETY INSP
		0316ADM01	6-02174-760	\$1,010.00	PROVIDENCE ESCROW
		0316ADM01	8-02174-600	\$2,319.00	PRKG LOT DESIGN-CENTRAL&PINECONE
		0316ADM01	8-02174-730	\$2,785.00	GENERAL SERVICES
<b>Search Name WSB &amp; ASSOCIATES INC</b>				\$30,945.50	
<b>Search Name XCEL ENERGY</b>					
		0316ADM01	490755900	\$699.54	RINKS
		0316ADM01	490755900	\$136.14	PCRS READER BOARD
		0316ADM01	490755900	\$670.24	ELEC-PD
		0316ADM01	490755900	\$2,221.18	GAS-PLANTS
		0316ADM01	490755900	\$7,368.59	ELEC-PLANTS
		0316ADM01	490755900	\$3,621.43	LIFT STATIONS/FLOW METERS
		0316ADM01	490755900	\$829.36	WELLS/PUMPS
		0316ADM01	490755900	\$512.08	GAS-PD
		0316ADM01	490755900	\$80.67	PARKS
		0316ADM01	490755900	\$812.45	ELEC-HALL
		0316ADM01	490755900	\$25.91	WELCOME SIGNS
		0316ADM01	490755900	\$372.60	TRAFFIC SIGNS/FLASHINT LITES
		0316ADM01	490755900	\$351.14	STREET LIGHTS
		0316ADM01	490755900	\$1,889.82	GAS-MAINT
		0316ADM01	490755900	\$1,357.03	ELEC-MAINT
		0316ADM01	490755900	\$241.94	CIVIL DEFENSE
		0316ADM01	490755900	\$620.48	GAS-FD
		0316ADM01	490755900	\$364.66	ELEC-FD
		0316ADM01	490755900	\$519.55	GAS-HALL
		0316ADM01	490755900	\$198.95	DISTRIBUTION
		0316PW01	492268662	\$8,801.15	STREET LIGHTS
<b>Search Name XCEL ENERGY</b>				\$31,694.91	
<b>Search Name ZIEGLER INC.</b>					
		0316PW01	PC080457578	\$42.06	REPAIRS-SKID LOADER
		0316PW01	PC080457578	\$42.06	REPAIRS-SKID LOADER
<b>Search Name ZIEGLER INC.</b>				\$84.12	
				\$237,970.35	

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	\$154,571.22
YOUTH PROGRAMS	\$325.00
BEAUTIFICATION	\$427.05
FORFEITURE	\$20.75
LODGING TAX	\$1,576.05
WATER CAPACITY	\$250.00
CEMETERY FUND	\$625.00
GO UTILITY REVENUE BONDS 2009A	\$450.00
2016A BONDS	\$176.40
PUBLIC IMPROVEMENT REVOLVING	\$6,619.00
PD EQUIPMENT FUND	\$329.67
FD EQUIPMENT FUND	\$23.96
TECHNOLOGY FUND	\$74.84
STREET FUND	\$8,680.58
PINECONE ROAD 2015 PROJECT	\$11,034.50
4TH/50TH CAPITAL PROJECT	\$6,054.25
COMMUNITY CENTER PROJECT	\$1,684.00
WATER FUND	\$27,753.62
SEWER FUND	\$16,394.46
STORMWATER FUND	\$900.00
	<hr/>
	\$237,970.35

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>5f</b>
Agenda Section: <b>Consent</b>	Item: <b>Calling Special Meeting</b>	
<p><b>RECOMMENDATION:</b> Call Special Meeting on April 11, 2016 at 5 pm</p> <p><b>BACKGROUND:</b> The Council authorized a landscaping committee to bring back recommendations for Council consideration. The committee has met once and will meet again later in March. They request a special meeting with the City Council to review and discuss options on April 11<sup>th</sup> at 5:00 pm.</p> <p><b>BUDGET/FISCAL IMPACT:</b> Cost estimates not yet determined but will be provided as part of April 11<sup>th</sup> discussion.</p> <p><b>ATTACHMENTS:</b> None.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the special meeting. If item is removed from Consent, separate motion is requested approving special meeting.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Engineering/Administration</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>5g</b>
Agenda Section: <b>Consent</b>	Item: <b>Safe Routes to School – Project Award Contract SP 220-591-004; MN Project No. TA 7315 (281)</b>	

**RECOMMENDATION:** Approval of the attached Resolution No. \_\_\_\_-2016 awarding SP 220-591-004 Safe Routes to School contract to Hovland, Inc. of Hermantown, MN in the amount of \$305,768.00

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** None

**PREVIOUS COUNCIL ACTION:** The council previous authorized the ad for bid by resolution No. 89-2015.

**BACKGROUND:**

This project was bid in August of 2015 and the low bid was \$601,051.50. The low bid was rejected and WSB was directed to re-bid the project in 2016. Bids from seven (7) contractors were opened on February 3, 2016. Hovland, Inc. of Hermantown, MN was the low bidder in the amount of \$305,768.00. The engineers estimate for the project was \$425,650.00.

**References were checked and the responses were favorable. Attached is a letter of recommendation for your review.**

**BUDGET/FISCAL IMPACT:** The city has been awarded a Safe Routes to School grant for this project. The federal funds will pay up to 80% of the eligible project expenses including construction and construction engineering with a federal limit of \$395,567.

The estimated project costs including the bid of \$305,768 and a construction administration and observation estimate of \$52,078.00 for an anticipated project cost of \$357,846.00. The city share of the project is anticipated to be \$75,809.50. The final numbers will be determined by the final contract cost.

**ATTACHMENTS:** Resolution to enter into contract, bid tabulation and recommendation of award.

**COUNCIL ACTION REQUESTED:** Motion to approve Resolution No. \_\_\_\_\_ entering into a contract with Hovland, Inc. in the amount of \$305,768.00

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

**RESOLUTION No: \_\_\_\_\_-2016**

**A RESOLUTION TO ENTER INTO A CONTRACT FOR THE SAFE ROUTES TO SCHOOL PROJECT No. SP 220-591-004**

**WHEREAS**, the city council on November 9, 2015 passed Resolution No. 89-15, approving the WSB & Associates, Inc. to place the ad for Re-bid of Project No. SP 220-591-004, the 2016 Safe Routes to School Improvements; and

**WHEREAS**, an ad for bid was published in the Finance and Commerce and Sartell Newsleader; and

**WHEREAS**, bids seven (7) bids were received on February 3, 2016; and

**WHEREAS**, the bids were tabulated and checked for accuracy and Hovland, Inc. of Hermantown, Minnesota was the lowest responsive bidder in the amount of \$305,768.00.

**NOW THEREFORE IT BE RESOLVED**, The Mayor and City Administrator are authorized to enter into a contract with Hovland, Inc. of Hermantown Minnesota in accordance with the plans and specifications dated November 16, 2015 for the RE-BID of SP 220-591-004, 2016 Safe Routes to School Improvements.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 14<sup>th</sup> day of March, 2016.

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

**ATTEST:**

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

**SEAL**



Building a legacy – *your* legacy.

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

March 7, 2016

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

Re: 2016 Safe Routes to School Improvements  
S.P. 220-591-004; MN Project No. TA 7315 (281)  
WSB Project No. 2174-510

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Wednesday, February 3, 2016, and were opened and read aloud. A total of seven bids were received. The bids were checked for mathematical accuracy and tabulated. The Engineer's Estimate was \$425,650.00. The bid tabulation indicates the low bidder as Hovland, Inc., Hermantown, Minnesota, in the amount of \$305,768.00.

The MnDOT Office of Civil Rights cleared this project on February 22, 2016.

We recommend that the City consider these bids and award a contract to Hovland, Inc., based on the results of the bids received.

Sincerely,

**WSB & Associates, Inc.**

A handwritten signature in black ink that reads "Michael J. Nielson". The signature is written in a cursive style.

Michael J. Nielson, PE  
City Engineer

Enclosures

cc: Lon Hovland, Hovland, Inc.

ar

## BID TABULATION SUMMARY

**PROJECT:**  
2016 Safe Routes to School Improvements

**OWNER:**  
City of Sartell, MN

**WSB PROJECT NO.:**  
2174-510

**Bids Opened:** Wednesday, February 3, 2016 11:00 am

Contractor	Form 2112D	Form CM 32-34	Non-Collusion Affidavit	Resp. Cont. Verification	Bid Security (5%)	Grand Total Bid
1 Hovland, Inc.	X	X	X	X	X	\$305,768.00
2 Concrete Idea, Inc.	X	X	X	X	X	\$347,550.50
3 Tri-City Paving, Inc.	X	X	X	X	X	\$361,131.50
4 Hardrives, Inc.	X	X	X	X	X	\$376,629.82
5 Custom Builders, Inc.	X	X	X	X	X	\$387,928.40
6 Knife River Corporation	X	X	X	X	X	\$461,546.38
7 J.R. Ferche, Inc.	X	X	X	X	X	\$526,491.50
Engineer's Opinion of Cost						\$425,650.00

I hereby certify that this is a true and correct tabulation of the bids as received on February 3, 2016.



Matt Mohs, PE, Project Manager

 Denotes corrected figure



**WSB**  
**Project Bid Abstract**

Project Name: **SART - 2015 Safe Routes to School Improvements**

Contract No.:

Client: **City of Sartell**

Project No.: **02174-51**

 Denotes Corrected Figure

Bid Opening: **02/03/2016 11:00 AM**

Owner: **St. Cloud**

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		Hovland, Inc.		Concrete Idea, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
BASE BID												
1	2021.501	MOBILIZATION	LS	1	\$20,300.00	\$20,300.00	\$7,500.00	\$7,500.00	\$41,500.00	\$41,500.00	\$70,000.00	\$70,000.00
2	2101.502	CLEARING	TREE	2	\$1,000.00	\$2,000.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$400.00	\$800.00
3	2101.507	GRUBBING	TREE	2	\$1,000.00	\$2,000.00	\$100.00	\$200.00	\$100.00	\$200.00	\$400.00	\$800.00
4	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	450	\$15.00	\$6,750.00	\$3.00	\$1,350.00	\$5.00	\$2,250.00	\$5.00	\$2,250.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	55	\$6.00	\$330.00	\$5.00	\$275.00	\$1.00	\$55.00	\$10.00	\$550.00
6	2104.503	REMOVE CONCRETE WALK	S F	75	\$5.00	\$375.00	\$5.00	\$375.00	\$1.00	\$75.00	\$10.00	\$750.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	58	\$10.00	\$580.00	\$5.00	\$290.00	\$9.00	\$522.00	\$15.00	\$870.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	84	\$10.00	\$840.00	\$5.00	\$420.00	\$9.00	\$756.00	\$5.00	\$420.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	350	\$10.00	\$3,500.00	\$5.00	\$1,750.00	\$9.00	\$3,150.00	\$5.00	\$1,750.00
10	2104.509	REMOVE SIGN	EACH	12	\$100.00	\$1,200.00	\$30.00	\$360.00	\$25.00	\$300.00	\$30.00	\$360.00
11	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	750	\$5.00	\$3,750.00	\$5.00	\$3,750.00	\$6.00	\$4,500.00	\$5.00	\$3,750.00
12	2104.523	SALVAGE SIGN	EACH	6	\$200.00	\$1,200.00	\$50.00	\$300.00	\$25.00	\$150.00	\$40.00	\$240.00
13	2104.601	SALVAGE FLASHER SYSTEM	LS	1	\$2,000.00	\$2,000.00	\$800.00	\$800.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
14	2104.601	SALVAGE IRRIGATION EQUIPMENT	LS	1	\$1,500.00	\$1,500.00	\$300.00	\$300.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
15	2105.501	COMMON EXCAVATION (P)	C Y	725	\$20.00	\$14,500.00	\$35.00	\$25,375.00	\$11.00	\$7,975.00	\$20.00	\$14,500.00
16	2105.523	COMMON BORROW (LV)	C Y	125	\$15.00	\$1,875.00	\$15.00	<b>\$1,875.00</b>	\$1.00	\$125.00	\$10.00	\$1,250.00
17	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	460	\$35.00	\$16,100.00	\$30.00	\$13,800.00	\$15.00	\$6,900.00	\$30.00	\$13,800.00
18	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	95	\$160.00	\$15,200.00	\$100.00	\$9,500.00	\$225.00	\$21,375.00	\$100.00	\$9,500.00
19	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	\$3,000.00	\$3,000.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
20	2521.618	4" CONCRETE WALK	S F	27900	\$5.00	\$139,500.00	\$3.50	\$97,650.00	\$4.00	\$111,600.00	\$3.29	\$91,791.00
21	2521.618	6" CONCRETE WALK	S F	1425	\$9.00	\$12,825.00	\$8.00	\$11,400.00	\$5.00	\$7,125.00	\$7.00	\$9,975.00
22	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	215	\$40.00	\$8,600.00	\$50.00	\$10,750.00	\$45.00	\$9,675.00	\$38.00	\$8,170.00
23	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	S Y	450	\$60.00	\$27,000.00	\$60.00	\$27,000.00	\$58.50	\$26,325.00	\$48.00	\$21,600.00
24	2531.603	CONCRETE CURB & GUTTER DES B618	L F	450	\$75.00	\$33,750.00	\$25.00	\$11,250.00	\$27.00	\$12,150.00	\$32.50	\$14,625.00

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		Hovland, Inc.		Concrete Idea, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
25	2531.618	TRUNCATED DOMES	S F	150	\$50.00	\$7,500.00	\$40.00	\$6,000.00	\$38.00	\$5,700.00	\$45.00	\$6,750.00
26	2540.601	RELOCATE MISCELLANEOUS STRUCTURES	LS	1	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00
27	2545.523	4" NON-METALLIC CONDUIT	L F	4000	\$5.00	\$20,000.00	\$6.00	\$24,000.00	\$9.00	\$36,000.00	\$5.67	\$22,680.00
28	2545.553	HANDHOLE	EACH	6	\$1,500.00	\$9,000.00	\$1,000.00	\$6,000.00	\$1,200.00	\$7,200.00	\$875.00	\$5,250.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00
30	2564.531	SIGN PANELS TYPE C	S F	13.5	\$150.00	\$2,025.00	\$50.00	\$675.00	\$45.00	\$607.50	\$45.00	\$607.50
31	2564.531	SIGN PANELS TYPE SPECIAL	S F	25.4	\$100.00	\$2,540.00	\$50.00	\$1,270.00	\$40.00	\$1,016.00	\$110.00	\$2,794.00
32	2564.602	INSTALL SIGN	EACH	6	\$100.00	\$600.00	\$200.00	\$1,200.00	\$150.00	\$900.00	\$185.00	\$1,110.00
33	2565.601	INSTALL FLASHER SYSTEM	LS	1	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$3,290.00	\$3,290.00
34	2571.544	TRANSPLANT SHRUB	SHRB	35	\$200.00	\$7,000.00	\$100.00	\$3,500.00	\$80.00	\$2,800.00	\$100.00	\$3,500.00
35	2573.502	SILT FENCE, TYPE MS	L F	360	\$3.00	\$1,080.00	\$5.00	\$1,800.00	\$3.00	\$1,080.00	\$5.00	\$1,800.00
36	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$350.00	\$5,250.00	\$75.00	\$1,125.00	\$100.00	\$1,500.00	\$195.00	\$2,925.00
37	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	4970	\$3.00	\$14,910.00	\$1.00	\$4,970.00	\$0.10	\$497.00	\$1.50	\$7,455.00
38	2574.525	BOULEVARD TOPSOIL BORROW (LV)	C Y	50	\$30.00	\$1,500.00	\$10.00	\$500.00	\$37.00	\$1,850.00	\$30.00	\$1,500.00
39	2575.505	SODDING TYPE LAWN	S Y	1770	\$6.00	\$10,620.00	\$8.00	\$14,160.00	\$8.60	\$15,222.00	\$6.00	\$10,620.00
40	2575.535	WATER	MGAL	99	\$50.00	\$4,950.00	\$2.00	\$198.00	\$30.00	\$2,970.00	\$1.00	\$99.00
Total BASE BID:						\$425,650.00		\$305,768.00		\$347,550.50		\$361,131.50
Total BASE BID:						\$425,650.00		\$305,768.00		\$347,550.50		\$361,131.50
Totals for Project 02174-51						\$425,650.00		\$305,768.00		\$347,550.50		\$361,131.50
% of Estimate for Project 02174-51								-28.16%		-18.35%		-15.16%

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				DBE 15%		DBE 4.8%		DBE 4.8%		DBE 4.8%		
Line No.	Item	Units	Quantity	Engineers Estimate		Hardrives, Inc. (Rogers)		Custom Builders, Inc.		Knife River		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
BASE BID												
1	2021.501	MOBILIZATION	LS	1	\$20,300.00	\$20,300.00	\$10,456.40	\$10,456.40	\$25,000.00	\$25,000.00	\$65,000.00	\$65,000.00
2	2101.502	CLEARING	TREE	2	\$1,000.00	\$2,000.00	\$268.13	\$536.26	\$302.50	\$605.00	\$250.00	\$500.00
3	2101.507	GRUBBING	TREE	2	\$1,000.00	\$2,000.00	\$268.13	\$536.26	\$192.50	\$385.00	\$100.00	\$200.00
4	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	450	\$15.00	\$6,750.00	\$5.36	\$2,412.00	\$15.40	\$6,930.00	\$3.00	\$1,350.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	55	\$6.00	\$330.00	\$4.13	\$227.15	\$20.00	\$1,100.00	\$5.00	\$275.00
6	2104.503	REMOVE CONCRETE WALK	S F	75	\$5.00	\$375.00	\$4.13	\$309.75	\$16.00	\$1,200.00	\$5.00	\$375.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	58	\$10.00	\$580.00	\$5.36	\$310.88	\$27.00	\$1,566.00	\$5.00	\$290.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	84	\$10.00	\$840.00	\$5.36	\$450.24	\$22.00	\$1,848.00	\$5.00	\$420.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	350	\$10.00	\$3,500.00	\$5.36	\$1,876.00	\$7.00	\$2,450.00	\$5.00	\$1,750.00
10	2104.509	REMOVE SIGN	EACH	12	\$100.00	\$1,200.00	\$26.81	\$321.72	\$33.00	\$396.00	\$25.00	\$300.00
11	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	750	\$5.00	\$3,750.00	\$3.49	\$2,617.50	\$3.30	\$2,475.00	\$5.00	\$3,750.00
12	2104.523	SALVAGE SIGN	EACH	6	\$200.00	\$1,200.00	\$26.81	\$160.86	\$55.00	\$330.00	\$150.00	\$900.00
13	2104.601	SALVAGE FLASHER SYSTEM	LS	1	\$2,000.00	\$2,000.00	\$1,072.50	\$1,072.50	\$1,100.00	\$1,100.00	\$552.56	\$552.56
14	2104.601	SALVAGE IRRIGATION EQUIPMENT	LS	1	\$1,500.00	\$1,500.00	\$1,140.68	\$1,140.68	\$1,650.00	\$1,650.00	\$500.00	\$500.00
15	2105.501	COMMON EXCAVATION (P)	C Y	725	\$20.00	\$14,500.00	\$65.42	\$47,429.50	\$23.00	\$16,675.00	\$50.00	\$36,250.00
16	2105.523	COMMON BORROW (LV)	C Y	125	\$15.00	\$1,875.00	\$15.02	\$1,877.50	\$17.00	\$2,125.00	\$15.00	\$1,875.00
17	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	460	\$35.00	\$16,100.00	\$48.00	\$22,080.00	\$27.00	\$12,420.00	\$65.00	\$29,900.00
18	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	95	\$160.00	\$15,200.00	\$151.00	\$14,345.00	\$215.00	\$20,425.00	\$140.00	\$13,300.00
19	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	\$3,000.00	\$3,000.00	\$1,140.68	\$1,140.68	\$1,650.00	\$1,650.00	\$1,500.00	\$1,500.00
20	2521.618	4" CONCRETE WALK	S F	27900	\$5.00	\$139,500.00	\$3.06	\$85,374.00	\$3.14	\$87,606.00	\$3.40	\$94,860.00
21	2521.618	6" CONCRETE WALK	S F	1425	\$9.00	\$12,825.00	\$7.51	\$10,701.75	\$6.00	\$8,550.00	\$10.38	\$14,791.50
22	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	215	\$40.00	\$8,600.00	\$48.26	\$10,375.90	\$72.00	\$15,480.00	\$54.12	\$11,635.80
23	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	S Y	450	\$60.00	\$27,000.00	\$53.63	\$24,133.50	\$80.00	\$36,000.00	\$68.31	\$30,739.50
24	2531.603	CONCRETE CURB & GUTTER DES B618	L F	450	\$75.00	\$33,750.00	\$21.45	\$9,652.50	\$22.00	\$9,900.00	\$21.09	\$9,490.50
25	2531.618	TRUNCATED DOMES	S F	150	\$50.00	\$7,500.00	\$37.54	\$5,631.00	\$30.00	\$4,500.00	\$34.25	\$5,137.50
26	2540.601	RELOCATE MISCELLANEOUS STRUCTURES	LS	1	\$2,000.00	\$2,000.00	\$509.11	\$509.11	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00
27	2545.523	4" NON-METALLIC CONDUIT	L F	4000	\$5.00	\$20,000.00	\$12.87	\$51,480.00	\$13.20	\$52,800.00	\$14.00	\$56,000.00
28	2545.553	HANDHOLE	EACH	6	\$1,500.00	\$9,000.00	\$2,574.00	\$15,444.00	\$2,640.00	\$15,840.00	\$900.00	\$5,400.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$4,290.01	\$4,290.01	\$12,265.00	\$12,265.00	\$25,000.00	\$25,000.00
30	2564.531	SIGN PANELS TYPE C	S F	13.5	\$150.00	\$2,025.00	\$48.26	\$651.51	\$50.00	\$675.00	\$45.00	\$607.50
31	2564.531	SIGN PANELS TYPE SPECIAL	S F	25.4	\$100.00	\$2,540.00	\$42.90	\$1,089.66	\$121.00	\$3,073.40	\$40.00	\$1,016.00
32	2564.602	INSTALL SIGN	EACH	6	\$100.00	\$600.00	\$160.88	\$965.28	\$203.50	\$1,221.00	\$150.00	\$900.00
33	2565.601	INSTALL FLASHER SYSTEM	LS	1	\$3,000.00	\$3,000.00	\$2,145.00	\$2,145.00	\$2,200.00	\$2,200.00	\$1,181.02	\$1,181.02
34	2571.544	TRANSPLANT SHRUB	SHRB	35	\$200.00	\$7,000.00	\$152.83	\$5,349.05	\$30.00	\$1,050.00	\$125.00	\$4,375.00

