

AGENDA
SARTELL CITY COUNCIL
Monday, March 23, 2015
Sartell City Hall
7:00 P.M.

- 1. PLEDGE OF ALLEGIANCE**
- 2. AGENDA REVIEW AND ADOPTION**
- 3. OPEN FORUM/PUBLIC COMMENT** *(up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than possible referral to City staff or a City Board/Commission)*
- 4. SPECIAL PRESENTATIONS**
 - a. Sartell student work on SeeClickFix videos
- 5. APPROVAL OF CITY COUNCIL MINUTES**
 - a. March 9, 2015 - Regular Meeting
- 6. CONSENT AGENDA**
 - a. Approval of voucher payments
 - b. Approval of Land Classification and Sale
 - c. Approval of Personnel Committee Recommendations
 - d. Approval of budgeted lift station control panel work
 - e. Approval of Government Center appraisal work
 - f. Calling Public Hearing City Animal Control Ordinance amendment
 - g. Calling Public Hearing for the vacation of drainage and utility easements
 - h. Appointment of Community Service Officer
 - i. Calling special meeting for 6:00 pm on April 13, 2015
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
- 9. DEPARTMENT REPORTS**
 - a. Police Department**
 - Annual Report
 - b. Fire Department**
 - Annual Report
 - c. Public Works**
 - Annual Report
 - d. City Engineer**
 - Annual Report

e. Community Development Director

- Annual Report

10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

March 9, 2015

**CITY COUNCIL MEETING
MINUTES OF MARCH 9, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on March 9, 2015, in the Council Chambers of Sartell City Hall. Mayor Nicoll called the meeting to order at 7:00 p.m.

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

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

Henry Smorynski, 802 3rd Street North spoke against the proposed roundabouts on Pinecone Road.

SPECIAL PRESENTATIONS

- a. Chief Hughes presented plaques of appreciation to three of the volunteer Police Reserve Officers - Todd Ackerman, Chris Dahlman and Shane Cuperus. Hughes talked about the number of hours they volunteer and the amount of money they save the City by volunteering their time. Chief Hughes also thanked them and stated that it would be very difficult to do his job without their help. On behalf of the City of Sartell, Mayor Nicoll also extended thanks to the volunteers.
- b. Chief Hughes administered the Oath of Office to our new Police Officer, Jacob Walters, and welcomed him to the department.
- c. Stearns County Engineer, Jodi Teich, highlighted the planned 2016 TH 15 and County Road 1 work. Project detours, the possibility of realigning LeSauk Drive, timing of projects, cost participation, and the process on how to proceed were discussed.

APPROVAL OF CITY COUNCIL MINUTES

- a. February 17, 2015 – Special Joint Meeting
- b. February 23, 2015 – Special Meeting
- c. February 23, 2015 – Regular Meeting
- d. February 25, 2015 – Special Meeting

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Council member Braig-Lindstrom requested changes to the February 23, 2015 special meeting minutes.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES AS PRESENTED, BUT INCLUDING THE CORRECTIONS MADE TO THE FEBRUARY 23, 2015 SPECIAL MEETING. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. February Building Permit Activity Report – Acceptance
- b. February Inspections Activity Report – Acceptance
- c. ~~February Technology Report – Acceptance~~
- d. Approval of voucher payments
- e. Approval of revised Area Cities Joint Resolution
- f. Approval of Resolution for ROW Property Acquisition
- g. Approval of budgeted utilities pickup
- h. Approval of Banking resolution
- i. Approval of bids on Mighty Ducks arena work
- j. Approval of Temporary Liquor License – St. Francis Xavier

Council member Braig-Lindstrom removed consent agenda item ‘c’ for separate discussion.

A MOTION WAS MADE BY COUNCILMEMBER PETERSON AND SECONDED BY MEMBER LYNCH APPROVING CONSENT AGENDA ITEMS A – J, REMOVING ITEM ‘C’ FOR SEPARATE DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

c. February Technology Report – Acceptance

Council member Braig-Lindstrom questioned the IT report being on the Consent Agenda, rather than with the Department Reports. Mary explained the only reports not on consent agenda are those of department managers who are generally in attendance at Council meetings. Braig-Lindstrom also requested Council be provided with the pamphlets for the see-click-fix program.

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

PUBLIC HEARINGS

a. Rezoning and Preliminary Plat – Arbor Trails

City Engineer Nielson presented an overview of the preliminary Plat of Arbor Trails and gave a brief description of the project regarding rezoning, lot sizes, park dedication fees and requirements as stated on the findings of fact.

Mayor Nicoll opened the public hearing at 7:47 p.m. The following comments were heard, although comments do not reflect entire statements made:

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Dave Haehn and his brother Vern own property near this development and although they do not have concerns regarding the development, they did have questions regarding the rezoning process. Anita Rasmussen will contact them to discuss those questions.

There were no more comments, and Mayor Nicoll closed the hearing at 7:50 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER BRAIG-LINDSTROM ADOPTING RESOLUTION 23-15, FINDINGS OF FACT RELATING TO A REZONING REQUEST FROM R-3 TO R-1 SINGLE FAMILY RESIDENTIAL. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ADOPTING ORDINANCE AND SUMMARY ORDINANCE 15-03 APPROVING THE REZONING OF CERTAIN PROPERTIES FROM R-3 MULTI-FAMILY RESIDENTIAL TO R-1 SINGLE FAMILY RESIDENTIAL. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG-LINDSTROM ADOPTING RESOLUTION 24-15 APPROVING THE PRELIMINARY PLAT OF ARBOR TRAILS. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT OF ARBOR TRAILS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. 2015 Sealcoating Project

City Engineer Nielson presented the plans for 2015 sealcoating projects with an estimated cost of \$198,000 and depending on how the bids come in, the option exists to either add or subtract miles to the project in order to stay within the budget.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING THE 2015 SEALCOATING PROJECT. THE MOTION CARRIED UNANIMOUSLY.

b. Resolution Authorizing Plans and Specifications – Pinecone Road

City Engineer Nielson gave a brief history on the planning process on the reconstruction of Pinecone Road including roundabouts at critical intersections. Andy Plowman from WSB presented a power point presentation on the advantages and challenges of roundabouts versus signalized intersections. Andy talked about the safety issues on roundabouts, lower speeds of vehicles which help to avoid head-on crashes, keeping the traffic flowing and pedestrian safety. Andy also touched on options for helping visually impaired pedestrians to cross at roundabouts.

Engineer Nielson presented a proposed schedule for the design process in two different timelines to avoid having two major intersections of Pinecone Road under construction at the same time. Nielson gave timelines for approving bids and construction dates of road improvements and roundabouts, provided the Council approves the authorizing of plans and specs.

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Both Mayor Nicoll and Council member Hennes favored the design of roundabout and timeline of construction, especially due to safety concerns and possible increased cost if the project is delayed.

Council member Braig-Lindstrom asked for design clarification on pedestrian crosswalks particularly with the business accesses on 2nd Street South. She believes the City should leave the signalized intersection at 2nd street the way it is, postpone the project to 2018 or beyond and get more public input. However she is not opposed to the project, just not at this time.

Council member Peterson talked about bicycling enthusiasts and their concerns of safety using roundabouts, mobility issues with handicapped residents living in the neighborhood, and cost of the project.

Council member Lynch talked about the level of service at that intersection. He believes the City should do the project correctly for the long term and not use a band-aid approach. Lynch said he appreciated the opinion of the experts for their recommendation on how this project should be constructed and timeline to proceed.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING RESOLUTION 26-15 ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF PLANS AND SPECIFICATIONS.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES AND LYNCH

**NAY: COUNCIL MEMBERS BRAIG-LINDSTROM AND PETERSON
THE MOTION CARRIED.**

NEW BUSINESS

None

DEPARTMENTS REPORTS

Police Department

Chief Hughes presented his report.

Fire Department

The Fire Department report was included with the Council packet.

Public Works

Director Borders presented his monthly report.

City Engineer

Engineer Nielson presented his monthly report.

Planning & Community Development Director

Director Rasmussen's written monthly report was received.

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City Administrator

Administrator Degiovanni presented her report.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 9:05 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

Judy Molitor
Recording Secretary

Sarah Jane Nicoll, Mayor

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name AMERIPRIDE LINEN/APPAREL SERV					
		0315PW02	2200623897	\$29.74	UNIFORMS
		0315PW02	2200623897	\$10.86	UNIFORMS
		0315PW02	2200623897	\$22.84	UNIFORMS
		0315PW02	2200623897	\$5.35	UNIFORMS
		0315PW02	2200623897	\$33.16	MATS,TOWELS,MOPS-MAINT
		0315PW02	2200626472	\$29.74	UNIFORMS
		0315PW02	2200626472	\$10.86	UNIFORMS
		0315PW02	2200626472	\$22.84	UNIFORMS
		0315PW02	2200626472	\$35.10	UNIFORMS
		0315PW02	2200626472	\$83.79	TOWELS,MOPS,MATS-MAINT
		0315PW02	2200626474	\$54.66	TOWELS,MOPS,MATS-MAINT
		0315ADM02	2200626491	\$39.21	TOWELS,MATS-HALL
		0315PW02	2210043382	\$139.70	SOAP DISPENSERS-CHAMPION&VAL SMI
Search Name AMERIPRIDE LINEN/APPAREL SERV				\$517.85	
Search Name AMERIZON WIRELESS					
		0315PW02	60526	\$221.76	REPAIRS-STR EQUIP
Search Name AMERIZON WIRELESS				\$221.76	
Search Name BEMBOOM, JEFF					
		0315PW02	031015	\$15.00	WATER CONF-PARKING FEES
Search Name BEMBOOM, JEFF				\$15.00	
Search Name BRAND BUILT HOMES					
		0315ADM02	0042-15	\$15.00	OVERCHG-BLDG SURCHG
Search Name BRAND BUILT HOMES				\$15.00	
Search Name CCP INDUSTRIES INC					
		0315PW02	IN01443113	\$272.85	SUPPLIES-WASTEWATER
Search Name CCP INDUSTRIES INC				\$272.85	
Search Name CENTRAL HYDRAULICS INC					
		0315PW02	0066130	\$149.48	REPAIRS-PLOW
Search Name CENTRAL HYDRAULICS INC				\$149.48	
Search Name CHARTER COMMUNICATIONS					
066791	3/13/2015	0315PPD02	835230105019832	\$62.39	INTERNET/TV SERV-MAINT
066791	3/13/2015	0315PPD02	835230105029623	\$65.00	INTERNET SERV-PD
Search Name CHARTER COMMUNICATIONS				\$127.39	
Search Name CLIMATE AIR INC					
		0315PW02	34049	\$746.56	REPAIRS-PLANT
		0315ADM02	34059	\$556.25	HVAC REPAIRS-HALL
Search Name CLIMATE AIR INC				\$1,302.81	
Search Name CRYSTEEL TRUCK EQUIPMENT INC					
		0315PW02	F34767	\$91,550.43	NEW DUMP TRUCK
Search Name CRYSTEEL TRUCK EQUIPMENT INC				\$91,550.43	
Search Name EARTH SCIENCE ASSOCIATES INC					
		0315PW02	2095	\$6,595.00	LANDFILL MONITORING
Search Name EARTH SCIENCE ASSOCIATES INC				\$6,595.00	
Search Name EFTPS VOICE RESPONSE SYSTEM					
002493E	3/16/2015	0315PPD02	03-13-2015	\$8,990.76	03/13 FED TAX W/HELD

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
002493E	3/16/2015	0315PPD02	03-13-2015	\$1,295.69	03/13 EMPLOYER MEDICARE
002493E	3/16/2015	0315PPD02	03-13-2015	\$1,295.69	03/13 EMPLOYEE MEDICARE
002493E	3/16/2015	0315PPD02	03-13-2015	\$3,206.21	03/13 EMPLOYER FICA
002493E	3/16/2015	0315PPD02	03-13-2015	\$3,206.21	03/13 EMPLOYEE FICA
Search Name EFTPS VOICE RESPONSE SYSTEM				\$17,994.56	
Search Name ELECTION SYSTEMS/SOFTWARE INC					
		0315ADM02	922015	\$1,386.88	2015/2016 M100 MAINTENANCE FEES
Search Name ELECTION SYSTEMS/SOFTWARE INC				\$1,386.88	
Search Name EMERGENCY AUTOMOTIVE TECH INC					
		0315PW02	AW030515-5	\$135.06	REPAIRS-PLOW
Search Name EMERGENCY AUTOMOTIVE TECH INC				\$135.06	
Search Name EMERGENCY MEDICAL PRODUCTS,INC					
		0315PD02	1720192	\$1,646.24	SAFETY SUPPLIES-PD
		0315PD02	1721961	\$274.05	OSHA SUPPLIES-PD
Search Name EMERGENCY MEDICAL PRODUCTS,INC				\$1,920.29	
Search Name EMERGENCY RESPONSE SOLUTIONS					
		0315FD02	3658	\$104.64	SCBA REPAIRS-FD
Search Name EMERGENCY RESPONSE SOLUTIONS				\$104.64	
Search Name ERKENS WATER SOFTENER SERV INC					
		0315FD02	505615	\$321.30	DRINKING WATER-FD
Search Name ERKENS WATER SOFTENER SERV INC				\$321.30	
Search Name FASTENAL COMPANY					
		0315FD02	MNSAU141305	\$155.55	SUPPLIES-FD
		0315PW02	MNSAU141410	\$3.61	SUPPLIES-SHOP
Search Name FASTENAL COMPANY				\$159.16	
Search Name FLAT ROCK GEOGRAPHIS LLC					
		0315ADM02	1008	\$166.25	MAPFEEDER
Search Name FLAT ROCK GEOGRAPHIS LLC				\$166.25	
Search Name GATR OF SAUK RAPIDS					
		0315FD02	01P115416	\$87.45	HOSE&REEL-FD
		0315PW02	01P115448	\$14.82	REPAIRS-LOADER
		0315PW02	01P115711	\$131.62	REPAIRS-PLOW
		0315PW02	01P116371	\$61.68	REPAIRS-JET VAC
Search Name GATR OF SAUK RAPIDS				\$295.57	
Search Name GRAINGER, W.W. INC.					
		0315PW02	9688266379	\$15.38	BLDG SUPPLIES-PLANTS
		0315PW02	9688266387	\$15.38	BLDG SUPPLIES-PLANTS
Search Name GRAINGER, W.W. INC.				\$30.76	
Search Name GRANITE WATER WORKS					
		0315PW02	86241	\$219.36	HYDRANT REPAIRS
Search Name GRANITE WATER WORKS				\$219.36	
Search Name HAEHN, RYAN					
		0315PD02	030915	\$107.08	REIMB-RESERVE UNIFORMS
Search Name HAEHN, RYAN				\$107.08	
Search Name HAWKINS WTR TREATMENT GRP INC					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0315PW02	3702564	\$707.60	REPAIRS-PLANT
Search Name HAWKINS WTR TREATMENT GRP INC				\$707.60	
Search Name HEALTHPARTNERS					
		0315ADM02	55858555	\$2,524.68	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$718.96	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$285.58	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$3,551.22	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$2,846.51	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$476.93	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$3,580.31	EMPLOYEE CONTR TO INS
		0315ADM02	55858555	\$872.90	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$8,496.65	EMPLOYEE HEALTH INS-APR
		0315ADM02	55858555	\$515.02	EMPLOYEE HEALTH INS-APR
Search Name HEALTHPARTNERS				\$23,868.76	
Search Name INDEPENDENT SCHOOL DISTRCT 748					
		0315ADM02	02-2015	\$150.90	FUELS-INPSECTIONS
		0315FD02	02-2015	\$185.31	FUELS-FD
		0315PD02	02-2015	\$1,910.42	FUELS-PD
		0315PW02	02-2015	\$3,009.82	FUELS-MAINT
Search Name INDEPENDENT SCHOOL DISTRCT 748				\$5,256.45	
Search Name ING INSTITUTIONAL PLAN SERV LL					
002495E	3/16/2015	0315PPD02	03-13-2015	\$2,476.65	03/13 PAYROLL DEDUCTION
002494E	3/16/2015	0315PPD02	03-13-2015	\$184.62	03/13 EMPLOYER CONTR TO PENSION-A
002494E	3/16/2015	0315PPD02	03-13-2015	\$2,140.37	03/13 PAYROLL DEDUCTION
Search Name ING INSTITUTIONAL PLAN SERV LL				\$4,801.64	
Search Name INNOVATIVE OFFICE SOLUTIONS LL					
		0315PD02	01QV8148	-\$80.50	OFFICE SUPPLIES-PD
		0315PD02	01QW0133	\$118.16	OFFICE SUPPLIES-PD
Search Name INNOVATIVE OFFICE SOLUTIONS LL				\$37.66	
Search Name J P COOKE COMPANY					
		0315ADM02	11267	\$173.00	ANIMAL TAGS
		0315ADM02	11292	\$60.50	ANIMAL TAGS
Search Name J P COOKE COMPANY				\$233.50	
Search Name KELLER, NATE					
		0315ADM02	031015	\$170.20	MILEAGE-MS4 TRNG
Search Name KELLER, NATE				\$170.20	
Search Name KLM ENGINEERING INC					
		0315PW02	5548	\$1,500.00	E TOWER-VERIZON ANTENNA MODIFICA
Search Name KLM ENGINEERING INC				\$1,500.00	
Search Name KOLTES, TOBY					
		0315PW02	031015	\$10.00	WATER CONF-PARKING FEES
Search Name KOLTES, TOBY				\$10.00	
Search Name KOTHENBEUTEL, JOHN A					
		0315PW02	030515	\$15.00	WATER CONF-PARKING FEES
Search Name KOTHENBEUTEL, JOHN A				\$15.00	
Search Name LAW ENFORCEMENT LABOR SERV INC					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0315PD02	03-2015	\$611.00	UNION DUES-MAR
Search Name LAW ENFORCEMENT LABOR SERV INC				\$611.00	
Search Name LAWSON PRODUCTS INC					
		0315PW02	9303120654	\$660.38	SUPPLIES-SHOP
Search Name LAWSON PRODUCTS INC				\$660.38	
Search Name LEAGUE OF MN CITIES					
		0315ADM02	214933	\$325.00	LMC CONF REGIS-DEGIOVANNI
Search Name LEAGUE OF MN CITIES				\$325.00	
Search Name LOCATORS & SUPPLIES INC					
		0315PW02	0231995-IN	\$43.80	SAFETY SUPPLIES-PARKS
		0315PW02	0231995-IN	\$182.79	SUPPLIES-SEWER
		0315PW02	0231995-IN	\$211.20	SUPPLIES-WATER
		0315PW02	0231995-IN	\$65.70	SAFETY SUPPLIES-STREETS
		0315PW02	0231995-IN	\$482.70	SUPPLIES-STREETS
		0315PW02	0231995-IN	\$175.15	SUPPLIES-PARKS
		0315PW02	0232146-IN	\$186.82	SAFETY SUPPLIES-STREETS
		0315PW02	0232146-IN	\$65.97	SAFETY SUPPLIES-PARKS
		0315PW02	0232229-IN	\$95.37	SAFETY SUPPLIES-PARKS
Search Name LOCATORS & SUPPLIES INC				\$1,509.50	
Search Name LUNDQUIST, JILL					
		0315PD02	030615	\$105.14	REIMB-GREAT NIGHT
Search Name LUNDQUIST, JILL				\$105.14	
Search Name MACQUEEN EQUIPMENT INC					
		0315PW02	2151765	\$446.75	REPAIRS-SWEEPER
		0315PW02	2151771	\$231.50	REPAIRS-SWEEPER
Search Name MACQUEEN EQUIPMENT INC				\$678.25	
Search Name MANAGERPLUS SOLUTIONS LLC					
		0315PW02	320-258-73675/	\$449.00	SOFTWARE AGREEMENT
Search Name MANAGERPLUS SOLUTIONS LLC				\$449.00	
Search Name MARLIS INC					
		0315PD02	599519	\$450.00	GREAT EVENT
Search Name MARLIS INC				\$450.00	
Search Name MIDWEST MACHINERY CO					
		0315PW02	1008899	\$3,381.35	REPAIRS-DITCH MOWER
Search Name MIDWEST MACHINERY CO				\$3,381.35	
Search Name MN BENEFIT ASSOCIATION					
		0315ADM02	483-032015	\$1,594.99	PAYROLL DEDUCTION-MAR
Search Name MN BENEFIT ASSOCIATION				\$1,594.99	
Search Name MN CHAPTER IAAI					
		0315PD02	2015	\$25.00	2015 DUES-BRODA
066792	3/16/2015	0315PPD02	2015	\$25.00	MEMBERSHIP-LYON
Search Name MN CHAPTER IAAI				\$50.00	
Search Name MN DEPT OF MOTOR VEHICLES					
066790	3/9/2015	0315PPD02	14906173	\$20.75	VEHICLE TITLE
066790	3/9/2015	0315PPD02	14908706	\$20.75	VEHICLE TITLE

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MN DEPT OF MOTOR VEHICLES				\$41.50	
Search Name MN DEPT OF REVENUE					
002491E	3/13/2015	0315PPD02	03-13-2015	\$130.00	03/13 WAGE LEVY
002492E	3/13/2015	0315PPD02	03-13-2015	\$3,769.99	03/13 STATE TAX W/HELD
Search Name MN DEPT OF REVENUE				\$3,899.99	
Search Name MN DEPT OF REVENUE-SALES/USE					
002490E	3/9/2015	0315PPD02	02-2015	\$193.50	SALES TAX PAYABLE-FEB
002490E	3/9/2015	0315PPD02	02-2015	\$517.50	SALES TAX PAYABLE-FEB
Search Name MN DEPT OF REVENUE-SALES/USE				\$711.00	
Search Name MN POLLUTION CONTROL AGENCY					
		0315PW02	4400125872	\$345.00	PERMIT-N PLANT
Search Name MN POLLUTION CONTROL AGENCY				\$345.00	
Search Name MN TEAMSTERS-PUBLIC & LAW ENF					
		0315ADM02	03-2015	\$1,034.00	UNION DUES-MAR
Search Name MN TEAMSTERS-PUBLIC & LAW ENF				\$1,034.00	
Search Name MVTL LABORATORIES INC					
		0315PW02	745879	\$124.68	TESTING
Search Name MVTL LABORATORIES INC				\$124.68	
Search Name OFFICE DEPOT INC					
		0315ADM02	7542612244001	\$2.59	OFFICE SUPPLIES
		0315ADM02	759310436-001	\$29.99	OFFICE SUPPLIES
		0315ADM02	759310436-001	\$116.97	OFFICE SUPPLIES
Search Name OFFICE DEPOT INC				\$149.55	
Search Name OXYGEN SERVICE COMPANY					
		0315PD02	07860993	\$20.20	MEDICAL OXYGEN
		0315PW02	07860993	\$19.85	SUPPLIES-SHOP
Search Name OXYGEN SERVICE COMPANY				\$40.05	
Search Name PITNEY BOWES					
		0315PD02	6263926-MR15	\$363.00	POSTAGE METER-PD
Search Name PITNEY BOWES				\$363.00	
Search Name POWERHOUSE OUTDOOR EQUIP INC					
		0315PW02	310271	\$12.00	REPAIRS-CHAINSAWS
Search Name POWERHOUSE OUTDOOR EQUIP INC				\$12.00	
Search Name PROFESSIONAL OFFICE SERV INC					
		0315ADM02	002294669	\$8.75	POSIBILL VIEW ONLY
		0315ADM02	002294669	\$8.75	POSIBILL VIEW ONLY
Search Name PROFESSIONAL OFFICE SERV INC				\$17.50	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002496E	3/16/2015	0315PPD02	03-13-2015	\$3,440.86	03/13 EMPLOYEE PERA
002496E	3/16/2015	0315PPD02	03-13-2015	\$4,325.91	03/13 EMPLOYEE PERA
002496E	3/16/2015	0315PPD02	03-13-2015	\$3,970.22	03/13 EMPLOYER PERA
002496E	3/16/2015	0315PPD02	03-13-2015	\$6,488.88	03/13 EMPLOYER PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$18,225.87	
Search Name QUALITY BUSINESS SERVICES					
		0315FD02	1302	\$45.00	TRAILER-FD

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0315PW02	1302	\$45.00	FLOOR CLEANING
		0315PW02	1302	\$350.00	FLOOR CLEANING
Search Name QUALITY BUSINESS SERVICES				\$440.00	
Search Name RASMUSSEN, ANITA					
		0315ADM02	030614	\$192.05	MILEAGE-MISC MTGS
Search Name RASMUSSEN, ANITA				\$192.05	
Search Name RDO EQUIPMENT CO					
		0315PW02	P82314	-\$36.40	REPAIRS-LOADER
		0315PW02	W13368	\$259.01	REPAIRS-LOADER
Search Name RDO EQUIPMENT CO				\$222.61	
Search Name RENGEL PRINTING CO INC					
		0315PD02	82021	\$179.97	ACC FORMS/BUSINESS CARDS-PD
Search Name RENGEL PRINTING CO INC				\$179.97	
Search Name SANITATION SERVICES LLC					
		0315PW02	5571	\$180.00	RESTROOM RENTAL
Search Name SANITATION SERVICES LLC				\$180.00	
Search Name SARTELL HARDWARE HANK					
		0315PW02		\$6.49	SUPPLIES-DISTRIBUTION
		0315FD02	44961	\$13.46	CLEANING SUPPLIES-FD
		0315PW02	45534	\$4.98	SUPPLIES-PLANT
		0315PW02	45614	\$4.99	SUPPLIES-PLANT
		0315PW02	45680	\$5.48	SUPPLIES-SHOP
		0315FD02	45827	\$33.94	REPAIRS-FD#17
		0315FD02	45868	\$3.69	REPAIRS-FD#17
		0315PW02	45924	\$34.99	SHOP TOOLS
		0315PW02	60665	\$57.94	SUPPLIES-STREETS
		0315PW02	60714	\$23.09	SUPPLIES-SHOP
		0315PW02	61073	\$5.79	SUPPLIES-SHOP
		0315PW02	61390	\$45.83	SUPPLIES-SHOP
		0315PW02	61449	\$11.98	SUPPLIES-PARKS
		0315ADM02	61453	\$3.49	BATTERIES
		0315PD02	61458	\$10.47	REPAIRS-PD FLAGPOLE
Search Name SARTELL HARDWARE HANK				\$266.61	
Search Name SIRCHIE FINGER PRINT LABORATOR					
		0315PD02	0198858-IN	\$222.63	SUPPLIES-PD
Search Name SIRCHIE FINGER PRINT LABORATOR				\$222.63	
Search Name SPECTRUM SUPPLY CO.					
		0315PW02	250106	\$156.85	SUPPLIES-SHOP
		0315PW02	250106	\$78.42	SUPPLIES-PARKS
		0315PW02	250107	\$54.75	EARTH DAY CLEANUP
Search Name SPECTRUM SUPPLY CO.				\$290.02	
Search Name ST CLOUD AREA CONVENTION/VISIT					
		0315ADM02	02-2015	\$1,755.60	LODGING TAX-FEB
Search Name ST CLOUD AREA CONVENTION/VISIT				\$1,755.60	
Search Name ST CLOUD MEDICAL GROUP PA					
		0315PD02	546433	\$114.95	PHYSICAL LABS-WALTERS
		0315PW02	548144	\$85.00	PHYSICAL-POPP

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name ST CLOUD MEDICAL GROUP PA				\$199.95	
Search Name ST CLOUD TECHNICAL COLLEGE					
	0315PD02	00154549		\$500.00	1ST RESPONDER-HAEHN
Search Name ST CLOUD TECHNICAL COLLEGE				\$500.00	
Search Name ST CLOUD, CITY OF					
	0315PD02	54259		\$10,000.00	LEGAL SERVICES-CRIMINAL
Search Name ST CLOUD, CITY OF				\$10,000.00	
Search Name STAPLES BUSINESS ADVANTAGE					
	0315ADM02	8033473537		\$219.99	OFFICE CHAIR
	0315ADM02	8033473537		\$440.31	OFFICE SUPPLIES
Search Name STAPLES BUSINESS ADVANTAGE				\$660.30	
Search Name STEARNS ELECTRIC ASSOCIATION					
	0315PW02	10191700		\$334.00	STREET LIGHTS
	0315PW02	10191800		\$276.00	STREET LIGHTS
	0315PW02	10248200		\$20.00	CIVIL DEFENSE
	0315PW02	10441600		\$153.00	STREET LIGHTS
	0315PW02	10459401		\$34.42	POOL
	0315PW02	10461600		\$23.00	COMPOST SITE
	0315PW02	10491600		\$48.32	STREET LIGHTS
	0315PW02	10545000		\$24.90	STREET LIGHTS
	0315PW02	10545100		\$33.38	STREET LIGHTS
	0315PW02	10545200		\$18.44	STREET LIGHTS
	0315PW02	10545300		\$23.42	STREET LIGHTS
	0315PW02	10545400		\$13.46	STREET LIGHTS
	0315PW02	10628400		\$24.56	STREET LIGHTS
	0315PW02	10648700		\$42.81	STREET LIGHTS
	0315PW02	10690800		\$109.00	STREET LIGHTS
	0315PW02	10690900		\$80.00	STREET LIGHTS
	0315PW02	10691000		\$90.05	STREET LIGHTS
	0315PW02	10691100		\$48.18	STREET LIGHTS
	0315PW02	10710600		\$112.00	STREET LIGHTS
	0315PW02	10878900		\$2,491.00	PLANT-ELEC
	0315PW02	10900900		\$73.00	STREET LIGHTS
	0315PW02	11244800		\$1,377.82	WELLS 15&16
	0315PW02	5463910		\$71.11	LIFT STATION
	0315PW02	6401510		\$1,615.61	STREET LIGHTS
Search Name STEARNS ELECTRIC ASSOCIATION				\$7,137.48	
Search Name SUMMIT COMPANIES					
	0315PW02	123323		\$19.95	EXTINGUISHER-PARKS
Search Name SUMMIT COMPANIES				\$19.95	
Search Name THE STANDARD					
	0315ADM02	160-155531-1		\$1,495.22	EMPLOYEE DENTAL INS-APR
	0315ADM02	160-155531-1		\$69.60	EMPLOYEE DENTAL INS-APR
	0315ADM02	160-155531-1		\$365.09	EMPLOYEE DENTAL INS-APR
	0315ADM02	160-155531-1		\$111.28	EMPLOYEE DENTAL INS-APR
	0315ADM02	160-155531-1		\$144.84	EMPLOYEE DENTAL INS-APR
	0315ADM02	160-155531-1		\$214.44	EMPLOYEE DENTAL INS-APR
	0315ADM02	160-155531-1		\$570.70	EMPLOYEE CONTR TO INS
	0315ADM02	160-155531-1		\$484.67	EMPLOYEE DENTAL INS-APR

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0315ADM02	160-155531-1	\$176.09	EMPLOYEE DENTAL INS-APR
		0315ADM02	160-155531-1	\$172.75	EMPLOYEE DENTAL INS-APR
Search Name THE STANDARD				\$3,804.68	
Search Name TOTAL ADMIN SERVICES CORP					
002497E	3/17/2015	0315PPD02	03-13-2015	\$185.18	03/13 DAYCARE FLEX CONTR
002497E	3/17/2015	0315PPD02	03-13-2015	\$144.41	03/13 MED FLEX CONTR
002497E	3/17/2015	0315PPD02	03-13-2015	\$2,201.45	03/13 HSA FLEX CONTR
Search Name TOTAL ADMIN SERVICES CORP				\$2,531.04	
Search Name TRANS UNION LLC					
		0315PD02	02527694	\$18.15	CSO BACKGROUND CHECK
Search Name TRANS UNION LLC				\$18.15	
Search Name TRAUT WELLS INC					
		0315PW02	275377	\$46.00	TESTING
		0315PW02	275422	\$46.00	TESTING
		0315PW02	275482	\$92.00	TESTING
		0315PW02	275535	\$46.00	TESTING
Search Name TRAUT WELLS INC				\$230.00	
Search Name US BANK (CREDIT CARD)					
		0315ADM02	1627	\$60.00	CAPITAL EVENING
		0315ADM02	1627	\$85.00	FIRE PLAN REVIEW TRNG-BUTCH
		0315ADM02	1627	\$85.00	FIRE PLAN REVIEW TRNG-KYLE
		0315ADM02	1627	\$77.04	ED MATERIALS
		0315ADM02	1627	\$33.37	LMC EXP
		0315ADM02	1627	\$260.00	10KLAKES TRNG-KYLE
		0315ADM02	1627	\$85.00	MN EROSION CONTROL TRNG
		0315ADM02	1627	-\$133.00	ICC REGIS
		0315ADM02	1627	\$20.00	CAPITAL EVENING
		0315ADM02	1627	\$60.99	IPAD COVER
		0315ADM02	1627	\$20.00	CAPITAL EVENING
		0315ADM02	2111	\$5.00	GOALS MTG
		0315ADM02	2111	\$1.00	BEACON WEBSITE
		0315ADM02	2111	\$11.18	SPEC CC MTG
		0315ADM02	2111	\$12.59	ADMIN MTG
		0315ADM02	2111	\$396.20	AIRFARE-NICOLL
		0315ADM02	2111	\$24.00	SURVEYMONKEY
		0315ADM02	2111	\$139.95	GRAMMARLY SUBS
		0315ADM02	2111	\$5.00	TRANSFERBIGFILES
		0315ADM02	2111	\$99.00	WEBSITE HOSTING
		0315PW02	7165	\$25.00	EMPLOYEE ANNIVERSARY
		0315PW02	7165	\$4,338.00	AED'S
		0315PD02	7165	\$182.53	REPAIRS-PD MOTORCYCLE
		0315PD02	7165	\$175.02	REPAIRS-PD MOTORCYCLE
		0315PD02	7173	\$40.93	EM CONF-MEALS
		0315PD02	7173	\$7.69	CHIEFS MTG
		0315PD02	7173	\$4.00	TRANSUNION
		0315PD02	7173	\$9.86	CHIEFS MTG
		0315PD02	7173	\$149.00	7911 CRIT MENTAL HEALTH-REGIS
		0315PD02	7173	\$258.26	EM CONF-LODGING
		0315PD02	7173	\$21.80	FIRST SHRED
		0315PD02	7173	\$51.80	FIRST SHRED
		0315PD02	7173	\$12.00	SC TIMES SUBS

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0315PD02	7173	\$35.83	INTERVIEW BOARD
		0315PD02	7173	\$23.00	SUPPLIES-PD
Search Name US BANK (CREDIT CARD)				\$6,682.04	
Search Name US BANK CM 9690					
		0315ADM02	3910121	\$450.00	2009A GO WTR/SWR REV BONDS-FEES
Search Name US BANK CM 9690				\$450.00	
Search Name VERIZON WIRELESS					
		0315PW02	9741475187	\$35.01	PHONE SERV-SEWER
		0315PD02	9741475187	\$593.95	PHONE SERV-PD
		0315PW02	9741475187	\$35.01	PHONE SERV-WATER
		0315PW02	9741475187	\$47.90	PHONE SERV-RINKS
		0315ADM02	9741750876	\$25.02	PCRS SIGN-CONNECTION CARD
Search Name VERIZON WIRELESS				\$736.89	
Search Name WACOSA					
		0315ADM02	00026046	\$193.52	HALL CLEANING-FEB
Search Name WACOSA				\$193.52	
Search Name WEX BANK					
066793	3/17/2015	0315PPD02	40147750	\$51.00	FUEL CARDS
Search Name WEX BANK				\$51.00	
Search Name WSB & ASSOCIATES INC					
		0315ADM02	1-02174-580	\$146.25	2015 WCA SERVICES
		0315ADM02	1-02174-590	\$6,333.33	2015 GENERAL ENGINEERING
		0315ADM02	2-02174-570	\$23,235.00	PCR RESURFACING-2ND TO 15TH ST N
		0315ADM02	3-02174-400	\$505.50	50TH PLATS
		0315ADM02	4-02174-450	\$229.50	FERCHE ST BENS/CC PLAT REVIEW
		0315ADM02	4-02174-510	\$4,807.50	2015 SAFE ROUTES TO SCHL
		0315ADM02	7-02174-380	\$38.25	FERCHE SPC TRAIL EASEMENTS
		0315ADM02	9-02174-370	\$6,110.00	50TH AVE S-DESIGN
Search Name WSB & ASSOCIATES INC				\$41,405.33	
Search Name XCEL ENERGY					
		0315PW02	447521967	\$8,760.92	STREET LIGHTS
		0315PW02	448415744	\$450.97	STREET LIGHTS
Search Name XCEL ENERGY				\$9,211.89	
				\$282,569.75	