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		Hardrives, Inc. (Rogers)		Custom Builders, Inc.		Knife River		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
35	2573.502	SILT FENCE, TYPE MS	L F	360	\$3.00	\$1,080.00	\$3.22	\$1,159.20	\$5.50	\$1,980.00	\$4.10	\$1,476.00
36	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$350.00	\$5,250.00	\$101.89	\$1,528.35	\$230.00	\$3,450.00	\$200.00	\$3,000.00
37	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	4970	\$3.00	\$14,910.00	\$3.22	\$16,003.40	\$2.75	\$13,667.50	\$2.25	\$11,182.50
38	2574.525	BOULEVARD TOPSOIL BORROW (LV)	C Y	50	\$30.00	\$1,500.00	\$26.81	\$1,340.50	\$44.00	\$2,200.00	\$10.00	\$500.00
39	2575.505	SODDING TYPE LAWN	S Y	1770	\$6.00	\$10,620.00	\$9.22	\$16,319.40	\$7.15	\$12,655.50	\$9.00	\$15,930.00
40	2575.535	WATER	MGAL	99	\$50.00	\$4,950.00	\$32.18	\$3,185.82	\$15.00	\$1,485.00	\$64.00	\$6,336.00
Total BASE BID:					\$425,650.00		\$376,629.82		\$387,928.40		\$461,546.38	
Total BASE BID:					\$425,650.00		\$376,629.82		\$387,928.40		\$461,546.38	
Totals for Project 02174-51					\$425,650.00		\$376,629.82		\$387,928.40		\$461,546.38	
% of Estimate for Project 02174-51							-11.52%		-8.86%		8.43%	

DBE 4.8%

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		J.R. Ferche, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	
BASE BID								
1	2021.501	MOBILIZATION	LS	1	\$20,300.00	\$20,300.00	\$44,000.00	\$44,000.00
2	2101.502	CLEARING	TREE	2	\$1,000.00	\$2,000.00	\$2,500.00	\$5,000.00
3	2101.507	GRUBBING	TREE	2	\$1,000.00	\$2,000.00	\$500.00	\$1,000.00
4	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	450	\$15.00	\$6,750.00	\$25.00	\$11,250.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	55	\$6.00	\$330.00	\$10.00	\$550.00
6	2104.503	REMOVE CONCRETE WALK	S F	75	\$5.00	\$375.00	\$10.00	\$750.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	58	\$10.00	\$580.00	\$20.00	\$1,160.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	84	\$10.00	\$840.00	\$12.00	\$1,008.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	350	\$10.00	\$3,500.00	\$10.00	\$3,500.00
10	2104.509	REMOVE SIGN	EACH	12	\$100.00	\$1,200.00	\$50.00	\$600.00
11	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	750	\$5.00	\$3,750.00	\$5.00	\$3,750.00
12	2104.523	SALVAGE SIGN	EACH	6	\$200.00	\$1,200.00	\$50.00	\$300.00
13	2104.601	SALVAGE FLASHER SYSTEM	LS	1	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
14	2104.601	SALVAGE IRRIGATION EQUIPMENT	LS	1	\$1,500.00	\$1,500.00	\$7,500.00	\$7,500.00
15	2105.501	COMMON EXCAVATION (P)	C Y	725	\$20.00	\$14,500.00	\$60.00	\$43,500.00
16	2105.523	COMMON BORROW (LV)	C Y	125	\$15.00	\$1,875.00	\$35.00	\$4,375.00
17	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	460	\$35.00	\$16,100.00	\$46.00	\$21,160.00
18	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	95	\$160.00	\$15,200.00	\$210.00	\$19,950.00
19	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	\$3,000.00	\$3,000.00	\$20,000.00	\$20,000.00
20	2521.618	4" CONCRETE WALK	S F	27900	\$5.00	\$139,500.00	\$4.20	\$117,180.00
21	2521.618	6" CONCRETE WALK	S F	1425	\$9.00	\$12,825.00	\$12.00	\$17,100.00
22	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	215	\$40.00	\$8,600.00	\$72.00	\$15,480.00
23	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	S Y	450	\$60.00	\$27,000.00	\$80.00	\$36,000.00
24	2531.603	CONCRETE CURB & GUTTER DES B618	L F	450	\$75.00	\$33,750.00	\$40.00	\$18,000.00
25	2531.618	TRUNCATED DOMES	S F	150	\$50.00	\$7,500.00	\$55.00	\$8,250.00
26	2540.601	RELOCATE MISCELLANEOUS STRUCTURES	LS	1	\$2,000.00	\$2,000.00	\$250.00	\$250.00
27	2545.523	4" NON-METALLIC CONDUIT	L F	4000	\$5.00	\$20,000.00	\$10.00	\$40,000.00
28	2545.553	HANDHOLE	EACH	6	\$1,500.00	\$9,000.00	\$1,500.00	\$9,000.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
30	2564.531	SIGN PANELS TYPE C	S F	13.5	\$150.00	\$2,025.00	\$75.00	\$1,012.50
31	2564.531	SIGN PANELS TYPE SPECIAL	S F	25.4	\$100.00	\$2,540.00	\$65.00	\$1,651.00
32	2564.602	INSTALL SIGN	EACH	6	\$100.00	\$600.00	\$200.00	\$1,200.00
33	2565.601	INSTALL FLASHER SYSTEM	LS	1	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00
34	2571.544	TRANSPLANT SHRUB	SHRB	35	\$200.00	\$7,000.00	\$200.00	\$7,000.00

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements					Engineers Estimate		J.R. Ferche, Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
35	2573.502	SILT FENCE, TYPE MS	L F	360	\$3.00	\$1,080.00	\$3.00	\$1,080.00
36	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$350.00	\$5,250.00	\$275.00	\$4,125.00
37	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	4970	\$3.00	\$14,910.00	\$3.00	\$14,910.00
38	2574.525	BOULEVARD TOPSOIL BORROW (LV)	C Y	50	\$30.00	\$1,500.00	\$60.00	\$3,000.00
39	2575.505	SODDING TYPE LAWN	S Y	1770	\$6.00	\$10,620.00	\$9.00	\$15,930.00
40	2575.535	WATER	MGAL	99	\$50.00	\$4,950.00	\$30.00	\$2,970.00
Total BASE BID:						\$425,650.00		\$526,491.50
Total BASE BID:						\$425,650.00		\$526,491.50
Totals for Project 02174-51						\$425,650.00		\$526,491.50
% of Estimate for Project 02174-51								23.69%

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

Certified By:



License No. 42853

Date: February 2, 2016



**Minnesota Department of Transportation**

Office of Civil Rights, MS 170  
395 John Ireland Boulevard  
Saint Paul, MN 55155

February 22, 2016

Matt Mohs  
City of Sartell  
125 Pinecone Rd  
Sartell, MN 56377

**SUBJECT: SP 220-591-004**

Dear Mr. Mohs,

Please be advised that Hovland, Inc. has met the Disadvantaged Business Enterprise (DBE) participation goal on the above-referenced project. Therefore the Minnesota Department of Transportation's (MnDOT) Office of Civil Rights cleared this project today, February 22, 2016.

Enclosed are copies of the completed DBE Description of Work (**Exhibit A**) Form and the **Contractor Payment** form. Please distribute the enclosed forms to the Project Engineer assigned to this project. The Exhibit A Form should be used by the Project Engineer to monitor DBE participation on the contract. The Project Engineer should complete the bottom half of the page two of Exhibit A when the DBE's portion of the work is 1/3 to 1/2 completed and return the form to the Mn/DOT Office of Civil Rights. The contractor is responsible for completing the Contractor Payment Form. This form tracks payments to all contractors and vendors on federal projects. The Contractor Payment Form must be prepared in duplicate with copies being submitted to both the Project Engineer and the Mn/DOT Office of Civil Rights.

Additionally, please note that **Standard Specifications for Construction, Section 1908** state the following:

**"Unless the Contractor has presented an affidavit showing the total dollar amounts of work performed by Disadvantaged Business Enterprises (DBE), final payment may be withheld."**

Please inform the Project Engineer that the contractor must submit a **DBE Total Payment Affidavit** (copy enclosed), and that our office must approve the completed Affidavit and send you a final clearance memo concerning DBE participation **prior to** the authorization of any final payment on this project. Furthermore, the contractor must prepare and submit duplicate originals to both our office and the project engineer.

Andrea Robinson has been assigned to this project. If you have any questions concerning this project, please feel free to contact her at (651) 366-3353.

Sincerely,

Mary Schmidt  
Deputy Director  
Office of Civil Rights

cc: Mark Channer, MNDOT  
Kelvin Howieson, DSAE

Enc.: Letter to Prime  
Contractor Payment Form  
DBE Total Payment Affidavit

An Equal Opportunity Employer





**Minnesota Department of Transportation**

Office of Civil Rights, MS 170  
395 John Ireland Boulevard  
Saint Paul, MN 55155

February 22, 2016

Lon Hovland  
Hovland, Inc.  
4177 Thunderchief Lane  
Hermantown, MN 55811

**SUBJECT: SP 220-591-004**

Dear Mr. Hovland:

Please be advised that Hovland, Inc. has met the Disadvantaged Business Enterprise (DBE) participation goal on the above-referenced project. Therefore, the Minnesota Department of Transportation's Office of Civil Rights cleared this project today, February 22, 2016. Mn/DOT is currently reviewing the remaining requirements for contract award.

Please note that Minnesota Statute §337.10 requires prime contractors and all subcontractors on building and construction contracts to promptly pay their subcontractors, service providers and material suppliers within ten (10) days of their receipt of payment from Mn/DOT. Additionally, subject to any withholdings specified in contract and retainage agreements, such prime contractors and subcontractors are required to make monthly progress payments to all subcontractors and material suppliers. Moreover, Mn/DOT requires that you report on the monthly progress payments made to all your subcontractors, suppliers and service providers, including truckers and independent contractors. Enclosed is a copy of the **Contractor Payment Form**, which your firm must complete and submit (or an approved alternative) as it makes progress payments to all the subcontractors and suppliers it is utilizing on the project, regardless of their tier or DBE status. This Form must be submitted to the Office of Civil Rights even if there is no DBE participation on the project. The Contractor Payment Form must be prepared in duplicate, and you should submit one copy to the Project Engineer and one to the Office of Civil Rights within ten (10) days of any payments made to a subcontractor. You should be aware that if this Form is not submitted, payments may be withheld.

Furthermore, please note that **prior to** any final payment on this contract, you must submit to our office a notarized **DBE Total Payment Affidavit** (copy enclosed) verifying the DBE participation on the project. You must prepare this Affidavit in duplicate and send originals to our office and the Project Engineer.

Please keep a copy of this document in your files for submission of the ongoing required reports. Andrea Robinson has been assigned to this project. If you have any questions concerning this project, she can be reached at (651) 366-3353.

Sincerely,

Mary Schmidt  
Deputy Director  
Office of Civil Rights

cc: Matt Mohs, City of Sartell  
Mark Channer, MNDOT  
Kelvin Howieson, MNDOT  
File

Enclosure: Contractor Payment Form  
DBE Total Payment Affidavit

An Equal Opportunity Employer



MINNESOTA DEPARTMENT OF TRANSPORTATION  
OFFICE OF CIVIL RIGHTS

**CONTRACT CLEARANCE  
DBE PARTICIPATION**

Letting Date: 2/9/2016 Date Assigned: 2/17/2016  
 Federal Project #: TA 7315 (281) State Project Number: SP 220-591-004  
 Location: City of Sartell District: D3  
 Prime Contractor: Hovland, Inc.  
 Contact Name: Lon Hovland Telephone Number: 507-218-3752  
 Low Bid: \$305,768.00 Contract Option: DBE  
 Goals for DBE Subcontractors: \$14,676.86 (4.8%)  
 Certified Goal By Prime Contractor: 4.8%  
 Total Subcontracted to DBEs: \$29,840.00 (9.6%)  
 Civil Rights Staff Monitoring Project: Andrea Robinson  
 Exhibit A sent by Staff Monitoring Project:  2/22/2016 Matt Mohs  
 Date Project Engineer/Manager Location

	DBE Contractor	Subcontract Received	Ethnicity/ Gender	NAICS Code /Work Type	Contract Amount	Supplier (60%)	DBE Trucking Amount
1.	Karen's Electric	Pending	W/F	238210	29,840		
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Approved:

Not Approved:

By:

*M. Schmidt*  
Deputy Director  
2/22/16  
Date

To:

Mark Channer  
Contract Management Staff Person

Date



Prime Contractor \_\_\_\_\_

State Project # \_\_\_\_\_

**DBE Description of Work  
And Field Monitoring Report (Exhibit A)**

This form is submitted to MnDOT to demonstrate the Contractor's intent to enter into an agreement with the DBE indicated below. The Contractor represents that intends to utilize this DBE participation to count towards the contract DBE goal. This form is complete when the DBE subcontractor has filled in all of the applicable information in sections A and B and signs in section C.  
PLEASE PRINT CLEARLY OR TYPE.

**Section (A): (All DBE Subcontractors, including Trucking firms must complete this Section.)**

Letting Date: \_\_\_\_\_ **MUST BE COMPLETED BY THE DBE PRINCIPAL**  
 State Project Number: 220-591-004  
 Prime Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 DBE Subcontractor: Karen's Electric Inc. Phone #: 320-259-1986  
 DBE Principal Name: \_\_\_\_\_ Total Subcontract \$: 27,840  
 DBE Participation Claimed: Percent \_\_\_\_\_ % Amount \$ \_\_\_\_\_

1. Did you bid and sign a subcontract agreement with the above-named prime contractor? pending
  2. Are the items, quantities, and prices listed on the subcontract agreement or affidavit correct? yes
  3. List the line items to be performed: Salvage + install flasher 4" Nmc  
Handholes, modification
  4. Are there any other agreements not addressed in the subcontract? If yes, please explain: no
  5. If equipment to be used is other than what is listed in your DBE certification file please answer the following:
    - a. Will the renting or leasing include any of the following: (Attach a copy of the lease or rental agreement(s).  
 Equipment \_\_\_\_\_ Insurance \_\_\_\_\_ Operator \_\_\_\_\_ or Maintenance \_\_\_\_\_
    - b. Lessor's name: N/A  
 Amount to be paid: \_\_\_\_\_ Number of days to be used: \_\_\_\_\_
  6. Will there be any other firm(s) providing work listed in your (DBE) subcontract? no  
 If yes, answer the following: Firm's Name: \_\_\_\_\_ \$ amount of the work: \_\_\_\_\_
  2. What is the name of the person supervising your work on this project? Gerry Maine or Karen Maine  
 Is this your employee? yes
  8. How many people will you be employing on this project? 2 Minorities: \_\_\_\_\_ Females: 1
  9. Total dollar amount of materials to be supplied? 9000<sup>02</sup>
  10. Who are you purchasing the materials from? Crescent Elec. Supply, Hardware
1. Please submit Purchase Agreement and/or Purchase Order from manufacturer(s) or primary material supplier(s).  
**NOTE: This Exhibit 'A' will not be approved without the Purchase Agreement/Purchase Order.**
2. Please list all subcontracts that your firm will be performing during the current construction season including non-DBE work:  
 (Attach additional sheet if necessary.)

Project Number	Prime Contractor	Project Location	# of Working Days
1. <u>SP 4207-55</u>	<u>RE Schroeder + Sons</u>	<u>Marshall</u>	<u>120</u>
2. <u>163-090-005</u>	<u>J.S Beach</u>	<u>St. Cloud</u>	<u>120</u>
3.			

MnDOT OCR

Prime Contractor \_\_\_\_\_ State Project # \_\_\_\_\_

Section (B):

**TO BE COMPLETED ONLY BY THE DBE TRUCKER**

1. The number of hours contracted or quantities to be hauled on this project? \_\_\_\_\_
2. How many fully operational units will be used on this Project? \_\_\_\_\_ (Tractor/trailers: \_\_\_\_\_ Dump trucks: \_\_\_\_\_)
3. How many fully operational units will be yours? \_\_\_\_\_ (Dump trucks: \_\_\_\_\_ Tractors/trailers: \_\_\_\_\_)
4. How many other units will be yours? \_\_\_\_\_ (Tractors: \_\_\_\_\_ Trailers: \_\_\_\_\_)
5. If ITO's or trucking companies are to be used on this project answer the following:

	Name of ITO/Company	Dollar Amount of Contract/Agreement	Number of Dump Trucks, Tractors/Trailers (specify)
1.			
2.			
3.			
4.			

Section (C): (All DBE Subcontractors, including Trucking firms, must complete Section C.)

I hereby certify that the information presented above is correct. I agree to inform the Office of Civil Rights in writing of any changes within 10 days of the change(s).

DBE Company: Karen's Electric Inc

DBE Principal: Karen M. ... President 2/9/16  
 Signature Title Date

**Section (D): TO BE COMPLETED BY MnDOT OFFICE OF CIVIL RIGHTS STAFF PERSON**

Project Number: \_\_\_\_\_ District # \_\_\_\_\_

MnDOT OCR Staff Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Project Engineer: \_\_\_\_\_ On-site Phone #: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

**Section (E): TO BE COMPLETED BY PROJECT ENGINEER WHEN THE DBE'S PORTION OF WORK IS 1/3 TO 1/2 COMPLETED**

1. Does it appear that the DBE firm is performing the work specified in (Exhibit "A") description of work?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does it appear that the DBE contractor is managing their portion of the project and using their own company employees?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Does it appear that the DBE contractor is providing the equipment for their items of work or other work specified?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Does it appear that the quality of the DBE contractor's performance, scheduling and project management are meeting industry standards?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Comments: \_\_\_\_\_

NOTE: If you, as the Project Engineer, have checked "NO" to any of the above questions or have any other comments, it is important that you contact the MnDOT Office of Civil Rights Staff Person assigned to this project.