Voucher Payments-Fund Summary

Adopted by the Sartell City Council this _____ day of _____, 2015

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$134,377.43
PARK IMPROVEMENT	\$4,338.00
YOUTH PROGRAMS	\$1,055.14
POLICE RESERVES	\$107.08
BEAUTIFICATION	\$1,579.77
FORFEITURE	\$41.50
LODGING TAX	\$1,755.60
ECONOMIC DEVELOPMENT FUND	\$77.04
SALES TAX EXTENSION	\$139.70
GO UTILITY REVENUE BONDS 2009A	\$450.00
PUBLIC IMPROVEMENT REVOLVING	\$38.25
PW EQUIPMENT FUND	\$91,550.43
STREET FUND	\$34,658.00
WATER FUND	\$10,812.71
SEWER FUND	\$1,442.85
STORMWATER FUND	\$146.25
	<hr/>
	\$282,569.75

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: March 23, 2015	Agenda Item No. 6b
Agenda Section: Consent Agenda	Item: Approval of Land Classification and Sale	
<p>RECOMMENDATION: Approval of the County's sale of forfeiture lots according to law.</p> <p>BACKGROUND: As you know, the forfeiture process is dictated by State statutes and administered by the County, so the actual decisions to be made by the Council are limited. The County Board establishes the forfeiture sale terms and timing for the only forfeiture lot being added to the Sartell inventory in 2015 - Lot 1, Block 3, Wildwood Estates. The new forfeiture lot will be offered in the coming months at public auction. You also have lots remaining available for sale from prior years in Heritage Place (16), Sandstone Village (townhome lots), Savanna Oaks (3) and Watab Springs (3). As you can see, <u>some</u> of those lots are included on the attached County list with County recommended pricing changes (those Heritage Place lots have been on the sale list for a couple of years at \$19,000 and Watab Springs at \$20,000). Others simply remain available for sale with no term changes.</p> <p>BUDGET/FISCAL IMPACT: None, there is no debt service remaining connected to the Wildwood lot or Watab Spring lots – proceeds can go into our PIR fund when received. The other forfeiture sale proceeds will go into their related debt service funds and all projections for those funds show adequate cash flows.</p> <p>ATTACHMENTS: County list of sale lots (1 new, others with price changes) and City informational form on new forfeiture lot.</p> <p>COUNCIL ACTION REQUESTED: Approval of your consent agenda approves the County classification and sale of land. If item is pulled from consent agenda, a separate motion is requested approving the classification and sale.</p>		



COUNTY OF STEARNS

Office of the County Auditor-Treasurer

Administration Center Rm 148 • 705 Courthouse Square • St. Cloud, MN 56303

320-656-3900 • FAX 320-656-3916

Randy R. Schreifels, County Auditor - Treasurer

March 2, 2015

PLEASE SIGN AND RETURN IMMEDIATELY SO THAT WE CAN SCHEDULE OUR SALE AS SOON AS POSSIBLE FOLLOWING STATE APPROVAL. Also enclosed is a property information form that needs to be completed so that we can provide as much information to perspective buyers. Thank you.

Whereas, the County Board of Stearns County, Minnesota, has classified the following described forfeited lands as non-conservation lands and ai ordered the following tract (s) to be sold at public sale thereof, in accordance with Minnesota Statutes, Chapter 282.01 to wit:

Parcel	Section	Twp.	Range	Legal	Appraised Price
92.57229.0121	20	125	28	Lot 1 Block 3 of Wildwood Estates	\$ 10,000.00
92.56705.0035	28	125	28	Lot 20 Block 2 of Heritage Place	\$ 15,000.00
92.56705.0042	28	125	28	Lot 1 Block 3 of Heritage Place	\$ 15,000.00
92.56705.0043	28	125	28	Lot 2 Block 3 of Heritage Place	\$ 19,000.00
92.56705.0047	28	125	28	Lot 6 Block 3 of Heritage Place	\$ 15,000.00
92.56705.0048	28	125	28	Lot 7 Block 3 of Heritage Place	\$ 15,000.00
92.56705.0049	28	125	28	Lot 8 Block 3 of Heritage Place	\$ 15,000.00
92.56705.0050	28	125	28	Lot 9 Block 3 of Heritage Place	\$ 15,000.00
92.56705.0051	28	125	28	Lot 10 Block 3 of Heritage Place	\$ 15,000.00
92.56705.0057	28	125	28	Lot 3 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0058	28	125	28	Lot 4 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0059	28	125	28	Lot 5 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0060	28	125	28	Lot 6 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0061	28	125	28	Lot 7 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0062	28	125	28	Lot 8 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0063	28	125	28	Lot 9 Block 4 of Heritage Place	\$ 15,000.00
92.56705.0064	28	125	28	Lot 10 Block 4 of Heritage Place	\$ 15,000.00
92.57171.0466	20	125	28	Lot 13 Block 6 of Watab Springs Plat 2	\$ 15,000.00
92.57171.0501	20	125	28	Lot 12 Block 1 of Watab Springs Plat 3	\$ 15,000.00
92.57171.0502	20	125	28	Lot 13 Block 1 of Watab Springs Plat 3	\$ 15,000.00

We, the governing body of the City of Sartell after due investigation do hereby approve the classification as made by the County Board of Stearns County and also approve the sale of such lands according to law.

Dated this ____ day of _____,

Sartell City Mayor

STEARNS COUNTY TAX FORFEITURE PROPERTY INFORMATION FORM

Local Government: SARTELL CITY

Parcel Number: 92.57229.0121

Legal Description:

Subdivision Name: WILDWOOD ESTATES, Lot 001,
Block 003 Subdivision Cd 92166

Property Address: 424 13TH AVE N

Zoning:

R-1 Single Family Residential

**Special Assessments to be
Recertified and terms:**

None

Restrictions/Other Information:

The existing home has had extensive reported water damage and has been abandoned for 3+ years. The property has been posted as unsafe by the Sartell Building Official.

**Environmental/Wetland
Information:**

This property is subject to 10-8-9: Protected Public Water Alterations due to Ditch 13 which is located at the rear of the property.

SARTELL CITY

Signature: _____

Mary Degiovanni

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Personnel Committee	Meeting Date: March 23, 2015	Agenda Item No. 6c
Agenda Section: Consent	Item: Personnel Committee Recommendation	
<p>RECOMMENDATION: Approval of the Personnel Committee recommendations listed below.</p>		
<p>BACKGROUND:</p>		
<ol style="list-style-type: none"> 1. The Account Clerk, Becky Wicklund, has been working closely with your contracted IT consultant, Kyle Breitreutz, to meet the City's IT needs. Becky has always tried to help with technology, but her efforts have grown to save the City thousands of dollars by having this work done in house rather than using an outside firm. The Union has approved this recommended change. 2. The City also currently uses a combination of contracted and employee cleaning positions and we would like to streamline that to get down to 2 cleaning contractors – Wacosa and Kim Tolman and stop using a paid position with limited hours just for the Public Works and Fire Hall cleaning. Kim's revised contract to now include those buildings is attached. 3. The part time Administrative position we added is covering more comprehensive research work on needed Ordinance updates working less than 14 hours/week. We recommend adding a temporary summer employee to help with all of the permit traffic we get at the front service counter during the summer months at a lower pay rate while still staying within the budget for part time administrative staff in 2015. 		
<p>RECOMMENDATION SUMMARY:</p>		
<ol style="list-style-type: none"> 1. We recommend approval of the attached job description and a new Teamsters pay scale between Becky's current position and the position of public works maintenance (an increase of 65¢ per hour). 2. We recommend approval of the attached Kim Tolman contract and elimination of the part time cleaning position. 3. We recommend authorization to hire seasonal front desk part time help using budgeted funds. 		
<p>BUDGET/FISCAL IMPACT: None - all recommendations keep us within 2015 budget.</p>		
<p>ATTACHMENTS: Revised job description for Becky; Revised cleaning contract with Kim Tolman.</p>		
<p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the Personnel Committee recommendations outlined. If item is removed from Consent, separate motion is requested approving recommendations.</p>		

City of Sartell-Job Description
IT & ACCOUNT SPECIALIST
Approved: March 23, 2015

Position Title:	IT & Account Specialist
Work Points:	183
FLSA Status:	Non-exempt
Department:	Administration
Supervisor:	Deputy Clerk
Grade:	C1

PURPOSE

Provides Information Technology services for the City, as well as administrative, clerical and receptionist duties in support of daily city operations. Primary responsibility for utility billing and collection of utility charges, including maintenance of the utility billing database.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: All City departments, City contractors and vendors, and the public.
Reports to: Deputy Clerk

ESSENTIAL FUNCTIONS

- Provides technology and telephone systems support to City staff members, including potential research needed and contacting IT vendors and contractors as needed for more specialized assistance.
- Coordinates City hardware and software purchases, upgrades and use, including coordinating or recommending employee training, and monitors backups, virus protection and server performance.
- Handles front line customer service needs including screening/routing calls or assisting walk-in customers; provides information, explanations, and assistance to the public and other employees or refers to appropriate person.
- Processes documents, such as memos, correspondence, reports, minutes, and statements from handwritten, typed or recorded material using word processing software.
- Order and distribute office supplies as needed. Maintain adequate supply of regularly used office supply items. Verify packing slips and provide departmental coding for future payment.
- Coordinates the City's website and social media presence, as well as cable television and electronic sign messaging – this position is integral to the City's public relations efforts.
- Process various City licenses and permits as requested and maintain database to reflect current and accurate license/permit information.
- Coordinates the City's utility billing system, including meter readings, billing accuracy, payments, records of delinquent accounts, shut-off notices, and communication with Public Utility department. Provides reports for DNR, audit and other agency reporting as needed.
- Prepare A/R batches, bank deposits and other financial transactions and verify accuracy of same, including with fund accounting software and ending cash drawer balance.
- Primary backup for Permit Technician and primary responsibility in absence of Permit Technician for reviewing and processing permit applications for new and existing residential and commercial construction, issuing permits for all phases of

the construction project, calculating and collecting permit fees, and researching and updating permit records and files.

- May serve as AWAIR safety officer.
- Performs other related duties as assigned.

REQUIRED SKILLS

- Experience with accounting/bookkeeping principles and practices.
- Ability to operate accounting/billing program as well as word processing and spreadsheet programs.
- Experience with or ability to learn utility billing practices and procedures.
- Skill in handling customer complaints and general information requests regarding utility bills through phone and or/or personal contact.
- Ability to use a computer, phone, fax and copier, calculator/adding machine as well as other office equipment.
- Knowledge of computer operating systems and software, computer and network equipment hardware, PDA's, multi-media and other forms of technology.
- Ability to handle confidential information with discretion.
- Ability to work with limited supervision and as part of a team.
- Ability to work under time constraints.
- Ability to work with basic mathematical calculations and keep track of money and receipts.
- Ability to be bonded.

ESSENTIAL KNOWLEDGE AND ABILITIES

Communications. Must be able to actively listen to others and be able to assess needs and situations of individuals. Must have the ability to speak and write English clearly. Must be able to read and interpret correspondence, memoranda and directives. Must be able to effectively represent the City and its operations to the public.

Decision-Making. Must act in a decisive manner, using good judgment. Must have a working knowledge of administrative processes as it directly relates to city operations. Must be able to use knowledge of operations and issues to assist with the assessment of needs.

Interpersonal Relationships. Must be able to work with all people in all situations excluding any personal biases, which may exist. Must have the ability to accept criticism and discipline and deal with improving performance. Must have tact and diplomacy and be able to promote a cooperative atmosphere within the city operations as well as with the public.

Professional Attitude. Must be able to present an attitude of professionalism while still maintaining the values and attitudes of the community. Must be able to work with various groups within the city and represent the city to outside organizations in a businesslike manner. Must be able to establish and maintain effective and respected working relationships with other co-workers.

Quality of Work. Must be able to utilize work time properly and productively. Must be able to provide quality, accurate work and be able to detect and make corrections as needed.

Physical Abilities. Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at a workstation for up to eight hours at a time

with appropriate breaks within the time frame. Must have ability to operate a computer keyboard. Must have the ability to lift up to 25 pounds.

MINIMUM QUALIFICATIONS

High school diploma or equivalent and three years of clerical experience including regular customer contact and work with an automated utility billing system, accounting system, and computer software (word processing, spreadsheet, and database) or equivalent combination of educational and practical experience may be substituted. 2 years of post-secondary education in computer science or similar field is preferred.

WORKING CONDITIONS

Work is performed in typical office environment that consists of an open work area and front counter for providing customer service. Travel, consisting of short trips, may be required to make bank deposits and mail pick-ups, or to provide tech service to various City buildings.

**INDEPENDENT CONTRACTOR
PERSONAL/PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT is made and entered into effective May 1, 2015, by and between the City of Sartell, Minnesota, hereinafter "City" and Kim Tolman, "Contractor".

RECITALS

WHEREAS, Contractor represents to City that Contractor is experienced at performing janitorial services and is presently performing such services for one or more other employers or contracting agencies; and

WHEREAS, the Contractor wishes to enter into a contract with City to perform such services as an independent contractor; and

WHEREAS, the Contractor is authorized to and is capable of working elsewhere, and is free to carry on any other activity that contractor sees fit, within Contractor's own discretion, provided that Contractor performs the tasks undertaken for the City.

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

AGREEMENT

1. Terms of Service

1.1 The Contractor agrees to furnish janitorial services in the City's Police Department, Public Works and Fire Department buildings, providing supplies and equipment as necessary to perform such services at Contractor's own expense, except for some supplies to be specifically provided in Public Works building as agreed upon.

2. Services to be Provided

2.1 The City will provide a list of cleaning duties to be performed on a weekly or other basis and Contractor is free to determine what equipment to use, in what order to perform the tasks given, and the exact times of doing the work, within the parameters provided by the City.

3. Payment for Services

3.1 The Contractor will be paid as follows for services to be performed by Contractor. No additional payment will be made for supplies, equipment, mileage, or other costs of doing business incurred by Contractor:

\$560 per month (for twice per week cleaning at Police Department)
\$70 per month (for twice per month cleaning at Fire Department)
\$400 per month (for twice per week cleaning at Public Works Department)

3.2 Payment for services shall be made directly to the Contractor on a monthly basis upon the presentation of a claim in the manner provided by law for payment of claims against the City.

4. No Employment Relationship

4.1 The Contractor is an independent contractor and not an employee of the City. Services by Contractor are to be performed using Contractor's own equipment and supplies. No tenure or any rights or benefits, including medical or health coverage, sick leave, vacation leave, severance pay, mileage reimbursement, workers' compensation or other benefits available to City employees, shall accrue to Contractor under this Agreement. City will not withhold money for income taxes, FICA or employee related benefits since Contractor is not an employee of the City and is responsible for Contractor's own filing and quarterly estimates, if any.

5. Data Practices

5.1 All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

6. Merger and Modification

6.1 It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. The parties acknowledge that Contractor has provided contract services to the City prior to the date of this Agreement and that such services were subject to the same terms and conditions and that Contractor was at no time an employee of the City.

6.2 Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

7. Cancellation

7.1 This Agreement may be cancelled by either party upon 30 days written notice to the other party.

8. Subcontracting and Assignment

8.1 Contractor shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the City and subject to such conditions and provisions as the City may deem necessary. The Contractor shall be responsible for the performance of all subcontractors and employees of Contractor.

9. Records-Availability and Retention

9.1 The Contractor agrees and understands that the books, records, documents and accounting procedures and practices relating to this Agreement are subject to examination by the City, and either the legislative auditor or the State Auditor, as appropriate for a period of six years from the date of termination of this Agreement. Contractor shall retain all records for the required period.

10. Nondiscrimination

10.1 During the performance of this Agreement, the Contractor agrees to the following:

A. No person shall, on the grounds of race, color, religion, age, sex, disability, sexual orientation, marital status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

11. Insurance and Indemnification

11.1 Contractor shall provide a certificate of insurance showing evidence of workers' compensation coverage or provide evidence of qualification as a self-insurer of workers' compensation coverage.

11.2 Contractor shall provide a certificate of insurance showing evidence of commercial general liability (CGL) insurance, with a limit of not less than \$300,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$300,000 and the aggregate limit shall apply on a per-project basis. The City shall be named as an additional insured under the CGL. If required, Contractor shall provide a certificate of insurance showing evidence of automobile liability insurance with a limit of not less than \$300,000 each accident. Each insurance certificate shall contain a provision that the coverage afforded under the contract will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City.

11.3 The Contractor agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay

arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this Agreement.

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

CONTRACTOR

CITY OF SARTELL

By: _____

By: _____

Title: _____

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Public Works	Meeting Date: March 23, 2015	Agenda Item No. 6d
Agenda Section: Consent	Item: Budgeted Lift Station Work	
<p>RECOMMENDATION: Approval of the budgeted lift station control panel update.</p> <p>BACKGROUND: The Public Works Department budgeted to upgrade lift station #6 control panel in 2015 using SAC fund. The attached quote of \$28,459 is right in line with their budget estimate of \$28,000.</p> <p>BUDGET/FISCAL IMPACT: No budget impact – SAC is the funding source for this necessary work and the fund will cover the full cost.</p> <p>ATTACHMENTS: Total Control Systems quote.</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the expenditure. If item is removed from Consent, separate motion is requested approving expenditure.</p>		



Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

March 10, 2015

To: John K (#1). Re: SLS 6 Lift station Panel.

Total Control Systems, Inc. (TCS) proposes to furnish (only) equipment in accordance to the project plans and specifications to meet the full functional intent of the specifications that were received.

Lift station control panel for 240volt 1 phase 2.5 hp duplex

Including:

- Main breaker 100 amp (SE rating) 50KAIC
- Generator breaker 100 amp with interlock
- NEMA 3R 2 door stainless steel enclosure 36 x 60 x 12
- Inner doors
- Enclosure SS legs and skirts with louvers
- Incoming power terminal block
- Enclosure fans SS louvers and thermostat
- Pump circuit breakers 40 amp
- Control circuit breakers
- Hand-Off-Auto switches, oil tight, 30 mm
- Pushbutton switches, oil tight 30mm
- Lamps, LED, oil tight, 30mm
- Condensation heater/fans, 400 watt
- ABB VFD ACQ550 3 hp reinstalled from existing panel
- Power monitor
- Intrinsic barriers
- Display Terminal 6" color
- Lightning arrestor (TVSS) 25KVA
- Relays
- GFI receptacle rated at 15 amps
- External alarm strobe
- Generator Receptacle 100 amp
- Control power TVSS
- Radio, MDS SD4
- Lightning arrestor RF
- Lead-in and connectors
- Antenna, Gold anodized
- Uninterruptible power supply (UPS)
- Radio power supply
- Allen-Bradley Micrologix 1400 and cards
- Backup controller
- Elapsed time meters (2)
- RTU outlet
- Floats (2)

Float wire mount with anchor
Submersible transmitter KPSI
Door switch (Security)
Temperature sensor
Documentation
Master PLC program modifications
SCADA software and screen additions
Reports
Master alarm dialer programming
Programming, training
Existing SCADA PLC modifications
Testing and commissioning

Price for the Liftstation 6 control panel package: **\$28,459.00 no sales tax.**

Does **not** include:

Hand holes
Meter sockets/Cold sequence disconnects
Grounding materials
Underground warning tape
Installation of panel
Conduit
Permits
Antenna Poles
Demolition
Any wire external to panel

- We acknowledge receipt of Addendum No. .
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site.
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Al Doberstein

AD/lo

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: March 23, 2015	Agenda Item No. 6e
Agenda Section: Consent	Item: Government Center Appraisal	
<p>RECOMMENDATION: Approval of the appraisal cost quote for Sartell LeSauk Government Center.</p> <p>BACKGROUND: At the last annual meeting of the Sartell LeSauk Government Center Board, the parties agreed that Nicoll and Krehbiel will agree upon an appraiser to recommend to the City and Town with a 60% City/40% Township cost split for the appraisal. Two very similar quotes were received from appraisers acceptable to both parties. The Town Board voted to accept the Lenzmeier appraisal quote: Leigh Lenzmeier: \$3,800 with completion in 4 to 6 weeks Tom Ruhland: \$3,700 with completion in 45 days</p> <p>BUDGET/FISCAL IMPACT: This is not a budgeted expense, but staff recommends proceeding using your general fund reserves for City share of the expense.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the appraisal quote by Lenzmeier with a 60/40 cost split. If item is removed from Consent, separate motion is requested approving appraisal quote.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date March 23, 2015	Agenda Item No. 6f
Agenda Section Consent Agenda	Item Calling Public Hearing on Animal Control Ordinance Update	

STAFF RECOMMENDATION: Council call for public hearing

PREVIOUS COUNCIL ACTION: Council last discussed updating your animal control ordinance on July 14, 2014 with these minutes reflecting the discussion for staff to draft an Ordinance update and bring back to Council:

Administrator Degiovanni presented the current animal ordinance and requested Council’s input on starting point for ordinance update specifically with regard to limits on types/number of animals allowed in the City. A comparison on the number of domestic animals allowed in each household from area cities was provided. Degiovanni provided this information for discussion purposes only and to get input for drafting purposes and public input would be taken once a draft was in place.

Council members made the following comments:

- *Nicoll: Suggested a more relaxed ordinance to allow for more than 2 dogs, and the decision to allow a kennel license to be made by staff.*
- *Council member Hennes prefers to limit the number of dogs per household to 2 dogs.*
- *Council member Peterson agrees that allowing 3 dogs per household, especially if they are large dogs, is too many.*
- *Mayor Perske has no problem with our present policy.*
- *Council member Braig-Lindstrom is okay with the 2 dog limit. However, if more than 2 dogs are allowed, there should be an extra charge.*

BACKGROUND: Current City Code has a chapter titled “Dogs” and a chapter titled “Animal Control”. The City last updated your Animal Control Ordinance in 2002 and incorporated the provisions for dogs, but did not rescind the separate “Dogs” chapter. Your new Ordinance will rescind all prior provisions and adopt an entirely new Chapter for Animal Control covering all animals within the City.

Because changes are made to both format and substance, redlining the changes is more confusing than helpful. So we are attaching both the current and proposed Animal Control Ordinances (*and we will have them on the City website and ask Newsleader to point out that the number of dogs allowed either by regular or special permit will be discussed as part of this ordinance update*). I am also outlining what I think are the noteworthy changes in this memo. A staff team has worked on this since it will involve front office licensing staff as well as Police Department/Community Service enforcement staff, and we got great input from our consultant, Lisa Schreifels.

- Definitions were updated based on model code language.

- You will also notice that we now define kennel as 4 or more dogs. This will be changed back to 3 or more pending final Council decision after public hearing.
- Current language is confusing about cat licenses, but Council discussion previously leaned toward not requiring cat licensure because we do not want to try to enforce prohibition on cats running at large. We've issued 77 cat licenses compared to over 1,000 dog licenses. We have removed cat licensure from this draft Ordinance.
- We left the current license fee due date of June 1st because of the timing of this Ordinance update, but that's a very busy time for various other permits. So during your 2016 budget and fee schedule discussions, we will propose revising the 2016 fee to phase our way into a different licensing schedule. For example, set the license due date of March 1st for 2016, but charge a lower fee that year. Then go back to the regular full year fee for 2017.
- New section 5-2-3 again specifies no more than 3 dogs, and this is still subject to further Council discussion if you want to limit to 2. However, the language allowing 3 meant we can eliminate all of the current "excessive kennel language (Section 5-3-6 of current code) which requires people wanting 3 dogs to come before the Council and explain a reason. This is a policy level decision, but we currently have only 7 active special permits for more than 2 dogs, and none of them are for more than 3 dogs. So one option is for the Council to allow 3 dogs with no special requirements (although you may want to discuss a higher fee for 3rd dog) and it doesn't matter if it is for fostering or for temporary situation or for whatever reason – it's just an objective, consistent limit in this draft. After hearing public input and discussing this, the Council may worry that this will increase the number of 3 dog households and become a nuisance problem for the City, and then we should adjust back to the 2 dog limit and discuss under what circumstances you would allow for a higher number.
- The potentially dangerous and dangerous dog language complies with Minnesota Statutes and Lisa Schreifels will assist our new Community Service/Code Enforcement Officer and other PD staff in informational as well as enforcement tools to help us fairly and consistently enforce these statutory provisions.
- New section 5-2-5 provides for dog parks, and the Sartell DogPAC will be helping us develop specific dog park rules to come back to Council for separate review/approval.

ATTACHMENTS: Current Ordinance and draft proposed Ordinance

COUNCIL ACTION REQUESTED: Consent agenda approval services as call for public hearing to be held on April 27, 2015. If item is pulled from consent, separate motion is requested calling this public hearing.

**CITY OF SARTELL
PUBLIC HEARING
CITY CODE OF ORDINANCES**

NOTICE IS HEREBY GIVEN: That the City of Sartell will be holding a public hearing on Monday, April 27, 2015, at 7:00 P.M., or as soon thereafter as the matter may be heard, at the Sartell City Hall, for the purpose of amending the city code of ordinances as it relates to Animal Control within the City.

A copy of the proposed ordinance is available for review at the city clerk's office and on the City's website at www.sartellmn.com.

All interested persons are invited to attend to voice their opinion. Written comments will be accepted until the date of the hearing.

Mary Degiovanni
City Administrator

Publish: April 3, 2015

NEW DRAFT ORDINANCE

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND AMENDING ANIMAL CONTROL ORDINANCES OF THE CITY OF SARTELL

THE COUNCIL OF THE CITY OF SARTELL HEREBY ORDAINS:

Subdivision 1. That Title 5, Chapter 2, titled "Dogs" is hereby repealed in its entirety.

Subdivision 2. That Title 5, Chapter 3, titled Animal Control is hereby renumbered as Chapter 2 and restated in its entirety as follows:

CHAPTER 2

ANIMAL CONTROL

SECTION:

- 5-2-1: Definitions
- 5-2-2: Dog License Required; Tags
- 5-2-3: Limitations
- 5-2-4: Keeping or Harboring Prohibited
- 5-2-5: Animals at Large
- 5-2-6: Barking, Nuisances, Property Damage and Fecal Clean-up
- 5-2-7: Rabies Control
- 5-2-8: Dangerous and Potentially Dangerous Animals
- 5-2-9: Dangerous Animals
- 5-2-10: Potentially Dangerous Animals
- 5-2-11: Animal Biting; Quarantine
- 5-2-12: Animals Subject to Impoundment
- 5-2-13: Redemption
- 5-2-14: Disposition of Unredeemed Animals
- 5-2-15: Interference with Officers
- 5-2-16: Service Animals
- 5-2-17: Kennels; License Required
- 5-2-18: Violations and Penalties

5-2-1: DEFINITIONS

As used in this Chapter, unless the context otherwise indicates, the following words shall be defined to mean:

ANIMAL CONTROL OFFICER. The city staff charged with the duty of picking up and impounding unlicensed dogs, strays, and abandoned animals as herein provided.

ANIMAL SHELTER. Any premises designated by the City for the purpose or impounding or caring for animals held under the authority of this Chapter.

AT LARGE. Off the premises of the owner and not under the control of the owner, or other competent person, by leash not exceeding eight (8) feet in length.

DANGEROUS ANIMAL. An animal that has:

1. without provocation, inflicted substantial bodily harm on a human being on public or private property; or
2. killed or caused substantial bodily harm to a domestic animal without provocation while off the owner's property; or
3. been found to be potentially dangerous, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals; or
4. been declared a Dangerous Dog pursuant to Minnesota Statutes by the animal control authority of another jurisdiction.

DOMESTIC ANIMAL. Any of various non-venomous animals domesticated so as to live and breed in a tame condition. Domestic animals do not include any animal considered "non-domestic" as defined by this Section. Domestic animals are limited to:

- Dogs
- Cats
- Rabbits
- Ferrets
- Any of the class of Aves (birds) that are caged and otherwise kept inside the residence, specifically excluding poultry.
- Any of the order of Rodentia such as mice, rats, gerbils, hamsters, chinchillas & guinea pigs
- Any of the class of Reptilia such as snakes, lizards, and turtles excepting those meeting the non-domestic animal definition
- Any of the class of Amphibian such as salamanders, frogs, toads excepting those meeting the non-domestic animal definition.

KENNEL. Any place, building, tract of land, abode, or vehicle where **four** or more dogs are kept and maintained. Kennel does not include a veterinarian licensed to practice in the State of Minnesota who keeps, congregates or confines dogs in the normal pursuit of the practice of veterinary medicine. Kennel does not include an animal shelter owned and operated by any political subdivision of the State or providing animal sheltering services under contract with any political subdivision of the State.

NON-DOMESTIC ANIMAL. Those animals considered to be naturally wild and not naturally trained or domesticated; or which are considered to be farm animals or inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, non-domestic animals shall include:

1. Any member of the cat family (Felidae) including, but not limited to, lions, tigers, cougars, bobcats, leopards and jaguars, but excluding those recognized as domesticated house cats.
2. Any naturally wild member of the canine family (Canidae) including, but not limited to, wolves, foxes, coyotes, dingoes, and jackals, but excluding those recognized as domesticated dogs.
3. Any hybrid or crossbreeds between an animal defined in clauses (1) or (2) and a domestic animal and offspring from all subsequent generations of those hybrids or crosses, such as the crossbreed between a wolf and a dog.
4. Any member or relative of the mammal family including any skunk (whether or not descended), raccoon, or squirrel, but excluding those members otherwise defined or commonly accepted as domesticated pets.
5. Any poisonous, venomous, constricting (when snake is of size causing inherent risk to humans), or inherently dangerous member of the reptile or amphibian families including, but not limited to, rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.
6. Goats, pigs (including pot bellied pigs), poultry, horses, cattle, llama, bison.

7. Any other animal that is not explicitly listed above but which can be reasonably defined by the terms of this Section including, but not limited to exotic animals, human primates, bear, deer, elk, ducks, and game fish.

OWNER. Any person, keeper, custodian or legal entity owning, harboring or keeping an animal, whether temporary or permanent.

POTENTIALLY DANGEROUS ANIMAL. An animal which has:

1. When unprovoked, bitten a human or a domestic animal on public or private property; or
2. When unprovoked, chased or approached a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
3. A known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals; or
4. Been declared a Potentially Dangerous dog pursuant to Minnesota Statutes by the animal control authority of another jurisdiction.

PREMISES. Any building, structure, shelter or land whereupon animals are kept or confined.

PROPER ENCLOSURE. Securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the animal from exiting.

PROVOCATION. An act that an adult could reasonably expect may cause an animal to attack or bite.

SUBSTANTIAL BODILY HARM. Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.

UNPROVOKED. The condition in which the animal is not purposely agitated or disturbed. It is a rebuttable presumption that any attack on a child fourteen years of age or younger for which a reasonable person connotes an intent to inflict bodily harm will be considered to be unprovoked unless the child is engaged in the commission of a crime or illegal activity, including activities classified under Minnesota Statutes as cruelty to animals.

5-2-2: **DOG LICENSE REQUIRED; TAGS**

- A. *License Required.* It will be unlawful for any person to own, keep or harbor any dog or dogs over six (6) months of age within the City, without having obtained a license.
 1. *Dog Licenses.* No license will be issued for any dog unless the applicant presents proof of vaccination from a licensed veterinarian as proof that the dog has been immunized as required by Section 5-2-7.
 2. *Information Required.* The owner is required to state the dog's name, sex, breed, color and any other information required by the Chief of Police on each license application.
 3. *Date of Payment of License Fee.* It is the duty of the owner of a dog required to be licensed to pay the license fee on or before the 1st day of June in each year, or upon acquiring ownership or possession of an unlicensed dog, or upon establishing residence in the City. All licenses will expire on the last day of May of the calendar year following its issuance. If any owner does not obtain a license for his/her dog by this date, a late license fee will be added onto the regular dog license fee.

4. *Non-refundable.* No refunds will be made on any dog license fee because of the removal of the dog from the City or because of the death of the dog before the expiration of the license period.

B. *Tags.*

1. *Generally.* Upon approval of a dog license application, the applicant will be provided with a tag which shall be permanently fastened to the collar of the dog in such manner that the tag may be seen easily, and the tag will be worn constantly by such dog.
2. *Duplicate Tags.* When any dog tag is lost, a duplicate may be issued upon presentation of a receipt showing the payment of the license fee for the then current year. Fees for duplicate tags will be established by City Council.
3. *Offenses Involving Tags.* It is unlawful to counterfeit, or attempt to counterfeit, the tags provided for in this Section or to remove from any dog a tag legally placed upon it with the intent of placing it upon another dog, or to place such tag upon another dog. It is unlawful for any person to transfer any tag issued, or to place a tag upon any dog other than the one for which it was issued, provided a tag may be transferred with the dog for which it was issued.

5-2-3: **LIMITATIONS**

- A. *Generally.* Except for kennels licensed under this Chapter, no more than **three** dogs over six (6) months of age shall be owned, kept or harbored on the premises of a single family home or per dwelling unit for multi-family properties.

1. *Grandfathering.* Owners who currently possess dogs in excess of the limitations set forth in this Ordinance, and who meet licensing requirements prior to the date of enactment, will be allowed to continue to license such dogs annually for as long as such dogs reside in the City. Once such currently licensed dogs become deceased or are unlicensed for or do not live within the City for a period of 6 months, the limitations set forth shall again apply.
2. *Fostering.* Owners who provide foster care for animals through the Tri-County Humane Society may be granted annual dog licenses without providing information regarding the identification of each animal fostered, but they are still subject to the number limitations and other provisions of this Ordinance.
3. *Service Animals.* Service animals used by a licensed peace officer may be granted annual dog licenses without payment of a license fee.
4. *Commercial dog kennels* as provided in Section 5-2-17.

5-2-4: **KEEPING OR HARBORING PROHIBITED**

- A. No person shall own, care for, have custody or control of, within the City limits, any non-domestic animal as defined in this Chapter.

1. *Exceptions.* An exception may be made to this prohibition for the following:
 - a. *Non-domestic animals within the City's Agricultural Zoning District as specifically provided within the City's Zoning Ordinance.*

- B. *Restrictions on Food and Drink Establishments.* It is unlawful for the owner or operator of any establishment wherein the selling, handling, processing or preparation of food is done to permit any animal in such establishment except as allowed by Minnesota Statutes.

5-2-5: **ANIMALS AT LARGE**

- A. It will be unlawful for any person having or maintaining any animal to permit the animal to be at large or to be upon any premises other than as provided in the permit whether or not a permit for

such animal has been issued as provided under the licensing and permit provisions of this Chapter or other ordinance of the City.

- B. It is unlawful for any owner to allow a domestic animal to be at large at any time.
- C. *Dog Parks.* Dogs are permitted to be unleashed in off leash dog park areas as designated by the City under the following conditions:
 - 1. The dog owner or owner's designee as allowed by Park rules must be present; and
 - 2. The dog must be under the voice control of the owner at all times; and
 - 3. Feces must be properly removed and disposed of; and
 - 4. A dog deemed a dangerous or potentially dangerous animal under this Chapter is not permitted to use off leash areas.

5-2-6: BARKING, NUISANCES, PROPERTY DAMAGE AND FECAL CLEAN-UP

- A. *Barking.* No person will keep or harbor a dog which habitually barks or cries, howls or whines for a period of six (6) or more minutes out of a ten (10) consecutive minute period.
- B. *Nuisance Noise.* It is unlawful for any owner to maintain at any place within the City any animals which, by their habitual whining or other disagreeable noises, disturbs the people in the locality where kept.
- C. *Damage to Property by Animals Prohibited.* No person having the custody or control of a dog, cat or other animal will permit the animal to damage any lawn, garden or other property, public or private, or to defecate on private property, without the consent of the property owner.
- D. *Fecal Clean-up.* It is the duty of each person having the custody or control of a dog, cat or other animal to voluntarily and promptly remove any feces left by such dog or animal on any sidewalk, gutter, street, park land or other public property, or any public area, and to dispose of the feces in a sanitary manner and to have in immediate possession a device or equipment for the picking up and removal of feces. For the purpose of this subdivision, "public area" will include any property open for public use or travel, even though it is privately owned.
 - 1. *Exception.* The provisions of this subdivision do not apply to a guide dog or service animal accompanying a blind person or to a dog when used in police or rescue activities by or with the permission of the City. This subdivision will not be construed by implication or otherwise to allow dogs to be where they are otherwise prohibited by the ordinances of the City.