Project Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

MnDOT OCR \_\_\_\_\_



**WSB**  
**Project Bid Abstract**

Project Name: **SART - 2015 Safe Routes to School Improvements**

Contract No.:

Client: **City of Sartell**

Project No.: **02174-51**

Denotes Corrected Figure

Bid Opening: **02/03/2016 11:00 AM**

Owner: **St. Cloud**

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		Hovland, Inc.		Concrete Idea, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
DBE 4.8%      DBE 4.8%      DBE 4.8%												
BASE BID												
1	2021.501	MOBILIZATION	LS	1	\$20,300.00	\$20,300.00	\$7,500.00	\$7,500.00	\$41,500.00	\$41,500.00	\$70,000.00	\$70,000.00
2	2101.502	CLEARING	TREE	2	\$1,000.00	\$2,000.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$400.00	\$800.00
3	2101.507	GRUBBING	TREE	2	\$1,000.00	\$2,000.00	\$100.00	\$200.00	\$100.00	\$200.00	\$400.00	\$800.00
4	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	450	\$15.00	\$6,750.00	\$3.00	\$1,350.00	\$5.00	\$2,250.00	\$5.00	\$2,250.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	55	\$6.00	\$330.00	\$5.00	\$275.00	\$1.00	\$55.00	\$10.00	\$550.00
6	2104.503	REMOVE CONCRETE WALK	S F	75	\$5.00	\$375.00	\$5.00	\$375.00	\$1.00	\$75.00	\$10.00	\$750.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	58	\$10.00	\$580.00	\$5.00	\$290.00	\$9.00	\$522.00	\$15.00	\$870.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	84	\$10.00	\$840.00	\$5.00	\$420.00	\$9.00	\$756.00	\$5.00	\$420.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	350	\$10.00	\$3,500.00	\$5.00	\$1,750.00	\$9.00	\$3,150.00	\$5.00	\$1,750.00
10	2104.509	REMOVE SIGN	EACH	12	\$100.00	\$1,200.00	\$30.00	\$360.00	\$25.00	\$300.00	\$30.00	\$360.00
11	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	750	\$5.00	\$3,750.00	\$5.00	\$3,750.00	\$6.00	\$4,500.00	\$5.00	\$3,750.00
12	2104.523	SALVAGE SIGN	EACH	6	\$200.00	\$1,200.00	\$50.00	\$300.00	\$25.00	\$150.00	\$40.00	\$240.00
13	2104.601	SALVAGE FLASHER SYSTEM	LS	1	\$2,000.00	\$2,000.00	\$800.00	\$800.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
14	2104.601	SALVAGE IRRIGATION EQUIPMENT	LS	1	\$1,500.00	\$1,500.00	\$300.00	\$300.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
15	2105.501	COMMON EXCAVATION (P)	C Y	725	\$20.00	\$14,500.00	\$35.00	\$25,375.00	\$11.00	\$7,975.00	\$20.00	\$14,500.00
16	2105.523	COMMON BORROW (LV)	C Y	125	\$15.00	\$1,875.00	\$15.00	<span style="background-color: yellow;">\$1,875.00</span>	\$1.00	\$125.00	\$10.00	\$1,250.00
17	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	460	\$35.00	\$16,100.00	\$30.00	\$13,800.00	\$15.00	\$6,900.00	\$30.00	\$13,800.00
18	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	95	\$160.00	\$15,200.00	\$100.00	\$9,500.00	\$225.00	\$21,375.00	\$100.00	\$9,500.00
19	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	\$3,000.00	\$3,000.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
20	2521.618	4" CONCRETE WALK	S F	27900	\$5.00	\$139,500.00	\$3.50	\$97,650.00	\$4.00	\$111,600.00	\$3.29	\$91,791.00
21	2521.618	6" CONCRETE WALK	S F	1425	\$9.00	\$12,825.00	\$8.00	\$11,400.00	\$5.00	\$7,125.00	\$7.00	\$9,975.00
22	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	215	\$40.00	\$8,600.00	\$50.00	\$10,750.00	\$45.00	\$9,675.00	\$38.00	\$8,170.00
23	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	S Y	450	\$60.00	\$27,000.00	\$60.00	\$27,000.00	\$58.50	\$26,325.00	\$48.00	\$21,600.00
24	2531.603	CONCRETE CURB & GUTTER DES B618	L F	450	\$75.00	\$33,750.00	\$25.00	\$11,250.00	\$27.00	\$12,150.00	\$32.50	\$14,625.00

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		Hovland, Inc.		Concrete Idea, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
25	2531.618	TRUNCATED DOMES	S F	150	\$50.00	\$7,500.00	\$40.00	\$6,000.00	\$38.00	\$5,700.00	\$45.00	\$6,750.00
26	2540.601	RELOCATE MISCELLANEOUS STRUCTURES	LS	1	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00
27	2545.523	4" NON-METALLIC CONDUIT	L F	4000	\$5.00	\$20,000.00	\$6.00	\$24,000.00	\$9.00	\$36,000.00	\$5.67	\$22,680.00
28	2545.553	HANDHOLE	EACH	6	\$1,500.00	\$9,000.00	\$1,000.00	\$6,000.00	\$1,200.00	\$7,200.00	\$875.00	\$5,250.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00
30	2564.531	SIGN PANELS TYPE C	S F	13.5	\$150.00	\$2,025.00	\$50.00	\$675.00	\$45.00	\$607.50	\$45.00	\$607.50
31	2564.531	SIGN PANELS TYPE SPECIAL	S F	25.4	\$100.00	\$2,540.00	\$50.00	\$1,270.00	\$40.00	\$1,016.00	\$110.00	\$2,794.00
32	2564.602	INSTALL SIGN	EACH	6	\$100.00	\$600.00	\$200.00	\$1,200.00	\$150.00	\$900.00	\$185.00	\$1,110.00
33	2565.601	INSTALL FLASHER SYSTEM	LS	1	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$3,290.00	\$3,290.00
34	2571.544	TRANSPLANT SHRUB	SHRB	35	\$200.00	\$7,000.00	\$100.00	\$3,500.00	\$80.00	\$2,800.00	\$100.00	\$3,500.00
35	2573.502	SILT FENCE, TYPE MS	L F	360	\$3.00	\$1,080.00	\$5.00	\$1,800.00	\$3.00	\$1,080.00	\$5.00	\$1,800.00
36	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$350.00	\$5,250.00	\$75.00	\$1,125.00	\$100.00	\$1,500.00	\$195.00	\$2,925.00
37	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	4970	\$3.00	\$14,910.00	\$1.00	\$4,970.00	\$0.10	\$497.00	\$1.50	\$7,455.00
38	2574.525	BOULEVARD TOPSOIL BORROW (LV)	C Y	50	\$30.00	\$1,500.00	\$10.00	\$500.00	\$37.00	\$1,850.00	\$30.00	\$1,500.00
39	2575.505	SODDING TYPE LAWN	S Y	1770	\$6.00	\$10,620.00	\$8.00	\$14,160.00	\$8.60	\$15,222.00	\$6.00	\$10,620.00
40	2575.535	WATER	MGAL	99	\$50.00	\$4,950.00	\$2.00	\$198.00	\$30.00	\$2,970.00	\$1.00	\$99.00
Total BASE BID:						\$425,650.00		\$305,768.00		\$347,550.50		\$361,131.50
Total BASE BID:						\$425,650.00		\$305,768.00		\$347,550.50		\$361,131.50
Totals for Project 02174-51						\$425,650.00		\$305,768.00		\$347,550.50		\$361,131.50
% of Estimate for Project 02174-51								-28.16%		-18.35%		-15.16%

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				DBE 15%		DBE 4.8%		DBE 4.8%				
Line No.	Item	Units	Quantity	Engineers Estimate		Hardrives, Inc. (Rogers)		Custom Builders, Inc.		Knife River		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
BASE BID												
1	2021.501	MOBILIZATION	LS	1	\$20,300.00	\$20,300.00	\$10,456.40	\$10,456.40	\$25,000.00	\$25,000.00	\$65,000.00	\$65,000.00
2	2101.502	CLEARING	TREE	2	\$1,000.00	\$2,000.00	\$268.13	\$536.26	\$302.50	\$605.00	\$250.00	\$500.00
3	2101.507	GRUBBING	TREE	2	\$1,000.00	\$2,000.00	\$268.13	\$536.26	\$192.50	\$385.00	\$100.00	\$200.00
4	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	450	\$15.00	\$6,750.00	\$5.36	\$2,412.00	\$15.40	\$6,930.00	\$3.00	\$1,350.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	55	\$6.00	\$330.00	\$4.13	\$227.15	\$20.00	\$1,100.00	\$5.00	\$275.00
6	2104.503	REMOVE CONCRETE WALK	S F	75	\$5.00	\$375.00	\$4.13	\$309.75	\$16.00	\$1,200.00	\$5.00	\$375.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	58	\$10.00	\$580.00	\$5.36	\$310.88	\$27.00	\$1,566.00	\$5.00	\$290.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	84	\$10.00	\$840.00	\$5.36	\$450.24	\$22.00	\$1,848.00	\$5.00	\$420.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	350	\$10.00	\$3,500.00	\$5.36	\$1,876.00	\$7.00	\$2,450.00	\$5.00	\$1,750.00
10	2104.509	REMOVE SIGN	EACH	12	\$100.00	\$1,200.00	\$26.81	\$321.72	\$33.00	\$396.00	\$25.00	\$300.00
11	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	750	\$5.00	\$3,750.00	\$3.49	\$2,617.50	\$3.30	\$2,475.00	\$5.00	\$3,750.00
12	2104.523	SALVAGE SIGN	EACH	6	\$200.00	\$1,200.00	\$26.81	\$160.86	\$55.00	\$330.00	\$150.00	\$900.00
13	2104.601	SALVAGE FLASHER SYSTEM	LS	1	\$2,000.00	\$2,000.00	\$1,072.50	\$1,072.50	\$1,100.00	\$1,100.00	\$552.56	\$552.56
14	2104.601	SALVAGE IRRIGATION EQUIPMENT	LS	1	\$1,500.00	\$1,500.00	\$1,140.68	\$1,140.68	\$1,650.00	\$1,650.00	\$500.00	\$500.00
15	2105.501	COMMON EXCAVATION (P)	C Y	725	\$20.00	\$14,500.00	\$65.42	\$47,429.50	\$23.00	\$16,675.00	\$50.00	\$36,250.00
16	2105.523	COMMON BORROW (LV)	C Y	125	\$15.00	\$1,875.00	\$15.02	\$1,877.50	\$17.00	\$2,125.00	\$15.00	\$1,875.00
17	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	460	\$35.00	\$16,100.00	\$48.00	\$22,080.00	\$27.00	\$12,420.00	\$65.00	\$29,900.00
18	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	95	\$160.00	\$15,200.00	\$151.00	\$14,345.00	\$215.00	\$20,425.00	\$140.00	\$13,300.00
19	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	\$3,000.00	\$3,000.00	\$1,140.68	\$1,140.68	\$1,650.00	\$1,650.00	\$1,500.00	\$1,500.00
20	2521.618	4" CONCRETE WALK	S F	27900	\$5.00	\$139,500.00	\$3.06	\$85,374.00	\$3.14	\$87,606.00	\$3.40	\$94,860.00
21	2521.618	6" CONCRETE WALK	S F	1425	\$9.00	\$12,825.00	\$7.51	\$10,701.75	\$6.00	\$8,550.00	\$10.38	\$14,791.50
22	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	215	\$40.00	\$8,600.00	\$48.26	\$10,375.90	\$72.00	\$15,480.00	\$54.12	\$11,635.80
23	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	S Y	450	\$60.00	\$27,000.00	\$53.63	\$24,133.50	\$80.00	\$36,000.00	\$68.31	\$30,739.50
24	2531.603	CONCRETE CURB & GUTTER DES B618	L F	450	\$75.00	\$33,750.00	\$21.45	\$9,652.50	\$22.00	\$9,900.00	\$21.09	\$9,490.50
25	2531.618	TRUNCATED DOMES	S F	150	\$50.00	\$7,500.00	\$37.54	\$5,631.00	\$30.00	\$4,500.00	\$34.25	\$5,137.50
26	2540.601	RELOCATE MISCELLANEOUS STRUCTURES	LS	1	\$2,000.00	\$2,000.00	\$509.11	\$509.11	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00
27	2545.523	4" NON-METALLIC CONDUIT	L F	4000	\$5.00	\$20,000.00	\$12.87	\$51,480.00	\$13.20	\$52,800.00	\$14.00	\$56,000.00
28	2545.553	HANDHOLE	EACH	6	\$1,500.00	\$9,000.00	\$2,574.00	\$15,444.00	\$2,640.00	\$15,840.00	\$900.00	\$5,400.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$4,290.01	\$4,290.01	\$12,265.00	\$12,265.00	\$25,000.00	\$25,000.00
30	2564.531	SIGN PANELS TYPE C	S F	13.5	\$150.00	\$2,025.00	\$48.26	\$651.51	\$50.00	\$675.00	\$45.00	\$607.50
31	2564.531	SIGN PANELS TYPE SPECIAL	S F	25.4	\$100.00	\$2,540.00	\$42.90	\$1,089.66	\$121.00	\$3,073.40	\$40.00	\$1,016.00
32	2564.602	INSTALL SIGN	EACH	6	\$100.00	\$600.00	\$160.88	\$965.28	\$203.50	\$1,221.00	\$150.00	\$900.00
33	2565.601	INSTALL FLASHER SYSTEM	LS	1	\$3,000.00	\$3,000.00	\$2,145.00	\$2,145.00	\$2,200.00	\$2,200.00	\$1,181.02	\$1,181.02
34	2571.544	TRANSPLANT SHRUB	SHRB	35	\$200.00	\$7,000.00	\$152.83	\$5,349.05	\$30.00	\$1,050.00	\$125.00	\$4,375.00

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		Hardrives, Inc. (Rogers)		Custom Builders, Inc.		Knife River		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
35	2573.502	SILT FENCE, TYPE MS	L F	360	\$3.00	\$1,080.00	\$3.22	\$1,159.20	\$5.50	\$1,980.00	\$4.10	\$1,476.00
36	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$350.00	\$5,250.00	\$101.89	\$1,528.35	\$230.00	\$3,450.00	\$200.00	\$3,000.00
37	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	4970	\$3.00	\$14,910.00	\$3.22	\$16,003.40	\$2.75	\$13,667.50	\$2.25	\$11,182.50
38	2574.525	BOULEVARD TOPSOIL BORROW (LV)	C Y	50	\$30.00	\$1,500.00	\$26.81	\$1,340.50	\$44.00	\$2,200.00	\$10.00	\$500.00
39	2575.505	SODDING TYPE LAWN	S Y	1770	\$6.00	\$10,620.00	\$9.22	\$16,319.40	\$7.15	\$12,655.50	\$9.00	\$15,930.00
40	2575.535	WATER	MGAL	99	\$50.00	\$4,950.00	\$32.18	\$3,185.82	\$15.00	\$1,485.00	\$64.00	\$6,336.00
Total BASE BID:						\$425,650.00		\$376,629.82		\$387,928.40		\$461,546.38
Total BASE BID:						\$425,650.00		\$376,629.82		\$387,928.40		\$461,546.38
Totals for Project 02174-51						\$425,650.00		\$376,629.82		\$387,928.40		\$461,546.38
% of Estimate for Project 02174-51								-11.52%		-8.86%		8.43%

DBE 4.8%

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements				Engineers Estimate		J.R. Ferche, Inc.	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
BASE BID							
1	2021.501	MOBILIZATION	LS	1	\$20,300.00	\$20,300.00	\$44,000.00
2	2101.502	CLEARING	TREE	2	\$1,000.00	\$2,000.00	\$2,500.00
3	2101.507	GRUBBING	TREE	2	\$1,000.00	\$2,000.00	\$500.00
4	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	450	\$15.00	\$6,750.00	\$25.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	55	\$6.00	\$330.00	\$10.00
6	2104.503	REMOVE CONCRETE WALK	S F	75	\$5.00	\$375.00	\$10.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	58	\$10.00	\$580.00	\$20.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	84	\$10.00	\$840.00	\$12.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	350	\$10.00	\$3,500.00	\$10.00
10	2104.509	REMOVE SIGN	EACH	12	\$100.00	\$1,200.00	\$50.00
11	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	750	\$5.00	\$3,750.00	\$5.00
12	2104.523	SALVAGE SIGN	EACH	6	\$200.00	\$1,200.00	\$50.00
13	2104.601	SALVAGE FLASHER SYSTEM	LS	1	\$2,000.00	\$2,000.00	\$3,000.00
14	2104.601	SALVAGE IRRIGATION EQUIPMENT	LS	1	\$1,500.00	\$1,500.00	\$7,500.00
15	2105.501	COMMON EXCAVATION (P)	C Y	725	\$20.00	\$14,500.00	\$60.00
16	2105.523	COMMON BORROW (LV)	C Y	125	\$15.00	\$1,875.00	\$35.00
17	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	460	\$35.00	\$16,100.00	\$46.00
18	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	95	\$160.00	\$15,200.00	\$210.00
19	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	\$3,000.00	\$3,000.00	\$20,000.00
20	2521.618	4" CONCRETE WALK	S F	27900	\$5.00	\$139,500.00	\$4.20
21	2521.618	6" CONCRETE WALK	S F	1425	\$9.00	\$12,825.00	\$12.00
22	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	215	\$40.00	\$8,600.00	\$72.00
23	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	S Y	450	\$60.00	\$27,000.00	\$80.00
24	2531.603	CONCRETE CURB & GUTTER DES B618	L F	450	\$75.00	\$33,750.00	\$40.00
25	2531.618	TRUNCATED DOMES	S F	150	\$50.00	\$7,500.00	\$55.00
26	2540.601	RELOCATE MISCELLANEOUS STRUCTURES	LS	1	\$2,000.00	\$2,000.00	\$250.00
27	2545.523	4" NON-METALLIC CONDUIT	L F	4000	\$5.00	\$20,000.00	\$10.00
28	2545.553	HANDHOLE	EACH	6	\$1,500.00	\$9,000.00	\$1,500.00
29	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$15,000.00
30	2564.531	SIGN PANELS TYPE C	S F	13.5	\$150.00	\$2,025.00	\$75.00
31	2564.531	SIGN PANELS TYPE SPECIAL	S F	25.4	\$100.00	\$2,540.00	\$65.00
32	2564.602	INSTALL SIGN	EACH	6	\$100.00	\$600.00	\$200.00
33	2565.601	INSTALL FLASHER SYSTEM	LS	1	\$3,000.00	\$3,000.00	\$5,000.00
34	2571.544	TRANSPLANT SHRUB	SHRB	35	\$200.00	\$7,000.00	\$200.00

Project: 02174-51 - SART - 2015 Safe Routes to School Improvements					Engineers Estimate		J.R. Ferche, Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
35	2573.502	SILT FENCE, TYPE MS	L F	360	\$3.00	\$1,080.00	\$3.00	\$1,080.00
36	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$350.00	\$5,250.00	\$275.00	\$4,125.00
37	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	4970	\$3.00	\$14,910.00	\$3.00	\$14,910.00
38	2574.525	BOULEVARD TOPSOIL BORROW (LV)	C Y	50	\$30.00	\$1,500.00	\$60.00	\$3,000.00
39	2575.505	SODDING TYPE LAWN	S Y	1770	\$6.00	\$10,620.00	\$9.00	\$15,930.00
40	2575.535	WATER	MGAL	99	\$50.00	\$4,950.00	\$30.00	\$2,970.00
Total BASE BID:						\$425,650.00		\$526,491.50
Total BASE BID:						\$425,650.00		\$526,491.50
Totals for Project 02174-51						\$425,650.00		\$526,491.50
% of Estimate for Project 02174-51								23.69%

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

Certified By:



License No. 42853

Date: February 2, 2016

# SARTELL CITY COUNCIL

# AGENDA COVER MEMO

Originating Department <b>Planning and Engineering Department</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>5h</b>
<b>Agenda Section: Consent</b>	<b>Item: County Project within Municipal Corporate Limits</b>	

**RECOMMENDATION:**

Approval of the Resolution.

**BACKGROUND:**

As a result of the County Road 1/Heritage Drive reconstruction project, two homes are proposed to be removed. Stearns County, principal lead on this roadway project, has presented the City with the building removal plans for those two identified homes. Stearns County has requested that this resolution be approved to verify that the City has been received and approves the plans in order for the County to proceed with the work of removing the two structures.

Per Stearns County Policy, the City is responsible for all costs associated with acquiring (or clearing) right of way for County and City roadway projects.

**BUDGET/FISCAL IMPACT:**

The estimated costs to remove the homes and to prepare the sites (clearing, grubbing, removal of wells, etc) is \$62,950.25. This cost is part of the right of way expenses estimated in the overall budget.

**ATTACHMENTS:**

1. Resolution

**ACTION REQUESTED:**

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

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

**RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS**

**WHEREAS**, Plans for Project S.A.P. 073-601-053 showing proposed building removals for the improvement of County State Aid Highway No. 1 within the limits of the City of Sartell as a State Aid Project have been prepared and presented to the City.

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

1. That said plans be approved.

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 City Council on this the 14th day of March, 2016

\_\_\_\_\_  
Mayor

ATTEST:

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

**CERTIFICATION**

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the \_\_14th\_\_ day of March, 2016.

\_\_\_\_\_  
Mary Degiovanni

Administrator

City of Sartell, Minnesota

2016 BUILDING DEMOLITION CSAH 1 & HERITAGE		JOB NO. 1605		SAP 073-601-053		
ITEM ESTIMATE SUMMARY						
SPEC. NO.	ITEM	UNIT	UNIT PRICE	QUANTITY	TOTAL QUANTITY	TOTAL AMOUNT
2021.501	MOBILIZATION	LUMP SUM	\$2,500.00	1	1	\$2,500.00
2101.502	CLEARING	TREE	\$100.00	50	50	\$5,000.00
2101.507	GRUBBING	TREE	\$100.00	57	57	\$5,700.00
2103.501	BUILDING REMOVAL A	LUMP SUM	\$10,000.00	1	1	\$10,000.00
2103.501	BUILDING REMOVAL B	LUMP SUM	\$10,000.00	1	1	\$10,000.00
2104.509	REMOVE SEPTIC TANK	EACH	\$750.00	2	2	\$1,500.00
2104.525	ABANDON WELL	EACH	\$750.00	1	1	\$750.00
2104.601	REMOVE ASBESTOS MATERIAL A	LUMP SUM	\$1,500.00	1	1	\$1,500.00
2104.601	REMOVE ASBESTOS MATERIAL B	LUMP SUM	\$1,500.00	1	1	\$1,500.00
2104.601	REMOVE REGULATED WASTE MATERIAL A	LUMP SUM	\$500.00	1	1	\$500.00
2104.601	REMOVE REGULATED WASTE MATERIAL B	LUMP SUM	\$500.00	1	1	\$500.00
2105.521	GRANULAR BORROW (LV)	CU. YD.	\$12.00	800	800	\$9,600.00
2123.61	SKID LOADER	TRAFFIC CONTROL	\$2,500.00	1	1	\$2,500.00
2563.601	TEMPORARY FENCE	LIN. FT.	\$1.00	500	500	\$500.00
2572.501	SILT FENCE, TYPE MS	LIN. FT.	\$1.00	787	787	\$787.00
2573.502	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN. FT.	\$3.50	787	787	\$2,754.50
2573.533	STABILIZED CONSTRUCTION EXIT	EACH	\$750.00	2	2	\$1,500.00
2573.535	FERTILIZER TYPE 1	LB	\$1.00	80	80	\$80.00
2574.508	COMMON TOPSOIL BORROW (LV)	CU. YD.	\$16.00	174	174	\$2,784.00
2574.525	SEEDING	ACRE	\$1,500.00	0.4	0.4	\$600.00
2575.501	SEED MIXTURE 25-151	LB	\$1.25	50	50	\$62.50
2575.502	EROSION CONTROL BLANKET CATEGORY 3	SQ. YD.	\$1.75	1047	1047	\$1,832.25
						\$62,950.25

I hereby certify that this estimate was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Jodi L. Teich, Stearns County Engineer

MINNESOTA DEPARTMENT OF TRANSPORTATION  
COUNTY OF STEARNS

CONSTRUCTION PLAN FOR BUILDING DEMOLITION, REMOVALS, APPURTENANT ITEMS, TURF ESTABLISHMENT  
LOCATED ON THE INTERSECTION OF C.S.A.H. 1 & HERITAGE DR. IN THE CITY OF SARTELL, MINNESOTA (GEOGRAPHIC DESCRIPTION)  
FROM A PT. 1,938' SE OF THE NE COR. OF SEC. 33, T125N, R28W (LEGAL DESCRIPTION)

STATE AID PROJECT NO. 073-601-053

MN PROJ. NO. \_\_\_\_\_

GOVERNING SPECIFICATIONS

The 2016 edition of the Minnesota Department of Transportation  
"Standard Specifications for Construction" shall govern.