5-2-7: RABIES CONTROL

- A. *Dogs and Cats Rabies Immunization Required.* All dogs and cats over the age of six (6) months harbored or maintained within the City shall be immunized against rabies by a licensed veterinarian. The vaccines used and their duration of immunity against rabies will be as recommended by the National Association of State Public Health Veterinarians (NASPHV) in their current Compendium of Animal Rabies Prevention and Control.
 - 1. *Exceptions.* No dog or cat need be vaccinated when a licensed veterinarian has examined the animal and certified that, at such time, vaccination would endanger its health because of its age, infirmity, debility, illness, or other medical consideration; and such exception certificate is presented to the City. The animal shall be vaccinated against rabies as soon as its health and age permit.
- B. *Exposure.* Dogs, cats or other animals known to have been bitten by or exposed to a rabid animal must be euthanized or the animal's owner must adhere to procedures as described in the

NAHSPV Compendium of Animal Rabies Prevention and Control. Notification of exposure shall be made immediately to the City. Costs associated with exposure are incurred at the animal owner's expense.

- C. *Disposition of Diseased Dogs, Cats or Other Animals.* If a dog, cat or other animal quarantined under Section 5-2-11 is found to be sick or diseased, the operator of the quarantine facility will immediately report in writing to the City on the condition of the dog or animal. The City may then take possession of the dog, cat or animal for the purpose of submitting it to determine if it is suffering from rabies. A diseased dog, cat or animal may be euthanized, if the City determines such action necessary for the protection of public health and safety, or as recommended by a licensed veterinarian.

5-2-8: DANGEROUS AND POTENTIALLY DANGEROUS ANIMALS

- A. *Designation as a Dangerous or Potentially Dangerous Animal.* The Animal Control Officer or their designee will designate any animal as a dangerous or potentially dangerous animal upon receiving evidence that such animal meets the definition set forth in this ordinance.
- B. *Exemption.* Animals may not be designated as dangerous or potentially dangerous if the threat, injury, or damage was sustained by a person who was:
1. Committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the animal;
 2. Provoking, tormenting, abusing, or assaulting the animal or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the animal; or
 3. Committing or attempting to commit a crime.
- C. *Notification and Procedure.* When an animal is declared dangerous or potentially dangerous, the Animal Control Officer shall cause the owner(s) of the dangerous or potentially dangerous animal to be notified in writing or in person that such animal is dangerous or potentially dangerous.
1. *Notice of Right to Appeal.* This notice shall state the date, time, place, the animal bit, chased, attacked or threatened, and shall advise the owner that they have fourteen (14) days to appeal the determination or the imposition of conditions on maintaining the animal by requesting a hearing before the independent hearing officer.
 2. The owner of the animal must immediately comply with the Proper Enclosure requirements as defined in this ordinance, even if appealing the designation.
- D. *Noncompliance of Order.* If an owner of a dangerous or potentially dangerous animal fails to comply with any conditions for dangerous or potentially dangerous animals specified in this ordinance and fails to request a hearing with fourteen (14) days of the designation the animal shall be seized.
1. Notice shall be provided to the owner of the basis for the seizure and the right to request a hearing before an independent hearing officer to determine whether the conditions were violated.
 2. A request for hearing must be made within fourteen (14) days of the seizure. If the owner fails to request a hearing within fourteen (14) days, or is found to have violated the conditions, the Animal Control Officer may order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the owner is found not to have violated the conditions, the owner may reclaim the animal.
- E. An owner of a dangerous or potentially dangerous animal must notify animal control in writing within fourteen (14) days of any transfer to a new owner or location, or death of the animal. This notification shall include proof of death or the complete name, address and telephone number of

the person to whom the dog has been transferred or the address where the dog has been relocated.

- F. *Review of Designation.* Beginning one year after an animal's dangerous or potentially dangerous designation, an owner may request in writing that the designation be reviewed by the Animal Control Officer or their designee. The owner must also provide evidence that the dog's behavior has changed and that no violation of this ordinance has occurred during that time period. The city may use discretion in determining whether any conditions which have been ordered are still required.
- G. *Limitation on Additional Animals.* After an owner has had an animal designated as dangerous or potentially dangerous, the owner will not be eligible for additional animal permits or licenses until documentation is provided to the Animal Control Officer that the dangerous/potentially dangerous animal has either died, has been relocated to another suitable owner, or had the designation removed by the Officer.

5-2-9: **DANGEROUS ANIMALS**

- A. *Disposition of Dangerous Animals.* The Community Service Officer or Police Officer, after designation of an animal as dangerous has the authority to determine the disposition of the dangerous animal.
1. The dangerous animal will be euthanized; or
 2. The dangerous animal will be subject to the following conditions:
 - a. *Housed in a Proper Enclosure.* Proper enclosure means securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. Such enclosure will not allow the egress of the animal in any manner without human assistance. A pen or kennel for a dog designated as dangerous will meet the following minimum specifications:
 - i. Have a minimum overall floor size of thirty-two square feet.
 - ii. Sidewalls will have a minimum height of five feet and be constructed of 11-gauge or heavier wire. Openings in the wire will not exceed two inches, support posts will be one-and-one quarter-inch or larger steel pipe buried in the ground eighteen inches or more. When a concrete floor is not provided, the sidewalls will be buried a minimum of eighteen inches in the ground.
 - iii. A cover over the entire pen or kennel will be provided. The cover will be constructed of the same gauge wire or heavier as the sidewalls and will also have no openings greater than two inches.
 - iv. An entrance/exit gate will be provided and be constructed of the same material as the sidewalls and will also have no openings in the wire greater than two inches. The gate will be equipped with a device capable of being locked and will be locked at all times when the animal is in the pen or kennel; and
 - b. *Insurance.* The owner provides and shows proof annually of public liability insurance paid in full in the minimum amount of \$500,000. If the animal is impounded, proof of insurance must be demonstrated prior to the animal's release; and
 - c. *Posting.* Post the front and rear of the premises with clearly visible warning signs including a warning symbol to inform children, that there is a dangerous animal on the property as specified in Minnesota Statute 347:51; and

- d. *Muzzle.* If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash not to exceed 6 feet in length and be under the physical restraint of a person eighteen years of age or older. The muzzle must be of such design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration; and
 - e. *Microchip Identification Required.* The owner of a dangerous animal is required to have a microchip installed or injected on the animal, to the extent that the species of the animal allows placement of the chip. The microchip will be installed in or injected under the skin of the animal by a licensed veterinarian and will be designed so that, when scanned by an electronic reader, it is capable of providing the identification of the animal's owner. The identification number and microchip manufacturer shall be provided to the Animal Control Officer. The owner shall maintain current address information with the manufacturer. All costs related to the installation and maintenance of the chip are the responsibility of the owner. If the animal is impounded, the microchip will be installed or injected prior to its release; and
 - f. *Annual Registration Fee.* The owner of a dangerous dog is required to complete an annual registration form and pay annual registration fee as set by the City Council, in addition to the annual dog license. If the dog is impounded the fee will be paid prior to the animal's release; and
 - g. *Spay/neuter.* If the animal is a dog or cat, the owner shall provide proof of spay or neuter; and
 - h. *Tag.* A dangerous dog registered under this Section must have a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times; and
 - i. *Obedience Class.* The owner of a dog may be required to complete an approved dog obedience class.
- B. *Appeal.* Appeal of the Community Service Officer or Police Officer's dangerous animal designation will be a hearing before an independent hearing examiner not more than fourteen (14) days after receipt of the appeal request. At the time of the hearing, the animal owner may appear and present any evidence which he or she may deem material to the investigation. The hearing officer will make a finding of facts as to whether a violation of the provisions of this Section has been committed. The hearing officer will affirm or reject the dangerous animal designation or may impose other sanctions as warranted.

5-2-10: **POTENTIALLY DANGEROUS ANIMALS**

- A. *Animal Subject to Conditions.* An animal that has been determined to be potentially dangerous must do the following:
- 1. The animal may be required to be restrained by leash not to exceed six (6) feet in length, and/or muzzled, and under the control of a person eighteen (18) years of age or older at all times it is outdoors and not inside a proper enclosure; and
 - 2. *Spay/neuter.* If the animal is a dog or cat, the owner shall provide proof of spay or neuter; and
 - 3. *Obedience Class.* The owner of a dog may be required to complete an approved dog obedience class; and
 - 4. *Microchip Identification Required.* The owner of a potentially dangerous animal is required to have a microchip installed or injected on the animal, to the extent that the species of the animal allows placement of the chip. The microchip will be installed in or injected under the skin of the animal by a licensed veterinarian and will be designed so that, when scanned by an electronic reader, it is capable of providing the identification of the animal's owner. The identification number and microchip manufacturer shall be provided to the Animal Control

Officer. The owner shall maintain current address information with the manufacturer. All costs related to the installation and maintenance of the chip are the responsibility of the owner. If the animal is impounded, the microchip will be installed or injected prior to its release; and

5. *Annual Registration Fee.* The owner of a potentially dangerous animal is required to complete an annual registration form and pay annual registration fee as set forth by the City Council, in addition to the annual dog license. If the animal is impounded the fee will be paid prior to the animal's release.

5-2-11: **ANIMAL BITING; QUARANTINE**

- A. *Animal Biting.* Whenever any animal capable of transmitting the rabies virus has bitten any person or domestic animal, the owner or custodian of the biting animal, upon being notified by the Animal Control Officer, will immediately cause the animal to be quarantined at the Animal Shelter, or by a veterinarian licensed to practice in the State of Minnesota and approved by the City, for a period of ten (10) days after the bite incident. The Animal Control Officer may allow the owner to quarantine the animal if proof of current rabies vaccination is provided. All expenses related to any quarantine will be the responsibility of the animal owner.
- B. *Release from Quarantine.* At the end of ten (10) days, a licensed veterinarian shall examine the animal to ascertain whether symptoms of rabies exist. If the veterinarian diagnoses the animal to be free of the signs of rabies, the animal shall be released from quarantine.
 1. If a quarantined animal sickens or dies, it shall be sent to the Minnesota Department of Health for rabies testing. The owner of the animal is responsible for the cost of quarantine, veterinary fees and testing.
- C. *Noncompliance of Order.* If an owner fails to comply with any portion of the quarantine the animal shall be seized and impounded for the remainder of the quarantine period. The animal may be reclaimed by the owner as set forth in this Chapter.

5-2-12: **ANIMALS SUBJECT TO IMPOUNDMENT**

- A. *Dogs.* The Animal Control Officer or any duly authorized assistants, or any peace officer, may impound any dog found in the City without the currently effective tag provided for in this ordinance; or any dog found at large at any time within the City.
- B. *Cats.* It will be lawful for the Officer or any of their duly authorized assistants, or any peace officer, to take up and impound any cat found in the City without a currently effective rabies vaccination as provided for in this ordinance; or any cat found at large at any time within the City.
- C. *Other Animals.* Any animal considered at large is subject to impoundment.

5-2-13: **REDEMPTION**

Animals may be redeemed from the Animal Shelter by the owner any time, during office hours, within five (5) business days after seizure and impounding, upon a statement of ownership, proof that a license has been issued for a dog, and proof of payment to the City of the impounding fee. The animal will be released to the owner, unless it is being held for rabies observation or for dangerous dog designation. The amount of the redemption fee will be the amount established by the City Council.

5-2-14: **DISPOSITION OF UNREDEEMED ANIMALS**

Any animal that is not redeemed by the owner becomes the property of the City or Animal Shelter. Suitable animals may be placed for adoption.

5-2-15: INTERFERENCE WITH OFFICERS

It unlawful for any unauthorized person to break open the Animal Shelter, or to attempt to do so, or to take or let out any animal, or to take, or attempt to take, from any officer any animal taken by them in compliance with this ordinance, or in any manner to interfere with or hinder such officer in the discharge of their duties under this ordinance.

5-2-16: SERVICE ANIMALS

Nothing in this ordinance shall be construed to limit:

- A. the right of a person with disabilities to access places of public accommodation while accompanied by a service animal as provided in Minnesota Statutes; or
- B. the lawful use of a service animal by a licensed peace officer.

5-2-17: KENNELS; LICENSE REQUIRED

No person will maintain a kennel within the City except in a location permitted by the zoning and subdivision code as a commercial kennel. The kennel license fee will be fixed from time to time by the Council and will be obtained in the same manner as the dog license. The license will expire annually on last day of December of each year.

5-2-18: VIOLATIONS AND PENALTIES

A person violating this Chapter will be subject to an administrative penalty in accordance with the administrative fine schedule and/or subject to criminal prosecution.

Subdivision 3. That this ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council of Sartell on the _____ day of _____, 2015.

Mayor

ATTEST:

City Administrator

SEAL

CURRENT CITY CODE LANGUAGE

CHAPTER 2

DOGS

SECTION:

- 5-2- 1: License Required; Exemption
- 5-2- 2: License Fee
- 5-2- 3: Term Of License
- 5-2- 4: Publication Of Notice
- 5-2- 5: Application For License
- 5-2- 6: Restrictions And Prohibited Acts
- 5-2- 7: Muzzling Proclamation
- 5-2- 8: Impoundment
- 5-2- 9: Disposition Of Diseased Dogs
- 5-2-10: Proceedings For Destruction Of Certain Dogs
- 5-2-11: Kennels
- 5-2-12: Penalty

5-2-1: **LICENSE REQUIRED; EXEMPTION:**

- A. Requirement; Record; issuance: No person shall keep any dog within the City without securing an annual license therefor from the Clerk-Treasurer, who shall keep a record of all licenses issued and shall issue a metal tag for each license. (1981 Code § 503.02)
- B. Exemption For Police K-9 Dogs: The provisions of this Section and Sections 5-2-2 through 5-2-6 of this Chapter shall not apply to the police K-9 dogs utilized by law enforcement agencies within the corporate limits of the City. (Ord. 96-04, 9-23-1996)
- C. Penalty: Penalty for failure to secure said license shall be as established by Council resolution for the entire year. (Ord. 81-2, 5-11-1981)

5-2-2: **LICENSE FEE:**

- A. Annual Fee: The annual license fee for each dog shall be as established by Council resolution. (Ord. 81-2, 5-11-1981)
- B. Refunds: No refunds shall be made on any license fee because of the removal of the dog from the City or because of the death of the dog before the expiration of license period. (1981 Code § 503.02)

5-2-3: **TERM OF LICENSE:** Every license shall expire on May 31 next following its issuance. (1981 Code § 503.02)

5-2-4: **PUBLICATION OF NOTICE:** The Clerk-Treasurer shall cause a notice of the necessity of obtaining such license and paying such license fee by publishing in the official newspaper of the City, twice before May 31, in each year, the last publication to be at least one week prior to May 31. (1981 Code § 503.02)

5-2-5: **APPLICATION FOR LICENSE:**

- A. Information Required: When applying for a dog license, the owner shall state the name, sex, breed and color of the dog for which the license is to be procured and shall fill out and complete such registration form as may be established from time to time. (1981 Code § 503.02)
- B. Rabies Immunization Required: No license shall be issued for any dog unless the applicant for such license presents proof that the dog has been immunized against rabies by a licensed veterinarian or a licensed medical practitioner with modified live vaccine no longer than twenty four (24) months prior to the date of licensing, or with killed vaccine no longer than two (2) months prior to the date of licensing, in order that it will be assured of immunity during the year of licensure. (1981 Code § 503.07)
- C. Tags:
 - 1. Affixing Tag: The owner shall permanently affix the tag to the collar of the dog so licensed in such manner that the tag may be easily seen. The owner shall see that the tag is constantly worn by the dog. (1981 Code § 503.02)
 - 2. Duplicate Tag: When any dog tag is lost, a duplicate may be issued by the Clerk-Treasurer upon presentation of a receipt showing the payment of the license fee for the then current year and execution of an affidavit that the original has been lost. A fee as established by Council resolution shall be paid for each such duplicate tag. (1981 Code § 503.02; Ord. 81-2, 5-11-1981)
 - 3. Offenses Involving Tags: It shall be unlawful to counterfeit or attempt to counterfeit the tags provided for in this subsection, or to remove from any dog a tag legally placed upon it with the intent of placing it upon another dog or to place such tag upon another dog. It shall be unlawful for any person to transfer any tag issued or to place a tag upon any dog other than the one for which it was issued, provided a tag may be transferred with the dog for which it was issued. (1981 Code § 503.02)

5-2-6: **RESTRICTIONS AND PROHIBITED ACTS:**

- A. Running At Large; Leash Required: No dog shall be permitted to run at large within the limits of the City. The restriction does not prohibit the appearance of any dog upon streets or public property when the dog is on a leash and is kept under the control of the person charged with its care. (1981 Code § 503.01)
- B. Nuisances:
 - 1. Nuisance Defined: The owner or custodian of any dog shall prevent the dog from committing any act that constitutes a nuisance. It is a nuisance for any dog to habitually or frequently bark or cry, to frequent school grounds, parks or public beaches, to chase vehicles, to molest or annoy any person away from property of its owner, or custodian of a dog, to prevent the dog from committing such a nuisance is a violation of this Chapter. (1981 Code § 503.03; 1997 Code)
 - 2. Animal Waste:
 - a. Definitions: For the purpose of this Section:
 - ANIMAL: A dog, cat or other animal.
 - OWNER: Any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.

b. Unlawful Acts: It is unlawful for any owner to suffer or to permit an animal to defecate upon public property, or the private property of another, without immediately removing the excrement and disposing of it in a sanitary manner. It shall furthermore be the duty of each person having custody and control of any dog to have in their immediate possession, a device or equipment, such as a scoop and/or a plastic bag, for picking up and removal of the animal's feces. Violation of this section is a petty misdemeanor. (Ord. 99-02, 3-02-99)

c. Exceptions: The provision of subsection B1 and 2 of this Section do not apply to a guide dog accompanying a blind person, a service dog accompanying a disabled person or a dog while engaged in police or rescue activity. (Ord. 96-04, 9-23-1996)

- C. Female Dog In Estrus: Every female dog in heat shall be confined in a building or other secure enclosure in such manner that it cannot come into contact with another dog, except for planned breeding. (1981 Code § 503.04)
- D. Biting Dog, Quarantine: Any dog which bites a person shall be quarantined for such time as may be directed by the City Health Officer. During quarantine the animal shall be securely confined and kept from contact of any other animal. At the discretion of the Health Officer, the quarantine may be on the premises of the owner; however, if the Health Officer requires other confinement, the owner shall surrender the animal for the quarantine period to an animal shelter or shall, at owner's expense, place it in a veterinary hospital. (1981 Code § 503.05)
- E. Limit On Number Of Dogs And Cats: Except as permitted under Section 5-2-11 of this Chapter, it shall be unlawful for any person or owner to harbor or keep at any household more than a total of two (2) dogs and cats, taken together, over the age of four (4) months within the corporate limits of the City. (1981 Code § 503.11)
- F. Food And Drink Establishments; Exception: It shall be unlawful for the owner or operator of any establishment wherein the selling, handling, processing or preparation of food is done or served to permit any animal in such establishment. This Section shall not apply to a seeing-eye or leader-type dog accompanied by its master and shall not apply to such dogs which are kept therein for security reasons as long as said dogs are registered with the Police Department. (1981 Code § 503.12; 1997 Code)

5-2-7: **MUZZLING PROCLAMATION:** Whenever the prevalence of rabies renders such action necessary to protect the public health and safety, the Council shall issue a proclamation ordering every person owning or keeping a dog to muzzle it securely so that it cannot bite.

No person shall violate such proclamation, and any unmuzzled dog restrained during the time fixed in the proclamation shall be subject to impoundment as hereinafter provided, and the owner of such dog shall be subject to the penalty hereinafter provided. (1981 Code § 503.06)

5-2-8: **IMPOUNDMENT:**

A. Police To Impound: Any dog found unlicensed or running at large contrary to the provisions of this Chapter may be impounded by the poundmaster or any police officer. (1981 Code § 503.10)

B. Notice Of impoundment: Within twenty four (24) hours after any animal is impounded, the poundmaster or such police officer shall give notice of the impounding to the owner of such dog if known. If the owner is unknown, the officer or City official shall post notice at the pound and at the City Hall that if the dog is not claimed within one hundred twenty (120) hours of the posting of the notice, it will be disposed of.

C. Redemption: Any dog may be redeemed from the pound by the owner within the time stated in the notice by the payment to the Clerk-Treasurer of the license fee for the current year, if unpaid,

together with an impounding fee of thirty dollars (\$30.00) and payment for the keep of the dog. (1981 Code § 503.10; 1997 Code)

D. Disposition Of Unclaimed Dogs:

1. Sale Of Dog: Any dog which is not redeemed within the time specified in subsection C above may be sold for not less than the amount provided in that subsection to anyone desiring to purchase the dog if it is not requested by a licensed educational or scientific institution under Minnesota Statutes section 35.71.

2. Claim Of Owner: All sums received in addition to the fees fixed by subsection C above shall be paid to the owner if the owner makes a claim within one year of the sale and furnishes satisfactory proof of ownership.

3. Unclaimed, Unsold Dogs: Any dog which is not claimed by the owner or sold shall be painlessly killed and buried by the poundmaster.

4. Poundmaster's Right Of Refusal: The poundmaster shall have the right to refuse to sell an animal to any private individual if the poundmaster has good reason to believe that the animal will not be properly cared for.

E. Duties Of Poundmaster: The poundmaster shall maintain the City pound and perform other duties imposed on the poundmaster by this Chapter. (1981 Code § 503.10)

5-2-9: **DISPOSITION OF DISEASED DOGS:** If a dog is found to be sick or diseased, the operator of the quarantine facility shall immediately report in writing to the City Health Officer the condition of the dog. The Health Department may then take possession of the dog for the purpose of determining if it is suffering from rabies. A diseased dog may either be destroyed or euthanized if the City Health Officer determines such action necessary for the protection of public health and safety as recommended by said licensed veterinarian. (1981 Code § 503.08; 1997 Code)

5-2-10: **PROCEEDINGS FOR DESTRUCTION OF CERTAIN DOGS:**

A. Sworn Complaint: Upon sworn complaint to the appropriate County court that any one of the following facts exist:

1. That any dog at any time has destroyed property or habitually trespasses in a damaging manner on the property of persons other than the owner.

2. That any dog at any time has attacked or bitten a person outside the owner's or custodian's premises.

3. That any dog is vicious, shows vicious habits, molests pedestrians or interferes with vehicles on the public streets. A "vicious animal" is defined as any individual animal or any species that has, on two (2) previous occasions without provocation, attacked or bitten any person or other animal, or any individual animal which the Health Officer has reason to believe has a dangerous disposition, or any species of animal which the Health Officer has reason to believe has a dangerous disposition likely to be harmful to humans or other animals. (1981 Code § 503.09; 1997 Code)

4. That any dog is a public nuisance as heretofore defined.

B. Issuance Of Summons: The judge shall issue a summons directed to the owner of the dog commanding the owner to appear before the court to show cause why the dog should not be

seized by any police officer or otherwise disposed of in the manner authorized in this Chapter. Such summons shall be returnable no less than two (2) nor more than six (6) days from the date thereof and shall be served at least two (2) days before time scheduled appearance.

- C. Hearing; Court Order: Upon such hearing and finding the facts true as complained of, the court may either order the dog killed, order the owner or custodian to remove it from the City or may order the owner or custodian to keep it confined to a designated place.
- D. Violation Of Order: If the owner or custodian violates such order, any police officer may impound the dog described in such order. The provisions of this Section are in addition to and supplemental to other provisions of this Chapter.
- E. Cost Of Proceedings: Costs of the proceeding specified by this Section shall be assessed against the owner or custodian of the dog if the facts in the complaint are found to be true, or to the complainant, if the facts are found to be untrue. (1981 Code § 503.09)

5-2-11: **KENNELS:** No person shall maintain a kennel within the corporate limits of the City unless by special permit granted by the Council. (1981 Code § 503.13)

5-2-12: **PENALTY:** Any person keeping a dog without a license or allowing a dog under his/her control to run at large is guilty of a petty misdemeanor. (1981 Code § 503.14)

CHAPTER 3

ANIMAL CONTROL

- 5-3-1: Definitions
- 5-3-2: Dogs and Cats

SECTION:

- 5-3-3: Non-Domestic Animals
- 5-3-4: Farm Animals
- 5-3-5: Impounding
- 5-3-6: Excessive Kennels
- 5-3-7: Nuisances
- 5-3-8: Seizure of Animals
- 5-3-9: Animals Presenting a Danger to Health and Safety of City
- 5-3-10: Diseased Animals
- 5-3-11: Dangerous Animals
- 5-3-12: Dangerous Animal Requirements
- 5-3-13: Basic Care
- 5-3-14: Breeding Moratorium
- 5-3-15: Enforcing Officer
- 5-3-16: Pound
- 5-3-17: Interference with Officers
- 5-3-18: Violation and Penalties

5-3-1: **DEFINITIONS:**

As used in this Chapter, unless the context otherwise indicates, the following words shall be defined to mean:

ANIMAL: Any mammal, reptile, amphibian, fish, bird (including all fowl and poultry) or other member commonly accepted as a part of the animal kingdom. Animals shall be classified as follows:

DOMESTIC: Those animals commonly accepted as domesticated household pets. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, domesticated rabbits, fish, non-poisonous, non-venomous and non-constricting reptiles or amphibians, and other similar animals.

NON-DOMESTIC: Those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:

a. Any member of the large cat family (family felidae) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cats.

b. Any naturally wild member of the canine family (family canidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.

c. Any crossbreeds such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.

d. Any member or relative of the rodent family including any skunk (whether or not descended), raccoon, squirrel, or ferret, but excluding those members otherwise defined or commonly accepted as domesticated pets.

e. Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families including rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.

f. Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this subpart, including but not limited to bears, deer, snakes, birds of prey, monkeys, predatory and non-predatory game fish.

FARM ANIMALS:

Those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, and other animals associated with a farm, ranch, or stable.

CAT:

Both the male and female of the felidae species commonly accepted as domesticated household pets.

DOG:

Both the male and female of the canine species, commonly accepted as domesticated household pets, and other domesticated animals of a dog kind.

OWNER:

Any person or persons, firm, association or corporation owning, keeping, or harboring an animal.

AT LARGE:

Off the premises of the owner and not under the custody and control of the owner or other person, either by leash, cord, chain, or otherwise restrained or confined.

RELEASE PERMIT:

Permit issued by the Police Department for the release of any animal that has been taken to the pound. A release permit may be obtained upon payment of a fee in accordance with that regular license requirement if the animal is unlicensed, payment of a release fee, and any maintenance costs incurred in capturing and impounding the animal. The release fee shall be as established from time to time by resolution of the city council, but not less than thirty-five dollars (\$35.00) the first time an animal is impounded; fifty dollars (\$50.00) the second time it is impounded, and seventy-five dollars (\$75.00) for the third and each subsequent time the same animal is

impounded. For the purpose of a release permit, any change in the registered ownership of an animal subsequent to its impoundment and release shall reset that animal's impoundment count to the beginning of the fee scale.

5-3-2: **DOGS AND CATS:**

- A. Running at Large Prohibited. It shall be unlawful for any person or the parents/guardians of any person under 18 years of age, who owns, harbors, or keeps a dog or a cat, to allow the dog or cat to run at large. Dogs on a leash and accompanied by a responsible person, or cats under the control of a responsible person shall be permitted on streets or on public land unless the City has posted an area with the signs reading, "Dogs or Cats Prohibited."
- B. License Required.
1. All dogs over the age of six months kept, harbored, or maintained by their owners in the City, shall be licensed and registered with the City. Dog licenses shall be issued by the Clerk-Treasurer upon payment of the license fee. The owner shall state, at the time application is made for the license and upon forms provided for such purpose, his or her name and address and the name, breed, color, and sex of each dog owned or kept by him or her. No license shall be granted for a dog which has not been vaccinated against distemper and rabies, as provided in this Section. Vaccination shall be performed only by a doctor qualified to practice veterinary medicine in the state in which the dog is vaccinated. A veterinarian who vaccinates a dog to be licensed in the City shall complete a certificate of vaccination. One copy shall be issued to the dog owner for affixing to the license, application.
 2. It shall be the duty of each owner of a dog subject to this Section to pay to the Clerk-Treasurer the license fee as imposed by the Council by resolution.
 3. Upon payment of the license fee, the Clerk-Treasurer shall issue to the owner a license certificate and metallic tag for each dog licensed. The tag shall have stamped on it the year for which it is issued and the number corresponding with the number on the certificate. Every owner shall be required to provide each dog with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn. In case a dog tag is lost or destroyed, a duplicate shall be issued by the Clerk-Treasurer. A fee shall be charged for each duplicate tag. Dog tags shall not be transferable from one dog to another and no refunds shall be made on any dog license fee or tag because of death of a dog or the owner's leaving the City before the expiration of the license period.
 4. The licensing provisions of this Subdivision shall not apply to dogs whose owners are non-residents temporarily with the City, nor to dogs brought into the City for the purpose of participating in any dog show, nor shall this provision apply to "seeing eye" dogs properly trained to assist blind persons for the purpose of aiding them in going from place to place, nor shall this provision apply to Police K-9 dogs.
 5. The funds received by the Clerk-Treasurer from all dog licenses and metallic tags fees shall first be used to defray any costs incidental to the enforcement of this Section; including, but not restricted to, the costs of licenses, metallic tags, and impounding and maintenance of the dogs.
- C. Cats. Cats shall be included as controlled by this sub-section insofar as running-at-large, pickup, impounding, boarding, licensing and proof of anti-rabies vaccine is concerned. All other provisions of this Section shall also apply to cats unless otherwise provided.
- D. Vaccination.

1. All dogs and cats kept harbored, maintained, or transported within the City shall be vaccinated at least once every three years by a licensed veterinarian for:

- a. Rabies – with a vaccine that is currently licensed and marketed in the U.S.; and
- b. Distemper.

2. A certificate of vaccination must be kept on which is stated the date of vaccination, owner" name and address, the animal name (if applicable), sex, description and weight, the type of vaccine, and the veterinarian signature. Upon demand made by the Clerk-Treasurer or a police officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the Clerk-Treasurer or police officer. Failure to do so shall be deemed a violation of this Section.

5-3-3: NON-DOMESTIC ANIMALS.

It shall be illegal for any person to possess non-domestic animals within the city limits. Any owner of such an animal at the time of adoption of this code shall have thirty days in which to remove the animal from the City after which time the City may impound the animal as provided for in this Section. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. An exception shall also be made for educational purposes when the animal is maintained by and at a public or parochial facility.

5-3-4: FARM ANIMALS.

Farm animals shall only be kept in an agricultural district of the City, or on a residential lot of at least ten (10) acres in size provided that no animal shelter shall be within three hundred (300) feet of an adjoining piece of property. An exception shall be made to this subsection for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. An exception shall also be made for educational purposes when the animal is maintained by and at a public or parochial facility.

5-3-5: IMPOUNDING.

- A. Running at Large. Any unlicensed animal running at large is hereby declared a public nuisance. Any police officer or animal control officer may impound any dog or other animal found unlicensed or any animal found running at large and shall give notice of the impounding to the owner of such dog or other animal, if known. In case the owner is unknown, the officer shall post notice at the City office that if the dog or other animal is not claimed within the time specified in Subd. 3, it will be sold or otherwise disposed of. Except as otherwise provided in this Section, it shall be unlawful to kill, destroy or otherwise cause injury to any animal, including dogs and cats running at large.
- B. Biting Animals. Any animal that has not been inoculated by a live modified rabies vaccine and which has bitten any person, wherein the skin has been punctured or the services of a doctor are required, shall be confined in the City Pound for a period of not less than ten days, at the expense of the owner. The animal may be released at the end of such time if healthy and free from symptoms of rabies, and by the payment of all costs by the owner. However, if the owner of the animal shall elect immediately upon receipt of notice of need for such confinement by the officer to voluntarily and immediately confine the animal for the required period of time in a veterinary hospital of the owner's choosing, not outside of the County in which this city is located, and provide immediate proof of such confinement in such manner as may be required, the owner may do so. If, however, the animal has been inoculated with a live modified vaccine and the owner has

proof of the vaccination by a certificate from a licensed veterinarian, the owner may confine the dog or other animal to the owner's property.

- C. Reclaiming. All animals conveyed to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, at least five regular business days, unless the animal is a dangerous animal as defined under § 100.11 in which case it shall be kept for seven regular business days or the times specified in § 100.11, and except if the animal is a cruelly-treated animal in which case it shall be kept for ten regular business days, unless sooner reclaimed by their owners or keepers as provided by this Section. In case the owner or keeper shall desire to reclaim the animal from the pound, the following shall be required, unless otherwise provided for in this code or established from time to time by resolution of the city council:

1. Payment of a release fee;
2. Payment of maintenance costs, as provided by the pound, per day or any part of day while animal is in said pound; and
3. If a dog is unlicensed, payment of a regular license fee and valid certificate of vaccination for rabies and distemper shots is required.

The release fee in Subd. 3A is in addition to the release permit fee specified by § 100.01, Subd. 6.

- D. Unclaimed Animals. At the expiration of the times established in Subdivision 3, if the animal has not been reclaimed in accordance with the provisions of this Section, the officer appointed to enforce this Section may let any person claim the animal by complying with all provisions in this Section, or the officer may sell the animal to the University of Minnesota, or cause the animal to be destroyed in a proper and humane manner and shall properly dispose of the remains thereof. Any money collected under this Section shall be payable to the Clerk-Treasurer.

5-3-6: EXCESSIVE KENNELS.

- A. Definition of Excessive Kennel. The keeping of three or more dogs on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute an "excessive kennel;" except that a fresh litter of pups may be kept for a period of three months before such keeping shall be deemed to be an "excessive kennel."
- B. Excessive Kennel as a Nuisance. Because the keeping of three or more dogs on the same premises is subject to great abuse, causing discomfort to persons in the area by way of smell, noise, hazard, and general aesthetic depreciation, the keeping of three or more dogs on the premises is hereby declared to be a nuisance and no person shall keep or maintain a excessive kennel within the City, unless an Excessive Kennel Permit is issued by the City Council.
- C. Excessive Kennel Permit: The City Council may annually issue a permit to maintain an Excessive Kennel to a resident requesting to maintain as many as five dogs. Each request must be reviewed on an individual basis. Any record of complaints to the City may be cause for denying the permit.

5-3-7 NUISANCES.

- A. Habitual Barking. It shall be unlawful for any person to keep or harbor a dog which habitually barks or cries. Habitual barking shall be defined as barking for repeated intervals of at least three minutes with less than one minute of interruption. Such barking must also be audible off of the owner's or caretaker's premises.
- B. Damage to Property. It shall be unlawful for any person's dog or other animal to damage any

lawn, garden, or other property, whether or not the owner has knowledge of the damage. Any animal covered by this subdivision may be impounded as provided in this Section or a complaint may be issued by anyone aggrieved by an animal under this Section, against the owner of the animal for prosecution under this Section.

- C. **Cleaning up Litter.** The owner of any animal or person having the custody or control of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner on a weekly basis, at a minimum; and when on the property of others or on public property. The owner or person having custody of the dog or other animal while on public property or the property of another, shall have a plastic bag or other such container in their possession for picking up the animal's feces and must clean up the feces immediately and dispose of it in a sanitary manner.

The owner or other person having the custody or control of any animal, when exercising the animal while on public property, shall have the animal on a leash or any cat under their direct control.

- D. **Other.** Any animals kept contrary to this Section are subject to impoundment as provided in § 100.05.

5-3-8 **SEIZURE OF ANIMALS.**

Any police officer or animal control officer may enter upon private property and seize any animal provided the following exist:

- A. There is an identified complainant other than the police officer or animal control officer making a contemporaneous complaint about the animal;
- B. The officer reasonably believes that the animal meets either the barking dog criteria set out in § 100.07, Subd. 1; the criteria for cruelty set out in §100.13; or the criteria for an at large animal set out in § 100.01, Subd. 5;
- C. The officer can demonstrate that there has been at least one previous complaint of a barking dog; inhumane treatment of the animal; or that the animal was at large at this address on a prior date;
- D. The officer has made a reasonable attempt to contact the owner of the property and those attempts have either failed or have been ignored;
- E. The seizure will not involve the forced entry into a private residence. Use of a pass key obtained from a property manager, landlord, innkeeper, or other authorized person to have such key shall not be considered unauthorized entry; and
- F. Written notice of the seizure is left in a conspicuous place if personal contact with the owner of the dog is not possible.