INDEX	
SHEET NO. 1	TITLE SHEET
SHEET NO. 2	ESTIMATED QUANTITIES
SHEET NO. 3	GENERAL LAYOUT
SHEET NO. 4	TABULATION OF QUANTITIES
SHEET NO. 5	EXISTING UTILITIES
SHEET NO. 6	DEMOLITION PLANS
SHEET NO. 7	SWPPP PLAN
SHEET NO. 8	EROSION CONTROL PLAN
SHEET NO. 9-11	EROSION CONTROL DETAILS

THIS PLAN CONTAINS 11 SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME  
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY  
LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

APPROVED: \_\_\_\_\_ LIC. NO. 41633 DATE: \_\_\_\_\_

JODI L. TEICH  
STEARNS COUNTY ENGINEER

REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

DATE \_\_\_\_\_

DISTRICT STATE AID ENGINEER:

APPROVED FOR STATE AID FUNDING:

DATE \_\_\_\_\_

STATE AID ENGINEER

PLANS SYMBOLS

STATE LINE	=====
COUNTY LINE	-----
TOWNSHIP OR RANGE LINE	-----
SECTION LINE	-----
QUARTER LINE	-----
SIXTEENTH LINE	-----
RIGHT-OF-WAY LINE	-----
SLOPE EASEMENT	-----
PRESENT RIGHT-OF-WAY LINE	-----
CONTROL OF ACCESS LINE	-----
PROPERTY LINE (Except Land Lines)	-----
VACATED PLATTED PROPERTY	-----
TEMPORARY SLOPE EASEMENT	-----
CORPORATE OR CITY LIMITS	-----

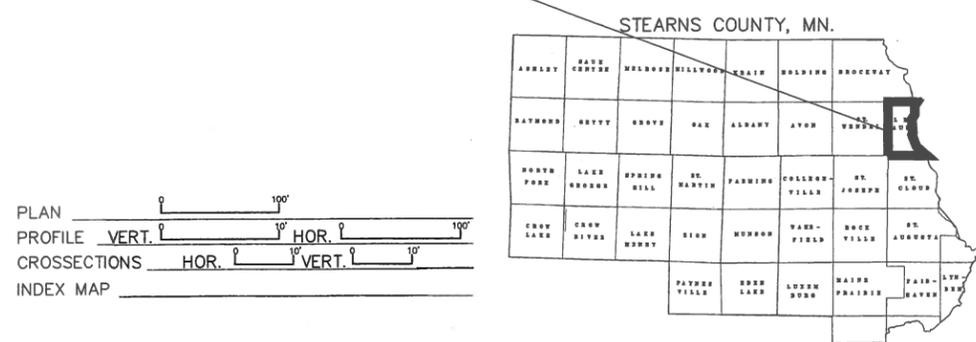
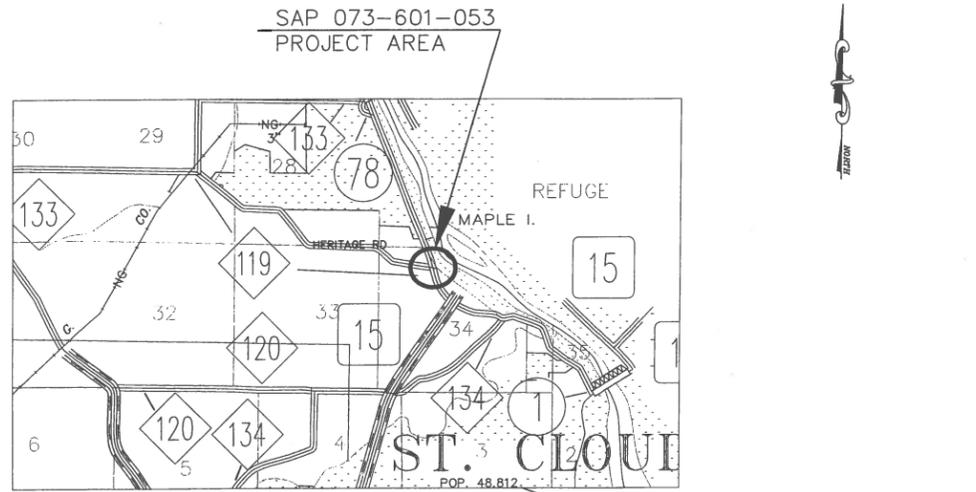
TRUNK HIGHWAY CENTER LINE	-----
RETAINING WALL	-----
RAILROAD	-----
RAILROAD RIGHT-OF-WAY LINE	-----
RIVER OF CREEK	-----

BUILDING (One Story Frame)	1-S-F
F-FRAME	C-CONCRETE
S-STONE	T-TILE
B-BRICK	ST-STUCCO
IRON PIPE OR ROD	●
MONUMENT (Stone, Concrete, or Metal)	■
WOODEN HUB	□
GRAVEL PIT	⊙
SAND PIT	⊙
BORROW PIT	⊙
ROCK QUARRY	⊙

UTILITIES SYMBOLS

POWER POLE LINE	○ ○
TELEPHONE OF TELEGRAPH POLE LINE	● ●
JOINT TELEPHONE AND POWER ON POWER POLES	○ ●
ON TELEPHONE POLES	● ●

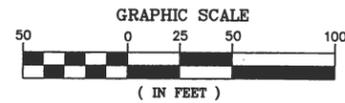
ANCHOR	⊥
STEEL TOWER	⊥
STREET LIGHT	⊥
PEDESTAL (Telephone Cable Terminal)	⊥
GAS MAIN	—G—
WATER MAIN	—W—
CONDUIT	—C—
TELEPHONE CABLE IN CONDUIT	—T—
ELECTRIC CABLE IN CONDUIT	—E—
TELEPHONE MANHOLE	⊕
ELECTRIC MANHOLE	⊕
BURIED TELEPHONE CABLE	—T-BUR—
BURIED ELECTRIC CABLE	—E-BUR—
AERIAL TELEPHONE CABLE	—T-AE—
SEWER (Sanitary or Storm)	—S—
SEWER MANHOLE	⊕







## GENERAL LAYOUT



PARCEL	PIN. NO.	PARCEL OWNER	PARCEL ADDRESS
PARCEL A	92.56716.0210	STEARNS COUNTY	100 HERITAGE DR
PARCEL B	17.09323.0000	STEARNS COUNTY	104 HERITAGE DR

GENERAL LAYOUT

CERTIFIED BY JODI TEICH

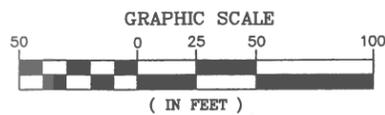
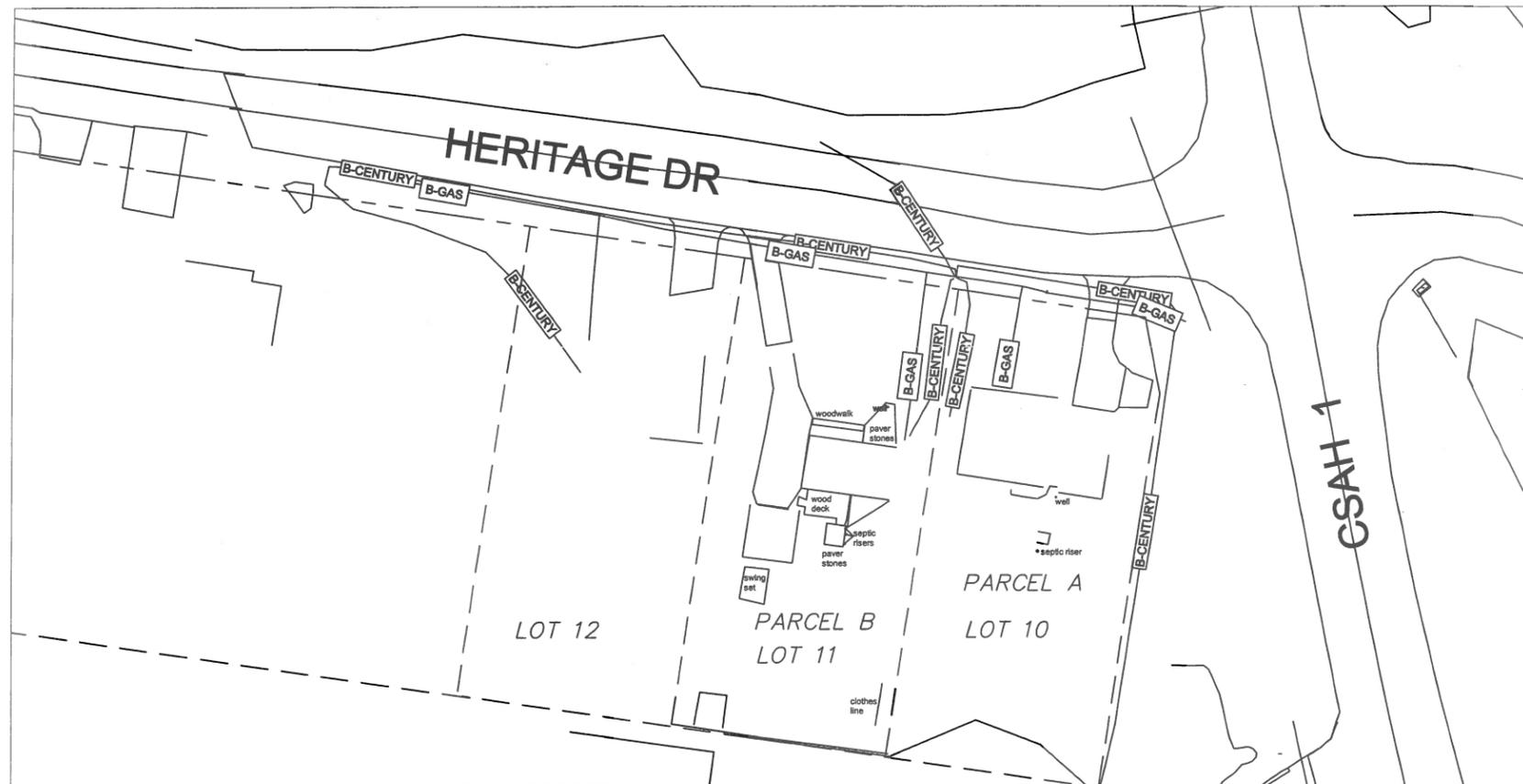
LIC. NO. 41633 DATE \_\_\_\_\_ STEARNS COUNTY, MN

STATE AID PROJECT NO. 073-601-053

SHEET NO. 3 OF 11 SHEETS



# UTILITIES



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D.  
THIS QUALITY WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED  
"STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

EXISTING UTILITIES

CERTIFIED BY JODI TEICH

LIC. NO. 41633 DATE \_\_\_\_\_ STEARNS COUNTY, MN

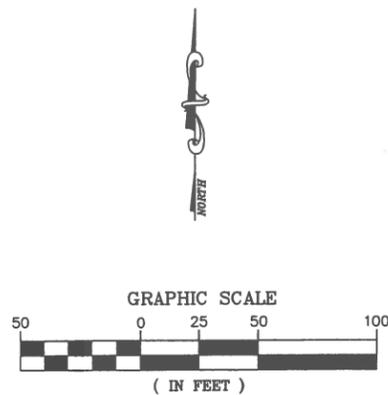
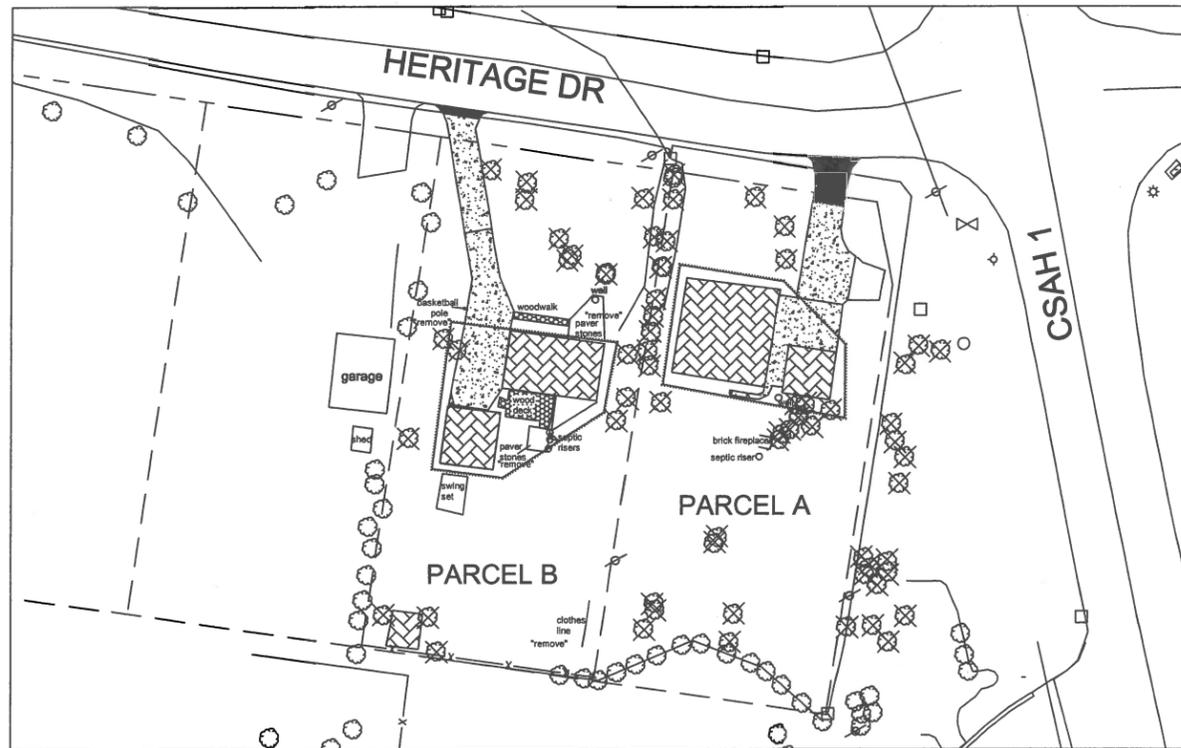
STATE AID PROJECT NO. 073-601-053

SHEET NO. 5 OF 11 SHEETS

# DEMOLITION LAYOUT

PARCEL	PIN. NO.	PARCEL OWNER	PARCEL ADDRESS
PARCEL A	92.56716.0210	STEARNS COUNTY	100 HERITAGE DR
PARCEL B	17.09323.0000	STEARNS COUNTY	104 HERITAGE DR

- KEY**
- = BUILDING REMOVAL
  - = CONCRETE REMOVAL
  - = BITUMINOUS REMOVAL
  - = WOOD DECK/WALKWAY REMOVAL
  - = TREE REMOVAL
  - = CHAIN LINK FENCE REMOVAL
  - = INSTALL TEMPORARY FENCE



DEMOLITION LAYOUT

# STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

## PROJECT DESCRIPTION

SAP 073-601-053 (C.S.A.H 1 & HERITAGE BUILDING DEMOLITION)  
 THIS PROJECT WILL CONSIST OF THE REMOVAL / DEMOLITION OF 2 RESIDENTIAL BUILDINGS.  
 MAJOR WORK ITEMS INCLUDE REMOVAL OF 2 HOUSES ALONG WITH THE  
 ASSOCIATED OUTBUILDINGS, FOUNDATIONS, PAVEMENTS, AND MISC. STRUCTURES.

## RECEIVING WATERS

SAP 073-601-053 (C.S.A.H 1 & HERITAGE RD BUILDING DEMOLITION)  
 IN THIS PROJECT 2 HOMES ARE WITHIN 550' OF A TRIBUTARY TO THE MISSISSIPPI RIVER.  
 THE PROJECT WILL RESULT IN A NET DECREASE IN IMPERVIOUS SURFACE AREA.

## AGENCY CONTACTS

THE STEARNS COUNTY PROJECT ENGINEER AND THE CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMP'S BEFORE AND DURING CONSTRUCTION. THE CONTRACTOR WILL HAVE AN EROSION CONTROL SUPERVISOR WHO IS RESPONSIBLE FOR COORDINATING THE EROSION PREVENTION AND SEDIMENT CONTROL BMP'S.  
 NOTE: SEE SPECIAL PROVISIONS ON EROSION CONTROL.

PROJECT ENGINEER IS: JEFF MILLER ASSISTANT COUNTY ENGINEER 455 28th AVE SOUTH WAITE PARK, MN 56387 PHONE (320) 255-6180	STAFF JOSH UPHOFF SR. ENGINEER TECH 455 28th AVE SOUTH WAITE PARK, MN 56387 PHONE (320) 255-6180
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## TIMING OF BMP INSTALLATION

THE EROSION PREVENTION AND SEDIMENT BMP'S SHALL BE INSTALLED PRIOR TO START OF CONSTRUCTION, AS NECESSARY TO MINIMIZE EROSION FROM DISTURBED SURFACES AND CAPTURE SEDIMENT ON SITE.

1. TEMPORARY PERIMETER CONTROL BMP'S WILL BE INSTALLED BEFORE ANY GRADIENT SOIL DISTURBANCE OCCURS.
2. PERMANENT AND TEMPORARY SEDIMENT TRAPS AND BASINS (IF APPLICABLE) WILL BE CONSTRUCTED BEFORE ANY REMOVAL OPERATION BEGINS.
3. TOPSOIL AND TEMPORARY EROSION CONTROL BMP'S SHALL BE PLACED WITHIN 7 DAYS OF COMPLETION OF EMBANKMENT.
4. ONCE CONSTRUCTION ACTIVITY CEASES FOR 14 DAYS OR MORE, IN AN AREA, THAT AREA WILL BE STABILIZED WITH TEMP. OR PERMANENT BMP'S.

## SAP 073-601-053 LAND FEATURE CHANGES (ACRES)

TOTAL PROJECT AREA = 1.04 ACRES  
 PRECONSTRUCTION TOTAL IMPERVIOUS SURFACE AREA = 0.22 ACRES  
 PRECONSTRUCTION TOTAL PERVIOUS SURFACE AREA = 0.82 ACRES

TOTAL PROJECT AREA = 1.04 ACRES  
 POST CONSTRUCTION TOTAL IMPERVIOUS SURFACE AREA = 0.00 ACRES  
 POST CONSTRUCTION TOTAL PERVIOUS SURFACE AREA = 1.04 ACRES  
 NET INCREASE IN PERVIOUS AREA = 0.22 ACRES

## TEMPORARY EROSION CONTROL NOTES:

TEMPORARY EROSION CONTROL DEVICES AND THEIR SUGGESTED LOCATIONS HAVE BEEN SHOWN IN THE PLANS ALONG WITH PAY ITEMS FOR THEIR USE. THIS DOES NOT HOWEVER RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITIES TO CONDUCT THEIR CONSTRUCTION IN A MANNER THAT WILL CONTROL EROSION. RESPONSIBILITY FOR CONTROLLING EROSION IS SET FORTH IN MNDOT SPECIFICATIONS 1717, 1803, 2101, 2105, 2573, 2575 AND AS AMENDED BY THE SPECIAL PROVISIONS.