5-3-9: **ANIMALS PRESENTING A DANGER TO HEALTH AND SAFETY OF CITY.**

If, in the reasonable belief of any person or police officer, an animal presents an immediate danger to the health and safety of any person, or the animal is threatening imminent harm to any person or the animal is in the process of attacking any person, the officer may destroy the animal in a proper and humane manner. Otherwise the person or officer may apprehend the animal and deliver it to the pound for confinement under § 100.05. If the animal is destroyed, a charge of one hundred dollars (\$100.00) to dispose of the animal is payable by the owner of the animal. If the animal is found not to be a danger to the health and safety of the City, it may be released to the owner or keeper in accordance with § 100.05, Subd. 3.

5-3-10: **DISEASED ANIMALS.**

- A. Running at Large. No person shall keep or allow to be kept on his or her premises, or on premises occupied by them, nor permit to run at large in the City, any animal which is diseased so as to be a danger to the health and safety of the City, even though the animal be properly licensed under this Section.
- B. Confinement. Any animal reasonably suspected of being diseased and presenting a threat to the health and safety of the public, may be apprehended and confined in the pound by any person or police officer. The police officer shall have a qualified veterinarian examine the animal. If the animal is found to be diseased in such a manner so as to be a danger to the health and safety of the City, the officer shall cause such animal to be painlessly killed and shall properly dispose of the remains. The owner or keeper of the animal killed under this Section shall be liable for at least one hundred dollars (\$100.00) to cover the cost of maintaining and disposing of the animal, plus the costs of any veterinarian examinations.
- C. Release. If the animal, upon examination, is not found to be diseased within, the meaning of this Section, the animal shall be released to the owner or keeper free of charge.

5-3-11: **DANGEROUS ANIMALS.**

- A. Attack by an Animal. It shall be unlawful for any person's animal to inflict or attempt to inflict bodily injury to any person or other animal whether or not the owner is present. This section shall not apply to an attack by a dog under the control of an on-duty law enforcement officer or to an attack upon an uninvited intruder who has entered the owner's home with criminal intent.
- B. Destruction of Dangerous Animal. The animal control officer shall have the authority to order the destruction of dangerous animals in accordance with the terms established by this ordinance.
- C. Definitions.
 - 1. A dangerous animal is an animal which has:
 - a. Caused bodily injury or disfigurement to any person on public or private property; or
 - b. Engaged in any attack on any person under circumstances which would indicate danger to personal safety; or
 - c. Exhibited unusually aggressive behavior, such as an attack on another animal; or
 - d. Bitten one (1) or more persons on two (2) or more occasions; or
 - e. Been found to be potentially dangerous and/or the owner has personal knowledge of the same, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals.
 - 2. A potentially dangerous animal is an animal which has:
 - a. Bitten a human or a domestic animal on public or private property; or
 - b. When unprovoked, chased or approached a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or
 - c. Has engaged in unprovoked attacks causing injury or otherwise threatening the safety of humans or domestic animals.

3. Proper Enclosure. Proper enclosure means securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall meet the following minimum specifications:

a. Have a minimum overall floor size of thirty-two (32) square feet.

b. Sidewalls shall have a minimum height of five (5) feet and be constructed of 11-gauge or heavier wire. Openings in the wire shall not exceed two (2) inches, support posts shall be one-and-one-quarter or larger steel pipe buried in the ground eighteen (18) inches or more. When a concrete floor is not provided, the sidewalls shall be buried a minimum of eighteen (18) inches in the ground.

c. A cover over the entire pen or kennel shall be provided. The cover shall be constructed of the same gauge wire or heavier as the sidewalls and shall also have no openings in the wire greater than two (2) inches.

d. An entrance/exit gate shall be provided and be constructed of the same material as the sidewalls and shall also have no openings in the wire greater than two (2) inches. The gate shall be equipped with a device capable of being locked and shall be locked at all times when the animal is in the pen or kennel.

4. Unprovoked. Unprovoked shall mean the condition in which the animal is to purposely excited, stimulated, agitated or disturbed.

D. Designation as Potentially Dangerous Animal. The animal control officer shall designate any animal as a potentially dangerous animal upon receiving such evidence that such potentially dangerous animal has, when unprovoked, then bitten, attacked, or threatened the safety of a person or a domestic animal as stated in Subd. 3 (2). When an animal is declared potentially dangerous, the animal control officer shall cause one (1) owner of the potentially dangerous animal to be notified in writing that such animal is potentially dangerous.

E. Evidence Justifying Designation. The animal control officer shall have the authority to designate any animal as a dangerous animal upon receiving evidence of the following:

1. That the animal has, when unprovoked, bitten, attacked, or threatened the safety of a person or domestic animal as stated in Subd. 3 (1).

2. That the animal has been declared potentially dangerous and such animal has then bitten, attacked, or threatened the safety of a person or domestic animal as stated in Subd. 3 (1).

F. Authority to Order Destruction. The animal control officer, upon finding that an animal is dangerous hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed on a written order containing one (1) or more of the following findings of fact:

1. The animal is dangerous as demonstrated by a vicious attack, an unprovoked attack, an attack without warning or multiple attacks; or

2. The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent injury to persons or other animals.

G. Procedure. The animal control officer, after having determined that an animal is dangerous, may proceed in the following manner:

1. The animal control officer shall cause one (1) owner of the animal to be notified in writing or in person that the animal is dangerous and may order the animal seized or make such orders as deemed proper. This owner shall be notified as to dates, times, places and parties bitten, and shall be given fourteen (14) days to appeal this order by requesting a hearing before the city council for a review of this determination.

a. If no appeal is filed, the orders issued will stand or the animal control officer may order the animal destroyed.

b. If an owner requests a hearing for determination as to the dangerous nature of the animal, the hearing shall be held before the city council, which shall set a date for hearing not more than three (3) weeks after demand for the hearing. The records of the animal control or city clerk's office shall be admissible for consideration by the animal control officer without further foundation. After considering all evidence pertaining to the temperament of the animal, the city council shall make an order as it deems proper. The city council may order that the animal control officer take the animal into custody for destruction, if such animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the animal control officer.

c. No person shall harbor an animal after it has been found to be dangerous and ordered into custody for destruction.

H. Stopping an Attack. If any police officer or animal control officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means the officer deems appropriate to bring the attack to an end and prevent further injury to the victim.

I. Notification of New Address. The owner of an animal which has been identified as dangerous or potentially dangerous must notify the animal control officer in writing if the animal is to be relocated from its current address or given or sold to another person. The notification must be given in writing at least fourteen (14) days prior to the relocation or transfer of ownership. The notification must include the current owner's name and address, the relocation address, and the name of the new owner, if any.

5-3-12 **DANGEROUS ANIMAL REQUIREMENTS.**

A. Requirements. If the city council does not order the destruction of an animal that has been declared dangerous, the city council may, as an alternative, order any or all of the following:

1. That the owner provide and maintain a proper enclosure for the dangerous animal as specified in Section 100,11, Subd. 3 (C);

2. Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in Minnesota Statute 347.51 ;

3. Provide and show proof annually of public liability insurance in the minimum amount of three hundred thousand dollars (\$300,000,00);

4. If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash (not to exceed six (6) feet in length) and under the

physical restraint of a person sixteen (16) years of age or older. The muzzle must be of such design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration;

5. If the animal is a dog, it must have an easily identifiable standardized tag identifying the dog as dangerous affixed to its collar at all times as specified in Minnesota Statute 347.51;

6. Provides and shows proof of microchip identification as required in section 200.16;

7. All animals deemed dangerous by the animal control officer shall be registered with the County in which this city is located within fourteen (14) days after the date the animal was so deemed and provide satisfactory proof thereof to the animal control officer.

8. If the animal is a dog, the dog must be licensed and up to date on rabies vaccination. If the animal is a cat or ferret, it must be kept up to date with rabies vaccination.

B. Seizure. Animal control shall immediately seize any dangerous animal if the owner does not meet each of the above requirements within fourteen (14) days after the date notice is sent to the owner that the animal is dangerous. Seizure may be appealed to district court by serving a summons and petition upon the city and filing it with the district court.

C. Reclaiming Animals. A dangerous animal seized under subsection 5-3-11, Subd. 2, may be reclaimed by the owner of the animal upon payment of impounding and boarding fees, and presenting proof to animal control that each of the requirements under subsection 100.12, Subd. 2, if fulfilled. An animal not reclaimed under this section within fourteen (14) days may be disposed of as provided under section 100.11, Subd. 6, and the owner is liable to animal control for costs incurred in confining the animal.

D. Subsequent Offenses. If an owner of an animal has subsequently violated the provisions under section 100.11 with the same animal, the animal must be seized by animal control. The owner may request a hearing as defined in section 100.11, Subd. 6. If the owner is found to have violated the provisions for which the animal was seized, the animal control officer shall order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the person is found not to have violated the provisions for which the animal was seized, the owner may reclaim the animal under the provisions of subsection 100.12, Subd. 3. If the animal is not yet reclaimed by the owner within fourteen (14) days after the date the owner is notified that the animal may be reclaimed, the animal may be disposed of as provided under section 100.11, Subd 6 and the owner is liable to the animal control for the costs incurred in confining, impounding and disposing of the animal.

5-3-13: **BASIC CARE:**

All animals shall receive from their owners or keepers kind treatment, housing in the winter, protection from excessive summer heat and sufficient; food and water for their comfort. Any person not treating their pet in such a humane manner will be subject to the penalties provided in this Section.

5-3-14: **BREEDING MORATORIUM:**

Every female dog or female cat in heat shall be confined in a building or other enclosure in such manner that it cannot come in contact with another dog or cat except for planned breeding.

5-3-15: **ENFORCING OFFICER.**

The Council is hereby authorized to appoint an animal control officer(s) to enforce the provisions of this

Section. In the officer's duty of enforcing the provisions of this Section, he or she may from time to time, with the consent of the Council, designate assistants.

5-3-16: **POUND.**

Every year the Council shall designate an official pound to which animals found in violation of this chapter shall be taken for safe treatment, and if necessary, for destruction.

5-3-17: **INTERFERENCE WITH OFFICERS.**

No person shall in any manner molest, hinder, or interfere with any person authorized by the Council to capture dogs, cats or other animals and convey them to the pound while engaged in such operation. Nor shall any unauthorized person break open the pound, or attempt to do so, or take or attempt to take from any agent any animal taken up by him or her in compliance with this Chapter, or in any other manner to interfere with or hinder such officer in the discharge of his or her duties under this Chapter.

5-3-18: **VIOLATION AND PENALTIES.**

- A. Separate Offenses. Each day a violation of this Chapter is committed or permitted to continue shall constitute a separate offense and shall be punishable as such under this Section.
- B. Misdemeanor. Unless otherwise provided, violation of this Chapter shall constitute a misdemeanor punishable by a fine of up to \$1,000.00 or imprisonment for up to 90 days.
- C. Petty Misdemeanor. Violations of §§ 100.02, 100.07, 100.13 and 100.14 are petty misdemeanors punishable by a fine up to \$300.00. (ord. 02-03, 2-25-03)

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: March 23, 2015	Agenda Item No. 6g
Agenda Section: Consent	Item: Calling a Public Hearing for a Vacation	

RECOMMENDATION: Call public hearing for the vacation of certain roadway, drainage and utility easements.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

Vista Land Company, LLP is requesting the vacation of certain roadway, drainage and utility easements located on their property (Outlot C Madison Crossing) to allow for a larger contiguous lot for the development of a multifamily project (Grandview Living #3). Along with the vacation request, Vista Land Company has also submitted a final plat which relocates the roadway and utility easements. Both requests will be reviewed and considered during the April 13th Council meeting.

BUDGET/FISCAL IMPACT:

No budget or fiscal impact.

ATTACHMENTS:

Site Map
Resolution Calling Hearing

COUNCIL ACTION REQUESTED:

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

RESOLUTION NO.

**RESOLUTION CALLING FOR A PUBLIC HEARING ON AN
APPLICATION FOR A VACATION**

WHEREAS, the city council of the City of Sartell, Minnesota has received an application for a vacation from Vista Land Company, LLP applicant and owner; requesting the vacation of certain roadway, drainage and utility easement on the property known as:

Outlot C, Madison Crossing, Sartell MN

“Subject Property”

WHEREAS, a public hearing is required prior to the issuance of any vacation.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA: That the Sartell City Council will consider said application at a the public hearing on the 13th day of April, 2015, before the city council in the City Hall at 7:00 P.M., or as soon thereafter as the matter may be heard, and the clerk shall give published notice as required by law.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 23rd DAY OF MARCH 2015.

Mayor

ATTEST:

Administrator

SEAL

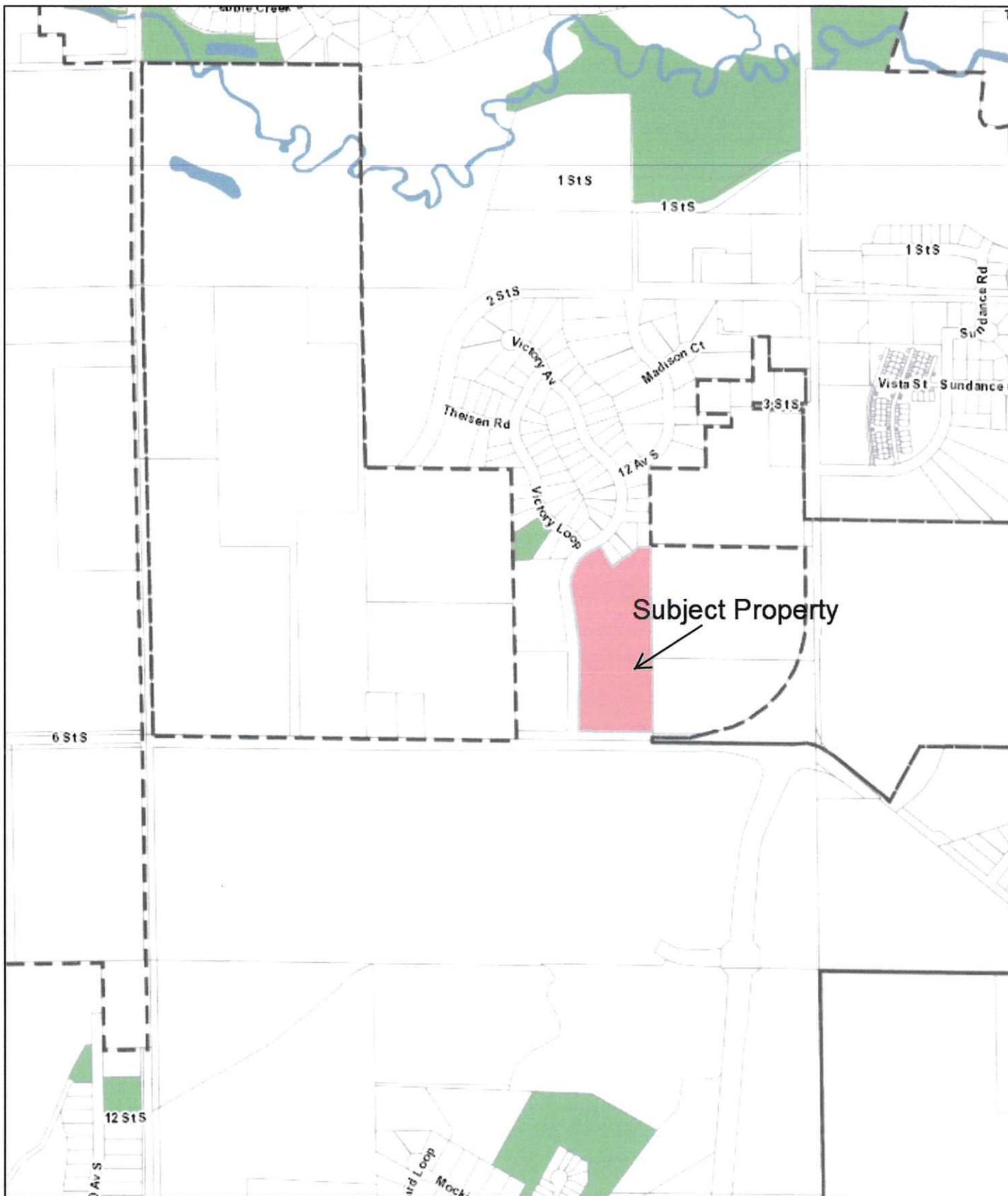
CERTIFICATION

I, Mary Degiovanni, City Administrator, of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the 23rd day of March, 2015.