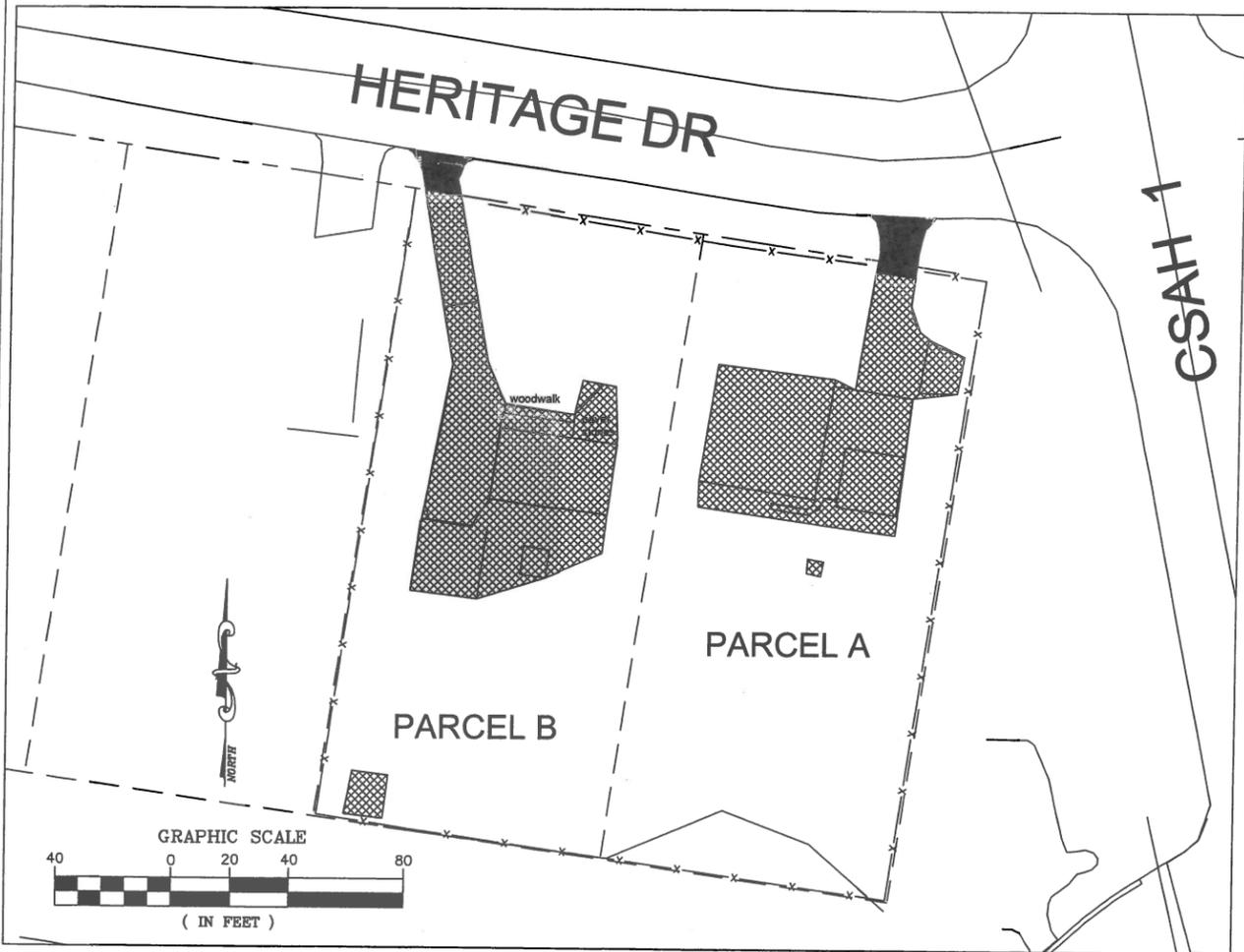
## LOCATION OF SWPPP IN PROJECT PLAN

DESCRIPTION	TITLE	LOCATION
SUMMARY OF PERVIOUS AND IMPERVIOUS	SWPPP	SHEET 7
DIRECTION OF FLOW	EROSION CONTROL SHEETS	SHEET 8
RECEIVING SURFACE WATERS	NA	NA
FINAL STABILIZATION	EROSION CONTROL SHEETS	SHEETS 8
DRAINAGE STRUCTURES	EROSION CONTROL SHEETS	SHEET 8
DRAINAGE TABULATION	NA	NA
EROSION CONTROL TABULATION	EROSION CONTROL & TABULATIONS	SHEET 8
EROSION CONTROL SHEETS	EROSION CONTROL SHEETS	SHEETS 8
EROSION CONTROL DETAILS	EROSION CONTROL DETAILS	SHEETS 9-11

SWPPP SHEET

CERTIFIED BY JODI L. TEICH LIC. NO. 41633 DATE \_\_\_\_\_ STEARNS COUNTY MN, STATE AID PROJECT 073-601-053 SHEET NO. 7 OF 11 SHEETS

# EROSION CONTROL AND TABULATIONS



EROSION CONTROL BLANKET CATEGORY 3	
LOCATION	SQ. YD.
PARCEL A	487
PARCEL B	560
<b>TOTAL</b>	<b>1047</b>

SEDIMENT CONTROL LOG TYPE WOOD FIBER	
LOCATION	LN FT
PARCEL A	384
PARCEL B	393
<b>TOTAL</b>	<b>787</b>

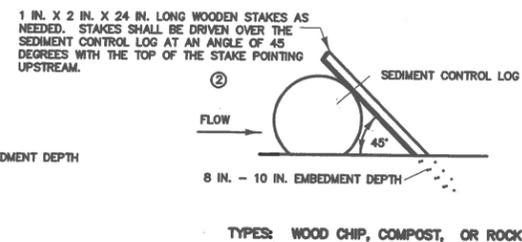
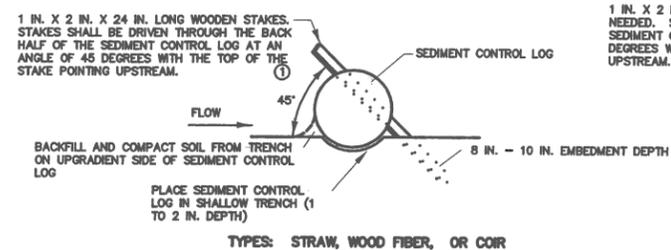
SILT FENCE TYPE MACHINE SLICED	
LOCATION	LN FT
PARCEL A	384
PARCEL B	393
<b>TOTAL</b>	<b>787</b>

STABILIZED CONSTRUCTION EXIT	
LOCATION	EACH
PARCEL A	1
PARCEL B	1
<b>TOTAL</b>	<b>2</b>

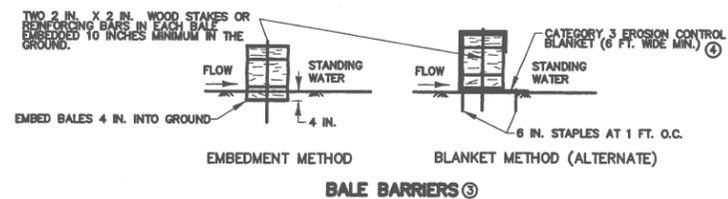
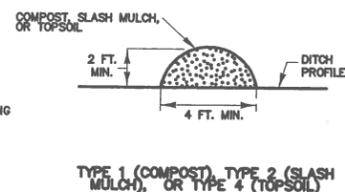
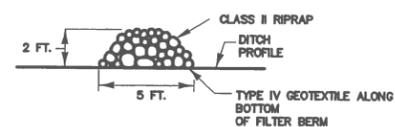
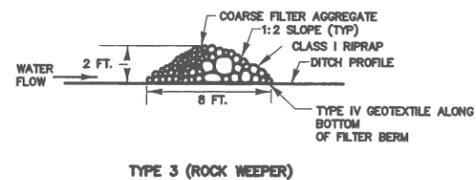
COMMON TOPSOIL BORROW (LV)	
LOCATION	CU. YD.
PARCEL A	81
PARCEL B	93
<b>TOTAL</b>	<b>174</b>

**KEY**

- = SEED MIX 25-151 / CAT. 3 BLANKET  
 & 6" COMMON TOPSOIL BORROW
- = STABILIZED CONSTRUCTION EXIT
- = SILT FENCE OR WOOD FIBER LOGS



Sediment CONTROL logs

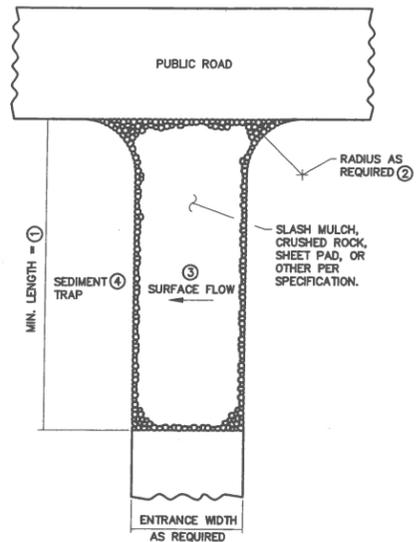


NOTES:

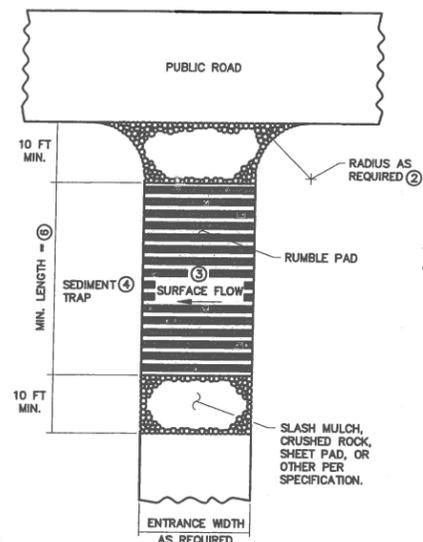
- SEE SPECS. 2573, 3149, 3874, 3882, 3886, & 3887.
- SPACE BETWEEN STAKES SHALL BE A MAXIMUM OF 1 FOOT FOR DITCH CHECKS OR 2 FEET FOR OTHER APPLICATIONS.
  - PLACE STAKES AS NEEDED TO PREVENT MOVEMENT OF SEDIMENT CONTROL LOGS PLACED ON SLOPES OR AS NEEDED DUE TO OTHER FACTORS. STAKES SHALL BE INCIDENTAL.
  - TO BE USED FOR CRITICAL PERIMETER CONTROL AREAS WHERE STANDING WATER OCCURS (6 INCH MAX. DEPTH). BALES SHALL CONSIST OF TYPE 1 MULCH OF APPROXIMATELY 14 IN. X 18 IN. X 36 IN. LONG. BALES SHALL BE PLACED ON EDGE AND BUTTED TIGHT TO ADJACENT BALES.
  - INSTEAD OF TRENCHING, PLACE BALE ON THE BLANKET AND WRAP BLANKET AROUND THE BALE. PLACE STAKE THROUGH BALE AND BLANKET.

REVISION:  
APPROVED: 8-6-2014  
*[Signature]*  
DIST. ENVIRONMENTAL OFFICER

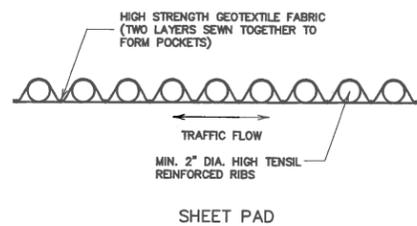
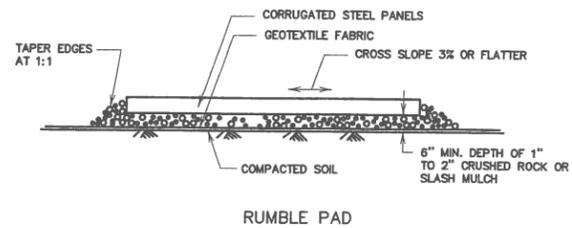
<p>REVIEWED: <i>[Signature]</i> STATE DESIGN ENGINEER</p>	<p>TEMPORARY SEDIMENT CONTROL FILTER BERMS, SEDIMENT CONTROL LOGS, AND BALE BARRIERS</p>	
	<p>APPROVED: 8-6-2014</p>	<p>STANDARD PLAN 5-297.405</p>
<p>S.A.P. 073-601-053</p>		<p>SHEET 9 OF 11 SHEETS</p>



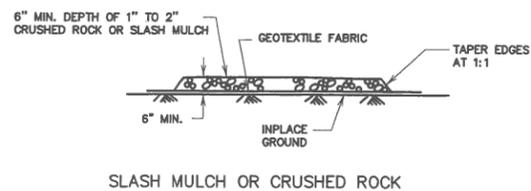
SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXIT ③⑦



RUMBLE PAD CONSTRUCTION EXIT ③⑦



SHEET PAD



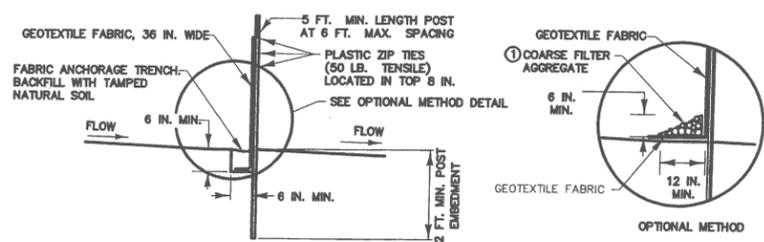
SLASH MULCH OR CRUSHED ROCK

NOTES:

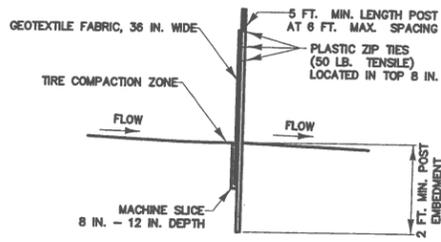
- SEE SPECS. 2573 & 3882.
- ① MINIMUM LENGTH SHALL BE THE GREATER OF 50 FEET OR A LENGTH SUFFICIENT TO ALLOW A MINIMUM OF 5 TIRE ROTATIONS ON THE PROVIDED PAD. MINIMUM LENGTH SHALL BE CALCULATED USING THE LARGEST TIRE WHICH WILL BE USED IN TYPICAL OPERATIONS.
- ② PROVIDE RADIUS OR WIDEN PAD SUFFICIENTLY TO PREVENT VEHICLE TIRES FROM TRACKING OFF OF PAD WHEN LEAVING SITE.
- ③ IF RUNOFF FROM DISTURBED AREAS FLOWS TOWARD CONSTRUCTION EXITS, PREVENT RUNOFF FROM DRAINING DIRECTLY TO PUBLIC ROAD OVER CONSTRUCTION EXIT BY CROWNING THE EXIT OR SLOPING TO ONE SIDE. IF SURFACE GRADING IS INSUFFICIENT, PROVIDE OTHER MEANS OF INTERCEPTING RUNOFF.
- ④ IF RUNOFF FROM CONSTRUCTION EXITS WILL DRAIN OFF OF PROJECT SITE, PROVIDE SEDIMENT TRAP WITH STABILIZED OVERFLOW.
- ⑤ IF A TIRE WASH OFF IS REQUIRED THE CONSTRUCTION EXITS SHALL BE GRADED TO DRAIN THE WASH WATER TO A SEDIMENT TRAP.
- ⑥ MINIMUM LENGTH OF RUMBLE PAD SHALL BE 20 FEET, OR AS REQUIRED TO REMOVE SEDIMENT FROM TIRES. IF SIGNIFICANT SEDIMENT IS TRACKED FROM THE SITE, THE RUMBLE PAD SHALL BE LENGTHENED OR THE DESIGN MODIFIED TO PROVIDE ADDITIONAL VIBRATION. WASH-OFF LENGTH SHALL BE AS REQUIRED TO EFFECTIVELY REMOVE CONSTRUCTION SEDIMENT FROM VEHICLE TIRES.
- ⑦ MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT REMOVAL HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND CLEANING THE MATERIALS OR PLACING ADDITIONAL MATERIAL (SLASH MULCH OR CRUSHED ROCK) OVER SEDIMENT FILLED MATERIAL TO RESTORE EFFECTIVENESS.

REVISION:  
APPROVED: 8-6-2014  
*Prof. EMD*  
CH2 Environmental, Inc.

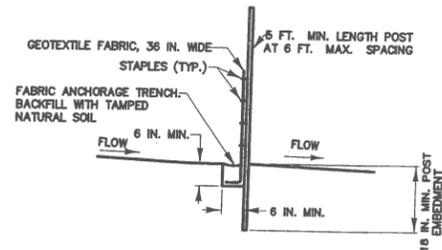
 Approved: <i>Christopher Ly</i> STATE DESIGN ENGINEER 8-6-2014	<b>TEMPORARY SEDIMENT CONTROL</b> CONSTRUCTION EXITS	
	<b>STANDARD PLAN 5-297.405</b>	<b>2 OF 3</b>
S.A.P. 073-601-053	SHEET 10 OF 11 SHEETS	



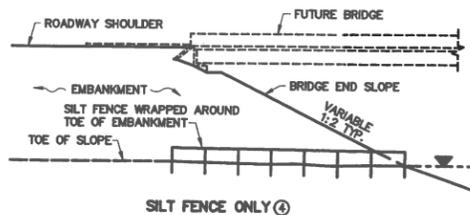
**SILTS FENCE TYPE HI ②**  
(HAND INSTALLED)



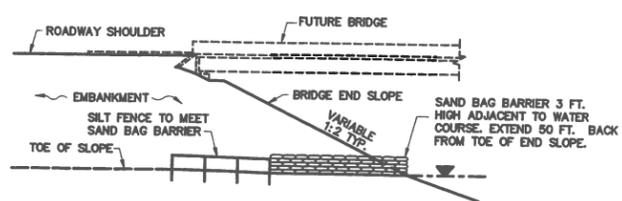
**SILTS FENCE TYPE MS ②**  
(MACHINE SLICED)



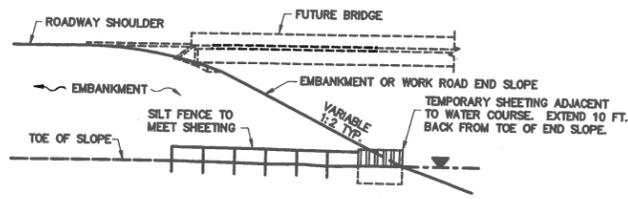
**SILTS FENCE TYPE PA ③**  
(PREASSEMBLED)



**SILTS FENCE ONLY ④**

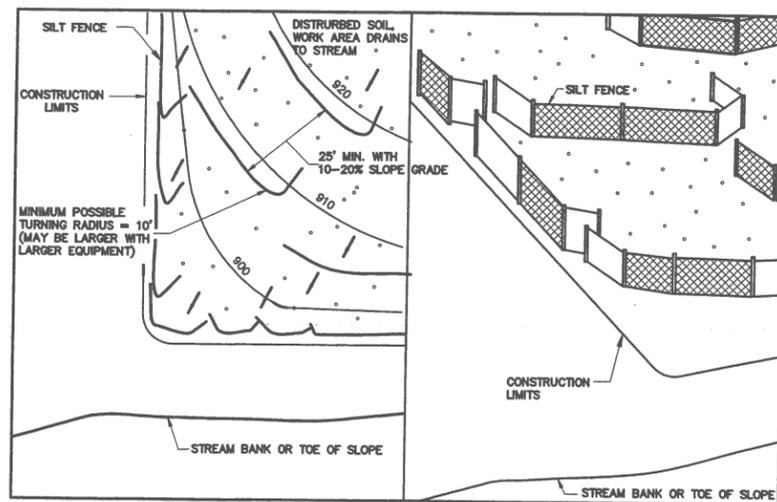


**SILTS FENCE WITH SAND BAGS ⑤**



**SILTS FENCE WITH SHEETING ⑥**

**INSTALLATION AT BRIDGE EMBANKMENT ADJACENT TO WATER**



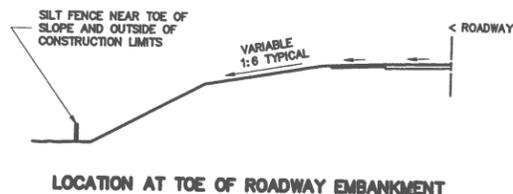
PLAN VIEW

PERSPECTIVE VIEW

**J-HOOK INSTALLATION**

**NOTES:**

- SEE SPECS. 2573, 3149 & 3886.
- ① COARSE FILTER AGGREGATE (SPEC. 3149) SHALL BE INCIDENTAL.
- ② TO PROTECT AREAS FROM SHEET FLOW. MAXIMUM CONTRIBUTING AREA: 1 ACRE.
- ③ TO PROTECT AREAS FROM SHEET FLOW. MAXIMUM CONTRIBUTING AREA: 0.25 ACRE.
- ④ WATER COURSE FLOW VELOCITY: STANDING. CONTRIBUTING SLOPE AREA: 1/2 ACRE.
- ⑤ WATER COURSE FLOW VELOCITY: 1 TO 7 FT./SEC. CONTRIBUTING SLOPE AREA: 1 ACRE.
- ⑥ WATER COURSE FLOW VELOCITY: 8 TO 15 FT./SEC. CONTRIBUTING SLOPE AREA: 3 ACRES.



**LOCATION AT TOE OF ROADWAY EMBANKMENT**

REVISION:  
APPROVED: 8-6-2014  
*[Signature]*  
CHIEF ENGINEER

REVISION:  
*[Signature]* APPROVED:  
STATE DESIGN ENGINEER  
8-6-2014  
S.A.P. 073-601-053

TEMPORARY SEDIMENT CONTROL  
SILTS FENCE  
STANDARD PLAN 5-297.405 | 3 OF 3  
SHEET 11 OF 11 SHEETS

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration/Engineering</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>5i</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Accepting Avalon 8 Improvements</b>	
<p><b>RECOMMENDATION:</b> The improvements to street, storm sewer, watermain and sanitary sewer have been completed satisfactorily. Staff is recommending the city accept the improvements in accordance with Resolution No. 15-2016</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> None</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b></p> <p>The base lift of bituminous, storm sewer, watermain and sanitary sewer improvements were completed in 2014. Final lift of bituminous was placed in November of 2015. The improvements have been inspected and staff is recommending acceptance.</p> <p><b>BUDGET/FISCAL IMPACT:</b> Ongoing maintenance.</p> <p><b>ATTACHMENTS:</b> Resolution _____</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to approve Resolution No. _____ accepting the Avalon 8 Improvements.</p>		

**RESOLUTION No. \_\_\_\_\_**

**FINAL ACCEPTANCE OF AVALON VILLAGE 8  
IMPROVEMENTS TO  
6<sup>TH</sup> STREET NORTH & KNIGHTS COURT**

**WHEREAS**, the Developer Dean Croat Construction, under Improvement Project titled Avalon Village 8 Improvements constructed street, storm sewer, sanitary sewer and watermain improvements on 6<sup>th</sup> Street N and Knights Court; and

**WHEREAS**, WSB and Associates, consulting engineers, have inspected the work completed under this project and as of December 31, 2015 finds it to be in conformance with the approved plans and specifications for the same completed by Stantec,

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

The City accepts the Avalon 8, street, storm sewer, sanitary sewer and watermain improvements constructed by Dean Croat Construction and agrees to provide perpetual maintenance of those improvements from this date forward contingent upon the following;

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax.
2. Evidence in the form of an affidavit that all claims against the contractor by reason of the contract have been full paid or satisfactorily secured.
3. Two year maintenance bond or letter of credit consistent with the Developers Agreement terminating on December 31, 2017.

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

The motion for the adoption of the foregoing resolution was 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 were absent:

**WHEREUPON SAID RESOLUTION WAS DECLARED PASSED AND ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF MARCH, 2016.**

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

**ATTEST:**

By: \_\_\_\_\_  
Mary Degiovanni, Administrator

**SEAL**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Police Department</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>5j</b>
Agenda Section: <b>Consent</b>	Item: <b>Police Officer</b>	
<p><b>RECOMMENDATION:</b> Appointment of budgeted police officer.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> Council authorized hiring process in December of 2015.</p> <p><b>BACKGROUND:</b> The City's 2016 budget provided for the addition of two more officers and the Council authorized the hiring process in late 2015. The Chief has a finalist who will be recommended for appointment, subject to final background checks before Monday night. The Chief will deliver his final recommendation with named appointment for your Monday night meeting.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The City's 2016 budget incorporated these staff additions so there are no budget impacts.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the appointment. If item is removed from Consent, separate motion is requested approving police officer appointment.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Police Department</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>5k</b>
Agenda Section: <b>Consent</b>	Item: <b>Southwest Siren Purchase</b>	
<p><b>RECOMMENDATION:</b> Approval of Southwest Siren purchase and installation in cooperation with Stearns County.</p> <p><b>BACKGROUND:</b> I worked with Stearns Co. EM in 2015 toward an agreement to cost share in the purchase of a siren for the southwest water treatment plant. Other than providing coverage for the southwest side of our community, it also provides coverage for St. Cloud. Because of this, they were willing to participate in the purchase of the siren and installation of all siren components on the pole in 2016. The City of Sartell will maintain the siren and pay for any ongoing electrical costs which are minimal.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The emergency management budget had \$12,000 allocated for the siren purchase and installation. Total cost for the project will be \$18,170.00 which will be shared with Stearns Co. EM. We will come in under budget with the cost sharing with Stearns Co. EM.</p> <p><b>ATTACHMENTS:</b> Federal Warning and Design Electric quotes</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the recommendation. If item is removed from Consent, separate motion is requested approving recommendation.</p>		





QUOTATION  
 FEDERAL SIGNAL CORPORATION  
 Federal Warning Systems

Quotation No.: FWS 22416909  
 Reference quote no. on your order

Name Stearns County Emergency Mgmt.  
 Co. Name Erin Hausauer, Director  
 Address PO Box 811  
 City, State, Zip St. Cloud, MN 56302  
 Phone No. 320-259-3942  
 Fax No. erin.hausauer@co.stearns.mn.us

Date 2/24/2016  
 Reference \_\_\_\_\_

CUSTOMER COPY  
 SALESPERSON COPY  
 OFFICE COPY



Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		\$6,700.00
2	1	DCFCTBDH	2-Way Digital DC Control/Battery Cabinet		5,525.00
3			Charger/(2) 48VDC Contactors/2-Way Radio		
4			Sensors/NEMA Aluminum Cabinet		
5	1	OMNI	3 db Gain Omnidirectional Antenna		300.00
6	1	AMB-P	Antenna Mounting Bracket - Pole		110.00
7	1	MISC.	Shipping from Factory		665.00
8					
9	1	TOTAL	Equipment & Shipping		\$13,300.00
10					
11					
12			<del>OPTIONS</del>		
13	1	TK-I-2001DCZ2	<del>Installation on Class 2 Wood Pole with four deep cycle batteries.</del>		<del>5,900.00</del>
14					
15					
16			<i>*Customer responsible for bringing proper power to siren site and making final power hookup</i>		
17					
18					
19					
20					

*decline installation*  
*GA*

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for \_\_\_\_\_ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F O B. University Park, IL  
 EST. DEL. WT. \_\_\_\_\_  
 DELIVERY 6 - 8 Weeks (ARO)  
 TERMS Equipment: Net 30 Days Upon Shipment  
Services: Net 30 Days Billed Monthly Upon Completion  
 FREIGHT TERMS See Line Item Above

BY: [Signature]  
 FWS Sales Representative  
 ADDRESS: Federal Warning Systems, Inc.  
1705 3<sup>rd</sup> Ave. SE  
Rochester, MN 55904  
 BY: [Signature]  
 Federal Signal / Countersigned  
 TITLE: Stearns County Emergency Manager

Purchase order MUST be made out to:  
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>03/14/2016</b>	Agenda Item No. <b>5L</b>
Agenda Section: <b>Consent</b>	Item: <b>Application/Permit for Temporary On Sale Liquor Licenses</b>	
<p><b>STAFF RECOMMENDATION:</b> Approval</p> <p><b>BOARD/COMMISSION/OTHER RECOMMENDATION:</b> None needed</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b> St. Francis Xavier is requesting two temporary on sale liquor licenses for their “Spring for Students” fundraising dinner which is being held on Friday, April 15, 2016 and one for their annual parish festival which is being held on Saturday, August 20, 2016. State Statute allows up to 12 days’ worth of temporary licenses per year, per organization (club, charitable, religious or other nonprofit). This will be the second &amp; third for SFX this year. They have provided us with a certificate of liquor liability insurance and the appropriate fees.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None</p> <p><b>ATTACHMENTS:</b> MN DPS AGED Application and Permit Form</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the application. If item is removed from Consent, separate motion is requested approving Application and Permit for a 1 Day Temporary On-Sale Liquor License.</p>		



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

<b>Name of organization</b> St. Francis Xavier Church	<b>Date organized</b> Sep 1, 1948	<b>Tax exempt number</b> ES 20107
--	--------------------------------------	--------------------------------------

<b>Address</b> 219 2nd St N PO Box 150	<b>City</b> Sartell	<b>State</b> Minnesota	<b>Zip Code</b> 56377
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<b>Name of person making application</b> Tom Offerdahl	<b>Business phone</b> 320-252-1363	<b>Home phone</b> 320-290-3228
---	---------------------------------------	-----------------------------------

<b>Date(s) of event</b> Friday, April 15, 2016	<b>Type of organization</b> <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit
---	--

<b>Organization officer's name</b> Rev. Timothy Baltes, Pastor	<b>City</b> Sartell	<b>State</b> Minnesota	<b>Zip Code</b> 56377
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<b>Organization officer's name</b> Mark Skaj, Trustee	<b>City</b> St. Cloud	<b>State</b> Minnesota	<b>Zip Code</b> 56303
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<b>Organization officer's name</b> Kathryn Kelly, Trustee	<b>City</b> Olivia	<b>State</b> Minnesota	<b>Zip Code</b> 56277
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<b>Organization officer's name</b> Tom Offerdahl, Business Manager	<b>City</b> Sartell	<b>State</b> Minnesota	<b>Zip Code</b> 56377
---	------------------------	---------------------------	--------------------------

Location where permit will be used. If an outdoor area, describe.  
 St. Francis Xavier Parish Gathering Place - Spring for Students Fundraising Dinner

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Catholic Mutual Group, \$1,000,000 liquor liability

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Sartell  
 City or County approving the license

\_\_\_\_\_  
 Date Approved

\$20.00  
 Fee Amount

\_\_\_\_\_  
 Permit Date

3/9/16  
 Date Fee Paid

\_\_\_\_\_  
 City or County E-mail Address

Randy Schupp  
 Signature City Clerk or County Official

\_\_\_\_\_  
 City or County Phone Number

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT  
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

<b>Name of organization</b>		<b>Date organized</b>	<b>Tax exempt number</b>
St. Francis Xavier Church		Sep 1, 1948	ES 20107
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
219 2nd St N PO Box 150	Sartell	Minnesota	56377
<b>Name of person making application</b>		<b>Business phone</b>	<b>Home phone</b>
Tom Offerdahl		320-252-1363	320-290-3228
<b>Date(s) of event</b>	<b>Type of organization</b>		
Saturday, August 20, 2016	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
<b>Organization officer's name</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Rev. Timothy Baltes, Pastor	Sartell	Minnesota	56377
<b>Organization officer's name</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Mark Skaj, Trustee	St. Cloud	Minnesota	56303
<b>Organization officer's name</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Kathryn Kelly, Trustee	Olivia	Minnesota	56277
<b>Organization officer's name</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Tom Offerdahl, Business Manager	Sartell	Minnesota	56377

Location where permit will be used. If an outdoor area, describe.  
 St. Francis Xavier Parish Parish Grounds - south side of property/beer tent/parking lot - annual parish festival.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Catholic Mutual Group, \$1,000,000 liquor liability

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Sartell <small>City or County approving the license</small>	_____ <small>Date Approved</small>
\$20.00 <small>Fee Amount</small>	_____ <small>Permit Date</small>
3/9/16 <small>Date Fee Paid</small>	_____ <small>City or County E-mail Address</small>
 <small>Signature City Clerk or County Official</small>	_____ <small>City or County Phone Number</small>
_____ <small>Approved Director Alcohol and Gambling Enforcement</small>	

**CLERKS NOTICE:** Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT  
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>6a</b>
Agenda Section: <b>Public Hearings</b>	Item: <b>Abatement Bonds</b>	
<p><b>BACKGROUND:</b> Tonight you are asked to take public input and then consider approval of the attached Resolution. <b>You are not asked</b> to approve an actual issuance of bonds, nor are you approving any final projects. The recommended Resolution allows flexibility to determine timing and scope of your 2016/2017 bonding toward community amenities.</p> <p>As previously discussed, we will factor in any necessary bonding for street projects in 2016 and 2017 to try to keep each year's total bond issuance below \$10,000,000. That keeps our bond issues bank qualified which generally results in lower interest rates to save taxpayers. The City's financial consultants will provide more information, but you have certain options depending on the nature of the projects you are financing. In the case of the regional community amenities you would pursue with that portion of your sales tax revenues, abatement bonds are the most cost effective tool. Because of the regional nature of the projects you are able to finance with sales tax, we could have abated any tax parcels and so we chose some of the largest tax parcels to simplify the list.</p> <p>The City's previous use of abatement has been:</p> <ol style="list-style-type: none"><li>1. 2003 arena project abatement of \$22,467 for 15 years as an abatement levy.</li><li>2. 2012 City share of TH 15/CR 120 project abatement of about \$125,000 for 5 years using existing street fund levy.</li><li>3. Pinecone Road 2015 project abatement of \$445,000 for 15 years as a planned street levy increase, but repaid by sales tax in future years to reduce long term levy for streets.</li><li>4. Current proposed abatement will use sales tax deposits to debt fund with no planned levy impact.</li></ol> <p><b>BUDGET/FISCAL IMPACT:</b> This Resolution makes no change to fiscal impacts. The Council will determine the amount of any future bond issuance based on your continued review of projects and sales tax projections. The goal is that the debt is entirely funded by sales tax revenues with no impacts on property tax levy for debt service.</p> <p><b>ATTACHMENTS:</b> Recommended Resolution.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Subject to public input, staff recommends a motion to approve the attached Resolution.</p>		

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

**RESOLUTION APPROVING PROPERTY TAX ABATEMENTS**

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

Recitals.

The City proposes to finance improvements to the City's regional community center and to certain regional parks, including improvements of and amenities related thereto (collectively, the "Project"), all located in the City. The City proposes to issue General Obligation Tax Abatement Bonds (the "Bonds") in an amount not to exceed \$13,500,000 and use the proceeds thereof to finance the Project. The abatement will apply to the City's share of the property taxes (the "Abatement") derived from the property described by property identification numbers on the attached "Exhibit A" (the "Property") located in Stearns County.

The City has requested, in writing, that Sartell-St. Stephen School District No. 748 (the "School District") grant a tax abatement to finance the Project and the School District has declined in writing to grant a tax abatement for the Project.

On the date hereof, the Council held a public hearing on the question of the Abatement, and said hearing was preceded by at least 10 days but not more than 30 days prior published notice thereof.

The Abatement is authorized under Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Abatement Law").

Findings for the Abatement. The City Council hereby makes the following findings:

The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.

Granting the Abatement is in the public interest because it will:

provide or help acquire or construct public facilities;

finance or provide public infrastructure; and

help provide access to services for residents of the City.

The Property is not and will not be located in a tax increment financing district during the Abatement period.

In any year, the total amount of property taxes abated by the City by this and other abatement resolutions, if any, shall not exceed ten percent (10%) of net tax capacity

of the City for the taxes payable year to which the abatement applies or \$200,000, whichever is greater (the "Abatement Limit"). The City may grant other abatements permitted under the Abatement Law after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Limit the allocation of the Abatement limit to such other abatements is subordinate to the Abatement granted by this resolution.

Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

The Abatement shall be for a twenty (20) year period and shall apply to the City's share of the taxes payable in the years 2017 through 2036, inclusive. In the event that the School District does not decline, in writing, to grant a tax abatement to finance the Project, the Abatement shall be for a fifteen (15) year period and shall apply to the taxes payable in the years 2017 through 2031, inclusive.

The City will abate the City's share of the property taxes which the City receives from the Property, in an amount not to exceed \$13,500,000.

The Abatement shall be subject to all the terms and limitations of the Abatement Law.

Because the City proposes to issue the Bonds, the Abatement may not be modified or changed.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Adopted on March 14, 2016 by the City Council of Sartell.



## Exhibit A

### Parcel ID Numbers for "Property"

92.56570.0166	92.56571.0145
92.57044.0903	92.57044.0909
92.57105.0400	92.56579.0047
92.56579.0051	92.56579.0045
92.56570.0164	92.56570.0163
92.57044.0000	92.56570.0155
92.56569.0850	92.57044.0900
92.57169.0208	92.57044.0923
92.56823.0229	92.57105.0422
92.56823.0209	92.56570.0153
92.56581.0100	92.56570.0150
92.56716.0201	92.56579.0046
92.56705.0077	92.56569.0852
92.56705.0078	92.57049.9800
92.56705.0085	92.56716.0280
92.56705.0076	

# SARTELL CITY COUNCIL

# AGENDA COVER MEMO

Originating Department <b>Administration /Engineering          Department</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>7a</b>
Agenda Section: <b>Old Business</b>	<b>Item:</b> <b>2016 Seal Coat – Contract Award</b>	

- RECOMMENDATION:**
1. Motion to approve Resolution awarding the 2016 Chip Seal Contract to Astech, Inc.
  2. Consider approving adding a fog seal to some additional areas.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** None

**PREVIOUS COUNCIL ACTION:** Authorized ad for bid to obtain bids.

**BACKGROUND:**

Bids were received for the 2016 Chip Seal project on Monday March 7, 2016. Three bids were received and Astech, Inc. of St. Joseph, MN was the low bidder in the amount of \$102,933.79. This project includes striping and pavement markings.

This base bid included a fog seal on Central Park Boulevard. The option to fog seal all the streets in the 2016 chip seal area can be added as an option. The cost for each area is listed below. The areas not planned for a fog seal application are residential areas.

A concern with fog sealing in residential areas is that the fog seal application can take between 1-2 hours to fully dry. One of the common complaints from residents is that oil is tracked into their driveways and can get tracked into the house. This concern must be weighed against the complaint of seal coat aggregate ending up on the lawns.

The cost to fog seal all of the project areas is approximately \$17,800.00

The cost to fog seal each of the areas is as follows.

Area 1 - \$2,600, Area 2 - \$600.00, Area 3 – \$400.00, Area 4-Included in Bid,

Area 5 - \$6,100, Area 6 - \$6,600. Area 7 - \$1,500.

If the council wishes to move forward with a fog seal on all streets, I would recommend that Area 1 be removed from the list for fog seal application. At this time there are no houses in this development.

Additional costs include purchasing the seal coat aggregate and trucking costs from Meridian Aggregate and engineering fees are estimated as follows;

Aggregate - \$21,000 Trucking Cost - \$5,000, Engineering & Inspection \$15,000

Total Estimated Project Cost without additional Fog Seal	\$143,933.79
Total Estimated Project Cost with Additional Fog Seal	\$161,733.79

**BUDGET/FISCAL IMPACT:** Without additional Fog Seal - \$ 144,000

With additional fog seal - \$162,000

The 2016 Budget for street repairs including Seal Coat is \$250,000 and Striping is \$20,000 for a total of \$270,000.

This leaves approximately \$126,000 to \$108,000 available in the 2016 seal coat and striping budget for miscellaneous street repairs, crack filling and striping.

**ATTACHMENTS:** Seal Coat Map and Cost Estimate

**COUNCIL ACTION REQUESTED:** 1. Motion to approve the attached Resolution No. \_\_\_\_\_ and:

2. Authorizing staff to complete a work order for completing a fog seal in the specified areas.

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

**RESOLUTION No: \_\_\_\_\_-2016**

**A RESOLUTION TO ENTER INTO A CONTRACT FOR THE 2016 CHIP SEAL PROJECT**

**WHEREAS**, the city council on January 25, 2016 authorized the WSB & Associates, Inc. to complete the plans and specifications and to place the ad for bid; and

**WHEREAS**, an ad for bid was published in the Finance and Commerce and Sartell Newsleader; and

**WHEREAS**, bids three (3) bids were received on March 7, 2016; and

**WHEREAS**, the bids were tabulated and checked for accuracy and Astech, Inc. of St. Joseph Minnesota was the lowest responsive bidder in the amount of \$102,933.79.

**NOW THEREFORE IT BE RESOLVED**, The Mayor and City Administrator are authorized to enter into a contract with Astech, Inc. of St. Joseph, Minnesota in accordance with the plans and specifications dated January 25, 2016.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 14<sup>th</sup> day of March, 2016.

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

**ATTEST:**

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

**SEAL**



Building a legacy – *your* legacy.

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

March 7, 2016

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

Re: 2016 Bituminous Chip Seal  
WSB Project No. 2174-810

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Monday, March 7, 2016, and were opened and read aloud. A total of three bids were received. The bids were checked for mathematical accuracy and tabulated. The Engineer's Estimate was \$138,059.10. The bid tabulation indicates the low bidder as Asphalt Surface Technologies Corporation (ASTECH Corp.), St. Cloud, Minnesota, in the amount of \$102,933.79.

We recommend that the City consider these bids and award a contract to ASTECH Corp., based on the results of the bids received.

Sincerely,

**WSB & Associates, Inc.**

  
Mike Nielson, PE  
City Engineer

Enclosures

cc: Dale Strandberg, ASTECH Corp.

ar

## BID TABULATION SUMMARY

PROJECT: 2016 Bituminous Chip Seal

OWNER: City of Sartell, MN

WSB PROJECT NO.: 2174-810

Bids Opened: Monday, March 7, 2016 11:00 am

Contractor	Bid Security (5%)	Affidavit	Verification of Compliance	Grand Total Bid
1 Asphalt Surface Technologies Corp.	X	X	X	\$102,933.79
2 Caldwell Asphalt Co., Inc.	X	X	X	\$128,600.62
3 Allied Blacktop Company	X	X	X	\$154,397.15
Engineer's Opinion of Cost				\$138,059.10

I hereby certify that this is a true and correct tabulation of the bids as received on March 7, 2016.

  
Michael J. Nielson, PE, City Engineer

 Denotes corrected figure



**WSB  
Project Bid Abstract**

**Project Name:** SART - 2016 Seal Coat  
**Client:** City of Sartell  
**Bid Opening:** 03/07/2016 11:00 AM

**Contract No.:**  
**Project No.:** 02174-81  
**Owner:** St. Cloud

Denotes Corrected Figure

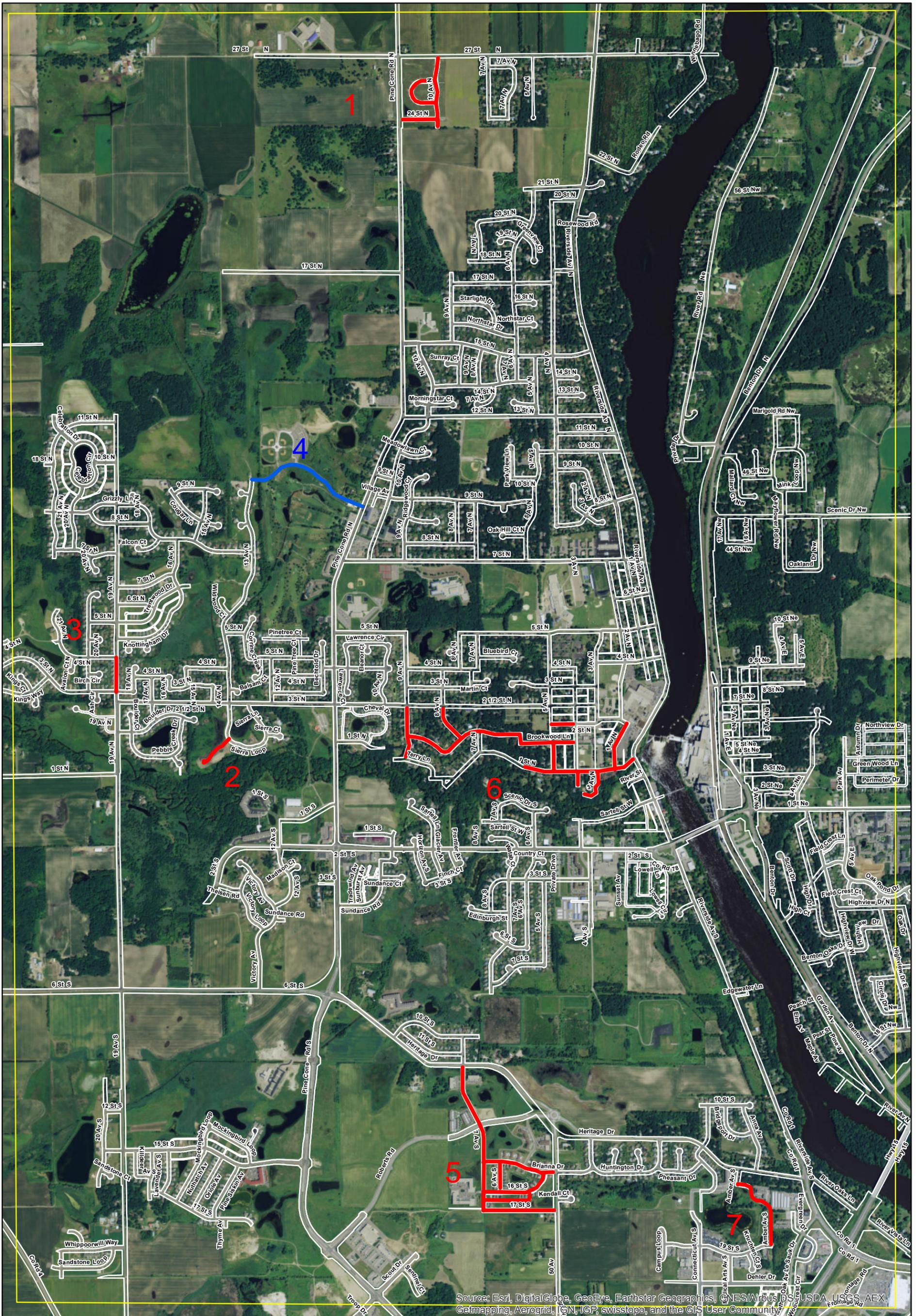
Project: 02174-81 - SART - 2016 Seal Coat				Engineers Estimate		Asphalt Surface Technologies Corporation a/k/a ASTECH Corp		Caldwell Asphalt Co., Inc.		Allied Blacktop	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
2016 BITUMINOUS CHIP SEAL											
1	2355.502 BITUMINOUS MATERIAL FOR FOG SEAL (CCS-1H)	GAL	1268	\$2.60	\$3,296.80	\$0.50	\$634.00	\$3.95	\$5,008.60	\$5.60	\$7,100.80
2	2356.505 BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2P)	GAL	25005	\$2.95	\$73,764.75	\$1.90	\$47,509.50	\$2.18	\$54,510.90	\$3.20	\$80,016.00
3	2356.505 BITUMINOUS MATERIAL FOR STRIPING PREP (CRS-2P)	GAL	158	\$3.50	\$553.00	\$1.90	\$300.20	\$3.50	\$553.00	\$3.00	\$474.00
4	2356.507 SEAL COAT AGGREGATE (FA-2 MOD)	S Y	80498	\$0.35	\$28,174.30	\$0.43	\$34,614.14	\$0.49	\$39,444.02	\$0.50	\$40,249.00
5	2356.507 SEAL COAT AGGREGATE (FA-3 MOD)	S Y	7045	\$0.45	\$3,170.25	\$0.55	\$3,874.75	\$0.49	\$3,452.05	\$0.50	\$3,522.50
6	2356.507 SCREEN SEAL COAT AGGREGATE STOCKPILE	LS	1	\$3,500.00	\$3,500.00	\$500.00	\$500.00	\$8,300.00	\$8,300.00	\$2,500.00	\$2,500.00
7	2582.501 PAVT MSSG (LT ARROW) EPOXY	EACH	1	\$125.00	\$125.00	\$110.00	\$110.00	\$138.00	\$138.00	\$130.00	\$130.00
8	2582.501 PAVT MSSG (RT ARROW) EPOXY	EACH	5	\$125.00	\$625.00	\$110.00	\$550.00	\$138.00	\$690.00	\$130.00	\$650.00
9	2582.501 PAVT MSSG (LT-THRU ARROW) EPOXY	EACH	3	\$200.00	\$600.00	\$198.00	\$594.00	\$185.00	\$555.00	\$185.00	\$555.00
10	2582.502 4" DOUBLE SOLID LINE YELLOW-EPOXY	L F	4930	\$0.55	\$2,711.50	\$0.65	\$3,204.50	\$0.62	\$3,056.60	\$0.90	\$4,437.00
11	2582.502 4" SOLID LINE WHITE-EPOXY	L F	4845	\$0.30	\$1,453.50	\$0.32	\$1,550.40	\$0.31	\$1,501.95	\$0.45	\$2,180.25
12	2582.502 4" SOLID LINE YELLOW-EPOXY	L F	620	\$0.30	\$186.00	\$0.32	\$198.40	\$0.31	\$192.20	\$0.45	\$279.00
13	2582.502 24" SOLID LINE WHITE-EPOXY	L F	494	\$8.00	\$3,952.00	\$5.75	\$2,840.50	\$5.70	\$2,815.80	\$7.35	\$3,630.90
14	2582.503 CROSSWALK MARKING-EPOXY	S F	1582	\$8.50	\$13,447.00	\$3.70	\$5,853.40	\$3.75	\$5,932.50	\$4.85	\$7,672.70
15	2563.603 TEMPORARY RAISED PAVEMENT MARKERS (TRPM)	LS	1	\$2,500.00	\$2,500.00	\$600.00	\$600.00	\$2,450.00	\$2,450.00	\$1,000.00	\$1,000.00
Total 2016 BITUMINOUS CHIP SEAL:						\$138,059.10		\$102,933.79		\$128,600.62	\$154,397.15
Total 2016 BITUMINOUS CHIP SEAL:						\$138,059.10		\$102,933.79		\$128,600.62	\$154,397.15
Totals for Project 02174-81						\$138,059.10		\$102,933.79		\$128,600.62	\$154,397.15
% of Estimate for Project 02174-81								-25.44%		-6.85%	11.83%

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

Certified By:

License No. 23623

Date: March 7, 2016



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus, USDA, USGS, AEX, Geomapping, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

### Legend

-  Local Roads
-  2016 Sealcoat and Fog Seal
-  2016 Sealcoat

# 2016 Sartell Seal Coat Project Location Map



# SARTELL CITY COUNCIL

# AGENDA COVER MEMO

Originating Department <b>Administration /Engineering Department</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>7b</b>
Agenda Section: <b>Old Business</b>	Item: <b>Pinecone - Park - Wetland Replacement Plan</b>	

**RECOMMENDATION:** Motion to authorize WSB & Associates to complete the wetland replacement mitigation application for the proposed parking lot construction at an estimated cost of \$3,000.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** None

**PREVIOUS COUNCIL ACTION:** Authorization of parking lot plan

**BACKGROUND:** WSB has completed the parking lot plan for the additional parking at Bernicks Arena. This plan requires filling wetland. The wetland boundaries have been approved by all agencies.

Now that the wetland boundaries are approved, we can complete the preparation of the wetland permits application. This will generally involve preparation of a joint permit application (WCA and Corps) as well as the MnDNR Public Waters Works permit (online MPARS) for the culvert at Watab River.

The approved wetland boundary approval is good for 5 years. Replacement needs to be complete (wetland bank replacement credits debited at BWSR) prior to impact.

Cost for the preparation of the permit applications (which will include the need for supporting avoidance/minimization/alternative site considerations) is estimated to be approximately \$3000.

Services include:

- Preparation of interagency water resources application form (joint application)
- Preparation of MnDNR online permit (MPARS)
- Review and Preparation of alternatives/avoidance discussion (site drawings, supporting documentation, etc.)
- Identify wetland bank, draft banking forms, submit to BWSR

**BUDGET/FISCAL IMPACT:** \$3,000 from Park Improvement funds.

**ATTACHMENTS:** Wetland Boundary Map

**COUNCIL ACTION REQUESTED:** Motion to authorize WSB & Associates to complete the wetland replacement plan.



**Legend**

- Project Area
- Wetland Boundary

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



**Wetland Boundary Updated 1/25/2016**  
**Bernicks Arena**  
**City of Sartell**



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration &amp; Public Works</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>8a</b>
Agenda Section: <b>New Business</b>	Item: <b>Public Works Equipment</b>	
<p><b>RECOMMENDATION:</b> Approval of the purchase of public works equipment using State bid.</p> <p><b>BACKGROUND:</b> The City has made a concerted effort to be strategic about street repairs so that each maintenance option is used when it is most effective, from sealcoating to complete reconstruction. One of the items we recommend increasing for the most cost effective maintenance is crackfilling. We have done this for years using a rental unit at a cost of about \$3,000 per year. However, that means we are restricted on when we can use it based on availability and schedules. We recommend now purchasing a crackfilling unit so we can use it more often and on a timeline that works for us. Buying a unit is not intended to be a savings vs renting, but is instead geared toward better maintenance with longer term savings results since we will be able to crackfill at the most opportune times. The benefits will be streets in better condition and savings on long term street maintenance costs by owning this unit.</p> <p><b>BUDGET/FISCAL IMPACT:</b> We recommend use of the savings from low sealcoat bids this year – that will still leave you over \$50,000 for miscellaneous repairs and patching coming up in 2016, but will also make the long term investment in the crackfilling unit without impacting your budget.</p> <p><b>ATTACHMENTS:</b> State bid.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Motion approving equipment purchase using public works general fund budget.</p>		



# SARTELL

## CITY COUNCIL

# AGENDA

## COVER SHEET

Originating Department <b>Community Development and Public Works Department</b>	Meeting Date: <b>March 14, 2016</b>	Agenda Item No. <b>8b</b>
Agenda Section: <b>New Business</b>	Item: <b>Adopt a Street Policy</b>	

**RECOMMENDATION:**

Staff recommends approving the Adopt a Street Policy.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

NA

**BACKGROUND:**

The City has been approached by an organization that has an interest in adopting a local city street for purposes of cleaning up litter and debris on a volunteer basis. As a result, we have developed a policy to govern over this type of city volunteerism which is very similar to other jurisdiction's policies regulating this type of activity (Stearns County, MnDOT, etc).

The policy outlines the purpose, program and process in the adoption of a street in Sartell. Volunteers are asked to adopt at least one mile, for three years in order to have a sign designating the adopted route. The City would provide the bags, safety vest, and gloves.

Consultation with our insurance coverage (LMCIT) revealed that LMCIT currently provides volunteer accident coverage. The volunteer accident coverage includes medical, disability, impairment and death benefits. Based on our draft program requirements, they did not see any particular problems which would increase the risk for this type of volunteerism.

**BUDGET/FISCAL IMPACT:**

Costs to purchase the signs would come from the City's beautification funds (minimal cost).

**ATTACHMENTS:**

1. Adopt a Street Policy.

**ACTION REQUESTED:**

Make a motion to approve the Adopt a Street Policy.

## ADOPT-A-CITY STREET PROGRAM

Thank you for your interest in the Adopt-A-City Street Program. You are joining other community groups, businesses, and individuals to help reduce litter in Sartell, making a major contribution towards the city's overall appearance.

- Litter clean-up costs the U.S. more than \$11.5 billion each year!
- Trash blowing out of truck beds and tipped roll out bins causes a large percentage of litter in our neighborhoods.
- Litter decreases property values, diminishes community appearance and promotes even more litter.

The purpose of the Adopt-a-City Street Program is to:

- Tangibly demonstrate civic pride in your community
- Contribute to a cleaner and healthier environment
- Contribute to our overall economic development
- Serve as an impressive reminder to the public not to litter the roadways or ignore our environment

### Program Highlights

- Applicants are limited to one street adoption at a time for the first year
- Only city maintained streets can be adopted through this program
- We ask volunteers to adopt at least one mile
- A minimum of two (2) clean ups are required/year for a three-year commitment
- Volunteers receive two signs along their adopted route, if a minimum of 1 mile is adopted (both sides of the street).
- Volunteers must submit a cleanup report for each clean up
- Additional opportunities include storm drain marking and graffiti spotting
- The City will provide bags, safety vests, gloves.

### How to Adopt

- Contact the City of Sartell Public Works Department at 320-258-7304 or via email [brad@sartellmn.com](mailto:brad@sartellmn.com) to get a list of possible streets to adopt.
- Once we verify that the street you have chosen is available, we will send you an INFORMATION PACKET that includes information for you to discuss with your group as well as an application and agreement that need to be completed and returned to Public Works.
- Prior to each cleanup date, the City will provide trash bags and reflective vests. After your first cleanup is completed, your organization's special Adopt-A-City Street recognition signs will be installed.
- Contact the Public Works Department two weeks prior to each cleanup to obtain trash bags, gloves and vests.

To apply for a street adoption, please fill out an online application at [sartellmn.com](http://sartellmn.com)

For further questions about the program, please contact us.

City of Sartell  
125 Pinecone Road North

Sartell, MN 56377  
320.258.7304



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# *Sartell Police Department*

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TO: MARY DEGIOVANNI, MAYOR AND CITY COUNCIL  
FROM: CHIEF HUGHES  
SUBJECT: FEBRUARY MTG - GENERAL INFORMATION/STATISTICS  
DATE: MARCH 9, 2016  
CC: MEMO FILE

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- The department had a presence at the community showcase on February 27<sup>th</sup>. There was a great turnout and those working the event were able to interact with many community members.
- Officers will be completing mandatory training on tactical handcuffing this month.
- You will begin seeing the speed trailer making its way throughout the community. As we did last year, the trailer was moved weekly. As detour routes are identified for the upcoming Stearns County Rd. 1 project we will include those into the trailer rotation as well.
- CSO Molitor continues to work on establishing the neighborhood watch program in the community.
- The following is a synopsis for the reportable and non-reportable incidents for January 2016.
  - **Reportable Incidents**
    - ✓ Assaults were at 3
    - ✓ Burglaries were at 3
    - ✓ Drug incidents were at 9
    - ✓ Juvenile alcohol and runaway were at 2
    - ✓ Trespass/damage to property were at 9
    - ✓ Theft type incidents were at 22

- **Non Reportable Incidents**
  - ✓ Alarm calls were at 32
  - ✓ Motorist/personal assists were at 53
  - ✓ Civil matters were at 13
  - ✓ Child custody/placements were at 6
  - ✓ Dog complaints/incidents were at 21
  - ✓ Driving complaints were at 8
  - ✓ Medicals were at 58
  - ✓ Property damage crashes were at 13
  - ✓ Psychiatric cases were at 3
  - ✓ Extra patrol requests were at 13
  - ✓ Suicide threats/attempts were at 6
  - ✓ Suspicious type activity calls were at 33
  - ✓ Warrants served/paper attempts were at 7
  - ✓ Welfare checks were at 20

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

**REPORTABLE INCIDENTS**

		<u>2014</u>	<u>2015</u>	<u>2016</u>
A	Assault	2	1	3
B	Burglary	0	2	3
C	Forgery- Counterfeiting	3	0	6
D	Drugs	3	9	9
E	Escape – Flight	0	0	1
I	Crime against Family	2	3	1
J	DWI	5	0	1
L	Criminal Sexual Conduct	1	4	0
M	Miscellaneous	0	1	1
	M3001 Juvenile Alcohol Offender	1	0	2
	M5350 Juvenile Runaway	1	0	0
N	Disturbing Peace/Privacy	1	1	2
P	Trespass/Damage to Property	11	14	9
Q	Stolen Property (Receiving/Concealing)	0	0	2
T	Theft	11	20	9
U	Theft Related	12	30	10
V	Vehicle Theft Related	1	1	1
W	Weapons	0	1	0
X	Crime against Administration of Justice	1	0	1
Y	Crime against Government – Public Official	0	0	1
	TOTAL	55	87	62

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

**NON REPORTABLE INCIDENTS**

		<u>2015</u>	<u>2016</u>
911 CALL	9847	0	1
911 HANG UP	9837	0	1
ADMINISTRATIVE CITATION	9099	4	0
ALARM - ACTUAL	9805	0	1
ALARM - FALSE	9807	26	31
ALL OTHER CITY ORDINANCES	9838	3	10
ALL OTHER MOVING VIOLATIONS	9000	10	5
ALL OTHER PARKING VIOLATIONS	9100	2	2
ANIMAL COMPLAINTS (ALL OTHERS)	9564	2	0
APPREHENSION AND DETENTION ORDER	9931	1	0
ASSIST - MOTORIST ASSIST	9843	29	29
ASSIST - PERSONAL ASSIST	9732	17	24
ASSIST ALBANY PD	9885	1	0
ASSIST BENTON COUNTY	9882	0	1
ASSIST BUSINESS	9866	1	6
ASSIST COLD SPRING PD	9873	2	0
ASSIST HUMAN SERVICES	9889	4	8
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	1	4
ASSIST POPE COUNTY	9871	1	0
ASSIST SAUK RAPIDS PD	9875	5	9
ASSIST ST CLOUD PD	9859	6	6
ASSIST STATE PATROL	9860	4	2
ASSIST STEARNS COUNTY	9863	16	12
ASSIST WAITE PARK PD	9877	1	1
BACKGROUND CHECKS	9858	34	78
BURNING VIOLATION	9824	2	0
CANCELLED IPS (NON REPORTABLE)	9208	2	0
CAR/ANIMAL ACCIDENT	9411	0	1
CARELESS DRIVING/RECKLESS DRIVING	9002	0	1
CHILD CUSTODY	9992	2	5
CHILD PLACEMENT	9881	0	1
CITIZEN CONTACT	9897	0	9
CIVIL MATTER	9831	7	13
COURT - OFF DUTY	9914	1	0
COURT - ON DUTY	9913	1	1
DECEASED PERSON - BODY FOUND	9720	2	2

DISPLAY/POSSESS REVOKED PLATES	9097	1	0
DOG - AT LARGE	9566	2	10
DOG - BARKING	9565	3	9
DOG COMPLAINTS	9562	0	2
DOG IMPOUNDS	9563	1	0
DOMESTIC, NO CRIME COMMITTED	9993	5	8
DRIVING AFTER CANCELLATION	9206	1	1
DRIVING AFTER REVOCATION	9201	11	8
DRIVING AFTER SUSPENSION	9207	7	3
DRIVING COMPLAINT	9839	8	8
DRUNKS - DETOX ADMITTANCE	9730	1	0
ESCORT	9854	0	2
EXPIRED REGISTRATION	9212	2	4
FINGERPRINT	9849	15	18
FIRE - MULTIPLE DWELLING	9602	0	1
FIRE - SINGLE DWELLING	9601	0	1
FIRE - VEHICLE	9606	0	1
FIRE LANE PARKING - SIGNS	9106	1	1
FOLLOW UP	9327	1	3
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	12	31
GUN RELATED COMPLAINTS	9879	1	2
HANDICAPPED PARKING	9103	1	0
HARASSMENT	9801	8	7
HARASSMENT/RESTRAINING/OFP ORDERS	9929	0	4
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	0	1
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	3	5
ILLEGAL DUMPING	9996	2	1
INATTENTIVE DRIVING	9034	1	0
INTOXICATED PERSON	9844	0	4
ISSUE DEER PERMIT	9855	1	2
JUVENILE CURFEW VIOLATION	9833	2	0
JUVENILE PROBLEM	9834	12	6
LIQUOR LICENSE APPLICATION RENEWAL	9907	0	2
MATTER OF INFORMATION	9970	21	20
MEDICAL CALL	9731	57	58
NEIGHBORHOOD DISPUTE	9991	1	0
NO DRIVER'S LICENSE IN POSSESSION	9111	0	1
NO INSURANCE	9210	3	1
NO PROOF OF INSURANCE	9021	12	11
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	1	1
NO VALID DRIVER'S LICENSE	9113	1	5
NOISE VIOLATION	9817	8	1
OPEN DOOR AND/OR WINDOW	9900	3	5
PARK VIOLATION	9823	0	1
PARKING - WINTER	9110	42	64
PERSONAL INJURY VEHICLE ACCIDENT	9420	3	1
PERSONS FOUND	9311	5	2

PERSONS MISSING	9304	5	2
PREDATORY OFFENDER/REG/COMPL CHK/CHANGE OF ADDRESS	9850	2	1
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	17	13
PROPERTY FOUND	9313	4	5
PROPERTY LOST	9303	7	3
PROWLERS AND WINDOW PEEPERS	9808	1	0
PSYCHIATRIC CASE	9740	3	3
PUBLIC HEALTH & SAFETY	9869	10	10
REQUEST FOR EXTRA PATROL	9998	27	13
RIGHT OF WAY	9008	1	0
ROAD HAZARD	9836	3	1
SCHOOL BUS STOP ARM VIOLATION	9014	2	2
SEARCH WARRANT	9928	1	1
SEATBELT VIOLATION	9020	2	0
SEIZED PROPERTY	9872	24	22
SERVICE TO OTHER DEPARTMENTS	9902	3	0
SNOWBIRD	9105	0	1
SOLICITOR REGISTRATION	9324	1	0
SPECIAL DETAIL	9829	11	8
SPEEDING	9004	27	11
STALLED VEHICLE	9840	1	1
STOP SIGNS	9017	2	1
SUICIDE	9700	2	0
SUICIDE ATTEMPT	9710	2	1
SUICIDE THREAT	9705	5	5
SUSPICIOUS ACTIVITY	9826	45	14
SUSPICIOUS ITEM	9798	0	2
SUSPICIOUS MAIL/EMAIL	9797	1	0
SUSPICIOUS PERSON	9870	5	4
SUSPICIOUS PHONE CALL(S)	9795	0	2
SUSPICIOUS SMELL	9799	2	2
SUSPICIOUS VEHICLE	9868	16	9
THREATS COMPLAINT, NO ARREST	9995	2	4
TOBACCO/UNDERAGE POSSESSION	9899	1	0
TOWED VEHICLE	9841	9	8
TRAINING/MISCELLANEOUS	9857	0	1
TRANSPORT	9856	14	17
UNSAFE EQUIPMENT	9015	0	1
UNWANTED PERSON	9830	3	0
USE OF WIRELESS DEVICE	9012	0	1
VEHICLE IN DITCH	9842	2	4
VERBAL DISPUTE	9845	6	4
VERBAL WARNING - ALL OTHERS	9045	67	77
VERBAL WARNING - HEADLAMP(S)	9047	16	23
VERBAL WARNING - SEATBELT	9046	0	1
VERBAL WARNING - SPEED	9043	35	21
VERBAL WARNING - STOP SIGN	9044	1	5

WARNING TAG - OTHER EQUIPMENT VIOLATION	9194	0	1
WARRANT SERVED	9901	1	2
WARRANT/PAPER ATTEMPT	9999	3	5
WELFARE CHECK	9811	26	20
	TOTAL	864	912

	<u>2014</u>	<u>2015</u>	<u>2016</u>
TOTAL REPORTABLE FOR JANUARY	55	87	62
TOTAL NON REPORTABLE FOR JANUARY	875	864	912
TOTAL CODES FOR JANUARY	930	951	974

Prepared by Kelly Hanson

Approved by Jim Hughes

# **LAW ENFORCEMENT CENTER**

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

**Jurisdiction:** LEC

**First Date:** 01/01/2016

**Last Date:** 01/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
1 SPD			
	1014	ESCORT	2
	1021	PHONE CALL	28
	1029	STOLEN VEHICLE	1
	1050	ACCIDENT	16
	1053	ACCIDENT AMBULANCE ENROUTE	1
	1056	INTOXICATED DRIVER	1
	1057	INTOXICATED PERSON	4
	1072	DEAD BODY	1
	911H	911 HANGUP CALL	1
	ADMIN	ADMINISTRATIVE ICR	20
	AENTRY	ATTEMPTED ENTRY	1
	AL	ALARM	29
	ALFIRE	ALARM FIRE	2
	ALMED	ALARM MEDICAL	2
	ANI	ANIMAL COMPLAINT	1
	ANIN	ANIMAL NEGLECT	1
	ASLT	ASSAULT	1
	ASSTA	AGENCY ASSIST	32
	ASSTB	BUSINESS ASSIST	3
	ASSTP	PERSONAL ASSIST	17
	BACK	BACKGROUND CHECK	47
	BIKEA	BIKE/ABANDONED	1
	BURG	BURGLARY	3
	CC	CITIZEN CONTACT	14
	CITYB	CITY BUSINESS	1
	CIVIL	CIVIL MATTER	9
	CO	CARBON MONOXIDE CALL WITHOUT IL	1
	COUNT	COUNTERFEITING	1
	COURT	COURT	1
	CUSTODY	CHILD CUSTODY DISPUTE	3
	DARE	DARE PROGRAM	1
	DISOR	DISORDERLY CONDUCT	1
	DOG	DOG COMPLAINT/BARKING	14
	DOM	DOMESTIC	5
	DOMI	DOMESTIC IN PROGRESS	4
	DOORCHK	DOOR CHECK(S)	6
	DRIVE	DRIVING COMPLAINT	8
	DUMP	ILLEGAL DUMPING COMPLAINT	1
	DUPLICATE	DUPLICATE ICR ERROR	1
	DWI	DRUNK DRIVER ARREST	1
	FIREAL	FIRE ALARM	2
	FIREB	FIRE BUILDING	1
	FIREC	FIRE CAR	1
	FORG	FORGERY	1
	FPROP	FOUND PROPERTY	3
	FRAUD	FRAUD	8
	FUP	FOLLOW UP	16
	GAS	GAS LEAK	2
	GUNSH	GUNSHOTS FIRED/HEARD	2
	HAR	HARASSMENT COMPLAINT	6

# LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 01/01/2016

Last Date: 01/31/2016

Department	Complaint	Number
51 SPD		
	HARRORD HARASSMENT RESTRAINING ORDER	4
	HAZ HAZARD	5
	HR HIT AND RUN	8
	HSREFER HUMAN SERVICES REFERRAL	7
	INFO MATTER OF INFORMATION	13
	JUVP JUVENILE/PROBLEM WITH	5
	JUVR JUVENILE/RUNAWAY	2
	LP LOUD PARTY	1
	LPROP LOST PROPERTY	3
	MAIL MAILBOX VANDALISM	1
	MA MOTORIST ASSIST	18
	MED MEDICAL EMERGENCY	56
	MEETING ATTEND MEETING	16
	NDISP NEIGHBORHOOD DISPUTE	1
	NOISE NOISE COMPLAINT	1
	NOPAY NO PAY CUSTOMER	2
	OPEND OPEN DOOR	4
	ORD ORDINANCE VIOLATION	5
	PARKS SEASONAL PARKING	66
	PARKV PARKING VIOLATION	3
	PERD ISSUE DEER PERMIT	2
	PERG GUN PERMIT	31
	POC PREDATORY OFFENDER CHANGE OF I	1
	PRDAM PROPERTY DAMAGE	4
	RW REPORT WRITING	1
	SBUS SCHOOL BUS/SCHOOL VIOLATION	1
	SD SPECIAL DETAIL	6
	SHOPI SHOPLIFTER/URGENT	2
	SHOP SHOPLIFTER	3
	SNOWBIRD SNOWBIRD	2
	STALL STALLED VEHICLE	11
	SUICI SUICIDE ATTEMPT IN PROGRESS	1
	SUIC SUICIDE THREAT	5
	SUSA SUSPICIOUS ACTIVITY	14
	SUSI SUSPICIOUS ITEM	3
	SUSP SUSPICIOUS PERSON	4
	SUSS SUSPICIOUS SMELL	1
	SUSV SUSPICIOUS VEHICLE	9
	TEST TEST RECORD	2
	THEFTI THEFT IN PROGRESS	1
	THEFT THEFT	4
	THEFTV THEFT FROM VEHICLE	2
	THREAT THREATS COMPLAINT	4
	TOW TOWED VEHICLE	3
	TRAFFIC STOP TRAFFIC STOP	146
	TRAIN TRAINING	4
	TRANS TRANSPORT	1
	TRES TRESPASSING/TRESPASSER	1
	VAND VANDALISM	1
	VANDV VANDALISM TO VEHICLE	1

# **LAW ENFORCEMENT CENTER**

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

**Jurisdiction:** LEC

**First Date:** 01/01/2016

**Last Date:** 01/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
101 SPD		
	VDITCH      VEHICLE IN THE DITCH	5
	VERB        VERBAL DISPUTE	3
	VULAD      VULNERABLE ADULT	2
	WARRANT    WARRANT	7
	WARRS      WARRANT/SEARCH	1
	WELF        WELFARE CHECK	20
	XPAT        EXTRA PATROL	5
<b>Group Total:</b>		<b>864</b>
<b>Report Total:</b>		<b>864</b>

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**

**March 14, 2016**

**Streets**

- Pothole patching – Pothole patching continues when needed through the winter months with a clod mix.
- Snowplowing – We saw one snowfall event that needed the entire city plowed and a couple of nuisance snowfalls where main roads were plowed.
- Alley Ice – We removed ice again in February from alleys in Celebration neighborhood and in the Stone Brook neighborhood.
- Weight restrictions - Road weight restrictions went up on February 29 and should be lifted later April to early May.

**Parks:**

- Rinks – Rinks maintained weekdays until closed for the season. Warming houses closed for the season on February 19<sup>th</sup>.
- Tree trimming – Trimmed trees within Veterans Park.
- Cross Country Ski Trail – One last effort of packing snow was attempted in February. Ski trails did not open at all for the season due to lack of snow.
- Swing bench maintenance – With the lack of snow we continue to perform maintenance on our swing benches located in city parks. Majority of maintenance is new paint.
- Pedestrian trails – Picked up garbage along pedestrian trails.

**Water**

- Watermain Break – Experienced a watermain break on second street north just on south side of old elementary school. The actual break occurred on the hydrant lead and was located inches under storm sewer. When final repairs are made this spring we will have to somehow insulate watermain.

**Professional Development:**

- Road Salt Symposium – John K. and Larry T.
- Turf School – Larry T. and Jason V.
- Training with Bruce Miles – Utility employees

## *Memorandum*

**To:** *Mayor and Council Members*

**From:** *Mike Nielson, City Engineer*

**Date:** *March 14, 2016*

**Re:** *Monthly Update*

*WSB Project No. 2174-00*

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**CR 1 / LeSauk Drive Preliminary Design:** The county has completed 90% plans. The anticipated construction start for this project is May of 2016.

**Public Works Equipment:** The public works is requesting the authorization to purchase a crack sealing machine. In the past the department has rented this equipment during the summer due to a lack of availability at other times of the year. The optimum time to seal cracks is early spring or late fall when the pavement temperatures are low and the cracks are opened up. I highly recommend having the ability to complete crack sealing during early spring and fall and would support the purchase of this equipment.

**Development:**

**Arbor Trails** -The developer for Arbor Trails is moving forward with construction in the spring. A preconstruction conference is schedule for March 10, 2015. A schedule for construction will be available after this meeting. The development will include the infrastructure for 19 new lots.

**Avalon 9**- Plans are nearly complete for this improvement and will be ready for bid within the next few weeks. This phase of the development will include the connection of 4<sup>th</sup> Street N from 22<sup>nd</sup> Avenue N to 23<sup>rd</sup> Avenue N. providing a much needed secondary access point to the Avalon neighborhoods.

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**  
**March 2016**  
**Anita Rasmussen, AICP**

**Comprehensive Plan Update**

The Planning Commission held the first public hearing on the Comprehensive Plan Update. Four people testified during that public hearing. The Commission tabled discussion and action on the plan until May.

**Student Liaison**

A junior from Sartell High School has been chosen and accepted the Liaison position. Nate is meeting with him on March 30<sup>th</sup> to go over the position and give him more background. First meeting Liaison is anticipated to attend will be April 4<sup>th</sup>. At this point, the position will be input only and will not have voting rights.

**Development**

It appears that the Arbor Trails and Avalon 9 developments will be proceeding in 2016. Both are expected to start this spring. Staff reviewed a site plan for a new commercial building along Pinecone Road and Robert's Road. Specific tenants are unknown at this point.

**Bee keeping**

We have a resident along with some experienced bee keepers who will be presenting the request to allow honey bee hives within single family residences during the April 4<sup>th</sup> Planning Commission meeting. That request would require an amendment to the zoning ordinance. Nate is also collecting research from surrounding communities and how they have historically handled the keeping of honey bee hives within single family residences (along with background research on honey bees).

**MS4 Update**

We are creating a Best Management Practice guide for contractors and developers that go over basic construction site expectations and tips to help keep our cities resources clean and non-polluted from runoff. Snail mailed and emailed these guides. Looking to host a general MS4 training for city staff (date undecided).



## City Administrator's Report March 14, 2016

**Financials:** The monthly investment and fund balance reports are attached and current year capital project status is as follows:

<b>Project</b>	<b>Budget/Source</b>	<b>Status</b>
Water Tower Mixers	\$60,000 Water Fund	
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	
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	
PD Thermal Imagers	\$7,200 Tech Fund & \$3,600 Forfeiture	Approved 1/25/16
Election Equipment	\$9,000 Tech Fund	
SW Water Plant Siren	\$12,000 Emerg Mgmt Fund	On 3/14/16 Agenda
Sauk River Park Pedestrian Bridge - Feasibility pending	– source is State funds	
Lift Station #8 Rehab	\$50,000 Sewer Fund	

### Updates:

- Audit field work was completed last week and audited financials will be delivered in April.
- Community Center plans and specifications in process for bidding.
- LeSauk/Heritage project continues final design work for construction to commence this Spring – once bids are in, those will come before Council along with your other street projects and cost estimates for prioritization.

<b>Fund #</b>	<b>Fund Name</b>	<b>1/31/2016 Cash Balance</b>
101	General Fund	\$2,280,460.49
211	Park Improvement Fund	\$13,130.43
212	Youth Programs Fund	\$3,936.50
214	DUI Forfeiture Fund	\$25,918.96
215	Special Initiatives Fund	\$7,905.82
217	Police Reserves Fund	\$5,024.67
221	Beautification Fund	\$60,161.00
222	Forfeiture Fund	\$5,567.72
223	Lodging Tax Fund	\$6,661.75
224	Economic Development Fund	\$20,709.96
225	Sewer Capacity Fund	\$124,055.58
226	Water Capacity Fund	\$128,346.13
227	PEG Access Fees Fund	\$65,661.08
229	Trunk Water Fund	\$135,578.41
230	Trunk Storm Fund	\$257,066.97
231	Trunk Sewer Fund	\$117,437.61
241	Local Sales Tax Fund (2007+)	(\$130,592.95)
250	Cemetery Fund	\$34,882.74
260	Regional Park Fund	(\$7,620.15)
261	Park District 1	\$176,882.70
262	Park District 2	\$113,172.62
263	Park District 3	\$36,010.71
264	Park District 4	\$14,702.44
265	Park District 5	\$44,406.52
266	Park District 6	\$62,162.70
267	Golf Course Park Fund	\$11,869.82
319	GO Water Bonds 2008B	(\$37,104.27)
320	GO Utility Bonds 2009A	(\$78,416.15)
321	CIP Bonds 2009B	(\$96,952.71)
324	GO Bonds 2009E	\$1,201,580.47
325	GO Bonds 2010A	\$931,087.85
326	Sewer share of 2010B Refunding Bonds	(\$111,945.76)
327	MSA share of 2010B Refunding Bonds	\$142,567.44
328	Water share 2010B Refunding Bonds	(\$243,710.95)
329	2012A GO BONDS	\$12,670.86
330	2012A Bonds - refunds 312	(\$44,222.01)
331	2012A Bonds - refunds 315	(\$115,855.03)
332	2012 A Bonds - refund 316	\$711,997.47
333	2012A Bonds - refunds 318	\$363,404.60
334	2014A Bonds	\$683,393.73
335	2015A Bonds	\$0.00
402	Public Improvement Revolving Fund	\$548,023.39
405	MSA Street Maintenance Fund	\$95,489.04
410	Building Fund	(\$19,708.64)
412	PD Equipment Fund	\$21,067.55
413	FD Equipment Fund	\$95,366.13
414	PW Equipment Fund	(\$118,806.26)
415	Technology Fund	\$27,946.02
416	Emergency Management Fund	\$3,815.21
417	Street Improvement Fund	\$576,975.04

428	Pinecone Road Project	\$853,010.06
429	4th/50th Road Project	(\$125,986.00)
441	Pheasant Crest TIF District 5-2	\$9,968.09
444	Reker TIF District 5-4	\$8,652.32
445	Burl Oaks TIF District 5-5	\$1,656.66
601	Water Fund	\$1,104,550.48
602	Sewer Fund	\$80,922.88
603	Storm Fund	\$62,334.10
<b>TOTALS</b>		<b>\$10,157,271.84</b>

CITY OF SARTELL							
INVESTMENTS							
1/31/2016							
CASH HOLDINGS	INVESTMENT	INT RATE	TERM	MATURITY DATE	COST VALUE	PAID EARNINGS	
	4M Plus	variable			\$1,746,728.04	\$607.46	
	<b>Subtotal 4M Plus</b>				<b>\$1,746,728.04</b>	<b>\$607.46</b>	
	US Bank/4M Checking	variable			\$1,763,211.16	\$130.48	
	<b>Subtotal US Bank/4M Checking</b>				<b>\$1,763,211.16</b>	<b>\$130.48</b>	
	Bank Vista Money Market	0.45%			\$241,040.73	\$86.15	
	<b>Subtotal Bank Vista Accts.</b>				<b>\$241,040.73</b>	<b>\$86.15</b>	
	Great River Federal - Share Account				\$5.00	\$0.00	
	Alerus (former Beacon) Bank	0.35%			\$501,751.60	\$149.11	
	<b>Subtotal Beacon Accts.</b>				<b>\$501,751.60</b>	<b>\$149.11</b>	
	Citizens Community Money Market				\$241,881.02	\$96.05	
	<b>Subtotal CCF Accts.</b>				<b>\$241,881.02</b>	<b>\$96.05</b>	
	ADM - 2015 Bond Proceeds PNC Bank				\$671,205.28	\$82.74	
	<b>Subtotal ADM Accts.</b>				<b>\$671,205.28</b>	<b>\$82.74</b>	
	TD Ameritrade				\$269,118.77	\$0.00	
	<b>Subtotal TD Ameritrade</b>				<b>\$269,118.77</b>	<b>\$0.00</b>	
	<b>Totals &amp; Average rate:</b>				<b>\$5,434,941.60</b>	<b>\$1,151.99</b>	
					<b>53.51%</b>		
INVESTMENTS	PURCHASE DATE	INVESTMENT	INT RATE	TERM	MATURITY DATE	CURRENT VALUE	PAID EARNINGS
	01/12/16	CD - Great River Federal Credit Union	0.40%	1 year	01/11/17	\$249,118.29	1118.29
	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	\$437.57
	12/26/14	CD - Plaza Park Bank, Sartell	0.40%	1 YR	12/26/15	MATURED	
		<b>Subtotal Local Banks</b>	<b>0.50%</b>			<b>\$993,118.29</b>	<b>\$1,555.86</b>
	01/29/14	CD - Compass Bank, Birmingham AL	0.50%	2 YR	01/29/16	MATURED	\$627.62
	05/24/13	CD - GE Capital, Salt Lake City	0.70%	3 YR	05/24/16	\$249,000.00	
	06/03/15	CD - Everbank	0.50%	1 YR	06/03/16	\$249,000.00	
	07/27/15	CD - DMB Comm Bank	0.70%	1 YR	07/24/16	\$248,000.00	
	08/13/15	CD - Whitney Bank, New Orleans	0.65%	1 YR	08/12/16	\$248,994.53	
	08/12/15	CD - Santander Bank	0.65%	1 YR	08/12/16	\$8,000.00	
	10/31/14	CD - Ally Bank Midvale UT	1.00%	2 YR	10/31/16	\$247,773.79	
	01/15/14	CD - Goldman Sachs NY	1.00%	3 YR	01/17/17	\$248,000.00	\$1,250.19
	01/17/14	CD - Bank of Baroda, NY	1.00%	3 YR	01/17/17	\$248,000.00	\$1,250.19
	01/27/16	CD - Comenity Bank	0.80%	1 YR	01/19/17	\$249,001.87	
	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	
	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	1.85%	3 YR	10/29/18	\$246,902.67	
	10/01/14	CD - Discover Bank	2.15%	5 YR	10/16/19	\$246,826.20	
	10/15/14	CD - Sallie Mae Bank	2.15%	5 YR	10/15/19	\$246,717.25	
		<b>Subtotal TD Ameritrade</b>	<b>1.03%</b>			<b>\$3,729,211.95</b>	<b>\$3,307.76</b>

	Total CDs & Average rate:	1.03%			\$4,722,330.24	\$4,863.62
					46.49%	
	TOTAL EARNINGS PAID:	\$6,015.61				
		\$10,157,271.84				
<b>TOTAL CURRENT ACCOUNTS/INVESTMENTS:</b>						
Bank Vista		\$241,040.73				
TD Ameritrade		\$3,998,330.72				
Beacon Bank		\$501,751.60				
CCF		\$241,881.02				
ADM		\$671,205.28				
Local Bank CDs & Share		\$993,123.29				
4M Check		\$1,763,211.16				
4M Plus		\$1,746,728.04				
TOTAL		\$10,157,271.84				

Sartell

# March 2016

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 12:30 pm SSC Bd Mtg. 6:30 pm Planning Comm	8 11:30 am Chamber @ the Waters Church	9	10 5 PM APO EXEC. BD @ JIMMY'S	11	12
13 DAYLIGHT SAVINGS BEGINS	14 5:30 EDA ANNUAL MTG. 6 pm City Council	15 7 am EDC 4 pm MTC Bd Mtg. @ MTC offices	16 9 am SALT @ PD	17	18	19
20	21	22	23	24	25 GOOD FRIDAY CITY HALL CLOSED	26
27 EASTER SUNDAY	28 6 pm City Council	29	30	31		

Sartell

# April 2016

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 12:30 SSC Bd. Meeting 6:30 Planning Comm. Mtg.	5	6	7	8	9
10	11 5 PM Special Council Mtg 6 PM City Council	12 11:30 Chamber @ Waters Church	13	14 5 PM APO EXEC BD @Jimmy's Poor House	15	16
17	18	19 7 am EDC Mtg. 4 PM MTC Bd. Mtg.	20 9 am SALT @ PD 5-7 Evening at the Capital St. Paul	21	22	23
24	25 6 pm City Council	26 5:30 PM AREA CITIES MEETING IN SARTELL	27	28	29	30