Mary Degiovanni
City Administrator
City of Sartell, Minnesota

Vacation Request

March 18, 2015



0 390 780 Feet



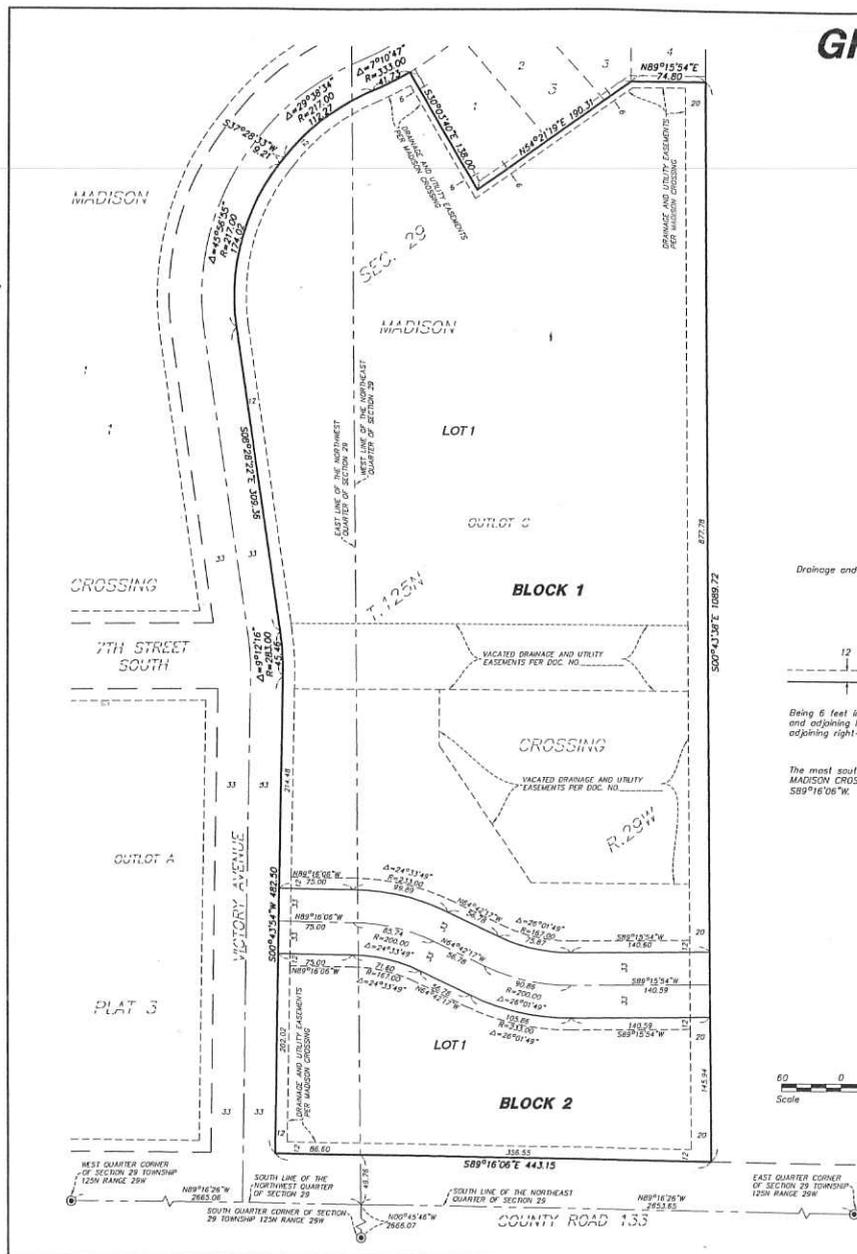
City of Sartell

Map Powered by DataLink from WSB & Associates

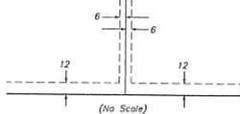
GRANDVIEW

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SUBJECT TO CHANGE
WITHOUT NOTICE

SEE SHEETS 20,
21 &
22 FOR
ADDITIONAL
INFORMATION
AND
RECORDS

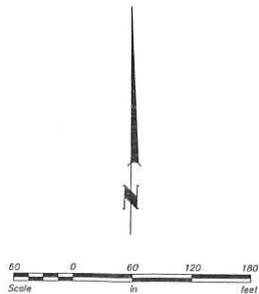


Drainage and Utility Easements are shown thus:



Being 6 feet in width, unless otherwise indicated, and adjoining lot lines, and 12 feet in width and adjoining right-of-way lines as shown on the plat.

The most southerly line of OUTLOT C, MADISON CROSSING is assumed to bear S89°16'06"W



KNOW ALL PERSONS BY THESE PRESENTS: That Vista Land Company, LLP, a Minnesota limited liability partnership, owner and proprietor of the following described property, situated in the County of Stearns, State of Minnesota, to-wit:

Outlot C, MADISON CROSSING, according to the recorded plat thereof, Stearns County, Minnesota.

Has caused the same to be surveyed and plotted as GRANDVIEW and does hereby dedicate to the public for public use forever the public way as shown on this plat and also dedicating to the public for public use forever the drainage and utility easements as shown on this plat.

In witness whereof said Vista Land Company, LLP, has caused these presents to be signed by Marly Reker, President of said Vista Land Company, this _____ day of _____, 20____.

Vista Land Company, LLP

Marly Reker, President

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Marly Reker, President of Vista Land Company, LLP, a Minnesota limited liability partnership, on behalf of said company.

Notary Signature _____

Notary Printed Name _____

NOTARY PUBLIC, _____ COUNTY, MINNESOTA

MY COMMISSION EXPIRES _____

Surveyor's Certificate

I hereby certify that this plat of GRANDVIEW is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as of the date of the surveyor's certification are shown and labeled on the plat; that all public ways are shown and labeled on the plat. I further certify that this plat was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Scott R. Bergher, Licensed Land Surveyor, Minnesota License Number 44073

STATE OF MINNESOTA

COUNTY OF STEARNS

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 20____, by Scott R. Bergher, Licensed Land Surveyor, Minnesota License Number 44073.

Notary Signature _____

Notary Printed Name _____

NOTARY PUBLIC, _____ COUNTY, MINNESOTA

MY COMMISSION EXPIRES _____

This plat of GRANDVIEW was approved and accepted by the City of Sartell, Minnesota, at a regular meeting thereof this _____ day of _____, 20____.

By: _____ MAYOR BY: _____ ADMINISTRATOR

I hereby certify that this plat has been examined and recommended for approval this _____ day of _____, 20____.

STEARNS COUNTY SURVEYOR, MINNESOTA LICENSE NUMBER _____

I hereby certify that the taxes on the land described herein are paid for the year _____ and all years prior to the year _____ and transfer entered.

Date _____

STEARNS COUNTY AUDITOR/TREASURER

DEPUTY AUDITOR/TREASURER

TAX PARCEL NUMBER

I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Stearns County, Minnesota on this _____ day of _____, 20____, at _____ o'clock _____ M as Document No. _____ in Plat Cabinet _____ No. _____

Stearns County Recorder

Deputy Recorder

Westwood
Professional Services, Inc.

Sheet 1 of 1 sheets

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Police Department	Meeting Date: March 23, 2015	Agenda Item No. 6h
Agenda Section: Consent	Item: Appointment of Community Service Officer	
<p>RECOMMENDATION: Appointment of Amber Seifermann as Community Service/Code Enforcement Officer.</p> <p>BACKGROUND: In December of 2014 the police department was approved by the City Council to begin the hiring process for the Community Service/Code Enforcement Officer after adoption of the 2015 budget. At that point the selection process for the position began. Upon scoring of submitted materials and several interviews, there were several very good candidates for the position.</p> <p>Approval to hire Amber Seifermann as the Community Service/Code Enforcement Officer is requested. Amber has successfully completed the selection process which included several interviews and a background check. A physical and psychological exam are scheduled the week of March 16th.</p> <p>Amber is a 2011 graduate of St. Cloud State University with a Criminal Justice degree. She is currently a correctional officer with the Stearns County Sheriff's Department and has been since 2008. She is also a volunteer firefighter with the Holdingford Fire Department. Previously she was involved with the Stearns County Explorers program and was a voluntary reserve officer with the St. Joseph Police Department.</p> <p>BUDGET/FISCAL IMPACT: None - the position and equipment needed was budgeted for in the adopted 2015 budget.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval appoints Amber Seifermann as the Community Service/Code Enforcement Officer upon successful completion of the physical and psychological exam. If item is removed from consent, separate motion is requested making this appointment.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: March 23, 2015	Agenda Item No. 6i
Agenda Section: Consent	Item: Calling Special Meeting	
<p>STAFF RECOMMENDATION: Call special meeting for April 13, 2015 at 6:00 pm.</p> <p>PREVIOUS COUNCIL ACTION: The Council has had very brief discussion on two topics I propose for a special meeting on April 13th: hiring a facilitator and special meetings.</p> <p>BACKGROUND: Your facilitator choices are numerous, so I have requested two proposals that will outline possible process and costs. I would like more Council discussion to ensure you are getting the type and number of proposals you want on facilitators. There was also some discussion at your last meeting about another special meeting to discuss Financial Management Plan. Previous Councils used special meetings for various topics, including using a “committee of the whole” structure on a monthly basis to help the Council discuss non-action items in a round table setting. I need Council direction on how you would like to see special meeting timing and format in the future.</p> <p>ATTACHMENTS: None – facilitator proposals will be sent with special meeting packets.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval calls the special meeting. If item is removed from Consent, separate motion is requested calling special meeting.</p>		



March 2015

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 12:30 p.m. SSC Bd Mtg. @ SSC Ctr. 6:30 PC MTG	3	4	5	6	7
8	9 6:30 EDA MTG 7 PM CITY COUNCIL	10 11:30 -CHAMBER @ THE WATERS CHURCH	11 4-8 School Planning Committee	12 5 pm APO Exec Bd	13	14
15	16	17 7AM EDC	18 9 AM SALT @ PD 4-8 School Planning Committee	19	20	21
22	23 7 PM CITY COUNCIL	24	25	26	27	28
29	30	31 4 pm Metro Bus Bd Mtg. 5:30 pm Area Cities Meeting @ Waite Park				



April 2015

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 GOOD FRIDAY CITY HALL CLOSED	4
5 EASTER	6 12:30 pm SSC Bd Mtg @ SSC Ctr. 6:30 PLANNING MTG.	7	8 4-8 SCHOOL PLANNING COMMITTEE	9 5 pm APO Exec Bd	10	11
12	13 7 PM CITY COUNCIL	14 11:30 CHAMBER @ THE WATERS CHURCH	15 9 AM—SALT @ PD 4-8 SCHOOL PLAN- NING COMMITTEE	16	17	18
19	20	21 4 PM METRO BUS BD MTG 7 AM EDC MTG.	22	23	24	25
26	27 7 PM CITY COUNCIL	28	29	30		

City of



Planning and Community Development Building Inspections 2014 Report

OBJECTIVES OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT –

1. Formulate, modify, and administer current and long-range master plans for the City that promote and facilitate the orderly development of the City.
2. Develop and conduct public information meetings to engage and promote citizen awareness and participation.
3. Develop and promote the adoption of policies and ordinances to implement the current and long-range goals of the City.

SERVICES OF THE PLANNING DEPARTMENT

- Plans, organizes and implements programs, and activities to accomplish established city goals relating to planning, zoning, economic development and community development.
- Provides primary staff support to the Planning Commission, Economic Development Commission and Economic Development Authority; assists the Public Works Director and City Administrator in providing staff support to the Park Commission.
- Negotiates and mediates solutions to facilitate desired development in a manner that is feasible for the City. Balances economic development goals with municipal planning and public infrastructure demands and fiscal goals of the City.
- Plans, organizes and administers the development of the City's short and long-range planning activities (e.g. Comprehensive Plan, capital improvement plan, Council goals) as it relates to planning, zoning, subdivision, economic development and community development.
- Reviews planning, zoning, subdivision and economic related applications (site plans, variances, special use permits, plats, development agreements, municipal subsidies applications, etc.) and prepares research and recommendation reports, and planning and economic development related resolutions and ordinances for consideration by affected boards, commission, and the City Council.
- Actively participates in organizations that assist with community and economic development activities.
- Attends all Planning Commission, Economic Development Commission, Economic Development Authority and City Council meetings; attends as needed Park Commission meetings.
- Provides advice on planning related ordinance interpretations, enforcement measures, and suggestions for change to the City Administrator and affected boards, commissions, and the City Council.
- Administers the NPDES/SWPPP program.
- Ensures maintenance of accurate and complete records of department activities; completes Planning Commission packets, Economic Development Commission and the planning and zoning portion of the City Council packets to ensure efficient project management.
- Represents the City at various meetings as required and as directed by the City Administrator.
- Monitor's City, County, State and Federal legislation and regulations and reports findings, trends and recommendations as appropriate on economic development and municipal planning related matters. Provides oral and written communication on economic development, community development and planning matters in consultation with the City Administrator.
- Performs related work, special research studies; assists the City Engineer and City Administrator in activities as directed.
- Communicates with the general public, other department heads, business community, developers, builders, legislators, bond counsel and financial advisers, boards and commissions, and City Council in an effective, tactful, and courteous manner.
- Represent City at meetings relative to planning, economic and community development matters in which the City could have an interest as assigned by the City Administrator.

Staff

Anita Rasmussen, Planning and Community Development Director - 16 Years Professional Experience, 12 Years with the City of Sartell.

Therese Haffner, (Departed September 2014), Planning Associate – 7 Years with the City of Sartell.

Nate Keller, Community Development Technician – Part Time status September 2014.

Kyle Christensen, Building Official – 20 Years Professional Experience, 8 Years with the City of Sartell.

Butch Rieland, Fire Marshal – 21 Years Professional Experience, 8 Years with the City of Sartell.

PLANNING COMMISSION

Lori Ellering – Chair
Ryan Fitzthum
Glen Persen

Gary Orman
Robin Hadley

Summary of Official Zoning Actions Planning Commission/City Council

2014:

- The Planning Commission held a total of 12 regular meetings and 3 special meetings.
- The City Council held a total of 12 public hearings for planning and zoning related actions.

2013:

- The Planning Commission held a total of 11 regular meetings and 4 special meetings.
- The City Council held a total of 9 public hearings for planning and zoning related actions.

2012:

- The Planning Commission held a total of 8 regular meetings and special meetings.
- The City Council held a total of 14 public hearings for planning and zoning related actions.

2011:

- The Joint Planning Commission held a total of 11 regular meetings and 2 special meetings.
- The City Council held a total of 18 public hearing for planning and zoning related actions.

2010:

- The Joint Planning Commission held a total of 10 regular meetings and 1 special meeting.
- The City Council held a total of 9 public hearing for planning and zoning related actions.

Planning Commission Resolutions

In 2014, the Planning Commission passed the following resolutions:

1. Purchase of tax forfeiture property for 4th Avenue South extension – Compliance with Comp Plan

Vacations

In 2014, the City Council granted 2 utility easement vacations.

1. Madison Crossing Utility/Drainage Easements Approved (Lot Consolidation)
2. Ferche South Utility/Drainage Easements Approved (Replat)

In 2013, the City Council granted 2 Drainage and Utility Easement Vacations.

In 2012, the City Council granted 7 Drainage and Utility Easement Vacations.

In 2011, the City Council granted 3 Drainage and Utility Easement Vacations.

In 2010, the City Council granted 1 partial Drainage and Utility Easement Vacation.

Variances

In 2014, the City received 3 requests for a variance.

1. Legends of Heritage Place – Wetland Setbacks - Denied, Reconsidered and Approved.
2. 205 Ridge Road – Accessory Structure in Side yard – Approved
3. Lojovoch Home – Side yard Street Setbacks - Approved

2013

In 2013, the City received one request for a variance. The request included reducing the lot size for an administrative lot split in an I-2 zone. The variance was approved

2012

The City processed one request for a variance in 2012. The request included a side yard setback on an existing house after a survey found the house was built in error too close to the side yard property line than what is allowed. The variance was approved.

2011

The City processed no requests for variances in 2011.

2010

The City processed 2 requests for variances in 2010. The request included 1 front yard setback and 1 side yard setback and both were approved.

Conditional Use Permits

In 2014, the City reviewed two conditional use permit (CUP) requests to allow for a fence within a floodway.

1. Larson – Sierra Cove - Fence in a Floodway
2. Dauer – Sierra Cove - Fence in a Floodway

2013

In 2013, the City reviewed two conditional use permit (CUP) requests to allow for a gas station in a B-1 zone and for a safety fence within a floodway. Both CUP requests were approved

2012

The City reviewed one conditional use permit (CUP) amendment request to accommodate a change in land use within a planned unit development. The original CUP allowed for a mixed senior living campus. The CUP amendment request was to allow for office use. The City approved the CUP amendment to

allow for medical and professional office, along with the continuation of residential. Commercial or retail uses are not allowed unless it is accessory to the office building.

2011

The City reviewed one conditional use permit amendment request to remove a mix of residential units in a Planned Unit Development, allow for the expansion of deviations in the typical setback requirements, lot width and lot sizes in Oak View Pond Estates Two.

2010

The City reviewed one conditional use permit to amend the minimum lot size for Epic Center.

Interim Use Permits

In 2014, there were no IUP requests submitted to the City.

2013

The City Council received one requests for an interim use permit in 2013 for demolition of portions of the former Verso Paper Mill, which was approved.

2012

The City Council received no requests for interim use permits in 2012.

2011

The City Council received three requests for interim use permits in 2011 for both Coborn's Stores for seasonal outdoor sales and for TNT Fireworks/Walmart for outdoor seasonal sales of fireworks, which were approved.

2010

The City Council received one request for an interim use permit in 2010 for Little Fiesta Restaurant for a seasonal outdoor dining patio, which was approved.

Zoning Permits

In 2014, the planning and building department processed 144 zoning permit applications for fences, accessory structures (120 sf or smaller), and parking pads through administrative approval in 2014 for a valuation of \$5,395.00. This permit process is to ensure setbacks and construction requirements are met and involve review of the application and site plan. A final inspection is conducted after the project is complete.

2013

The planning department processed 141 zoning permits in 2013.

2012

The planning department processed 136 zoning permit in 2012.

2011

The planning department processed 82 zoning permits in 2011.

2010

The planning department processed 134 zoning permits in 2010.

Sign Permits

In **2014**, the planning department processed 34 sign permit applications for 16 permanent signs, 9 temporary community event signs (5K races, Summerfest, festivals) and 9 temporary on-premise signs (1 in a residential district and 8 in commercial districts).

2013

In 2013, the planning department processed 29 sign permit applications for 14 permanent signs, 8 temporary community event signs (5K races, summerfest, festivals) and 7 temporary on-premise signs (1 in a residential district and 6 in commercial districts).

2012

In 2012, the planning department processed 35 sign permit applications for 20 permanent signs, 9 temporary community event signs and 6 temporary on-premise signs (2 in residential districts and 4 in commercial districts).

2011

The planning department processed 32 sign permit applications for 15 permanent signs, 11 temporary community event signs and 6 temporary on-premise signs (3 in residential districts and 3 in commercial districts).

2010

The planning department processed 42 sign permit applications for 26 permanent signs, 12 temporary community event signs, 1 temporary new development sign, and 3 temporary on-premise signs (commercial districts).

Rezoning/Zoning Establishments

In **2014**, the City processed no requests for rezoning/zoning establishments.

2013

The City processed no request for rezoning/zoning establishments

2012

The City processed no request for rezoning/zoning establishments.

2011

The City processed 2 requests for rezoning in 2011. The rezoning establishments were for the Puchalla property from B-2 to R-3 and for the Diverse property (Benton Corner) from R-1 to B-1. Both rezoning establishments were approved.

2010

The City did not process any requests for rezoning establishments in 2010.

Land Use Amendments

In **2014**, the City did not process any requests for Land Use Amendments.

2013

In 2013, the City did not process any requests for Land Use Amendments.

2012

In 2012, the City processed one requests for a Land Use Amendment. G & M Dehler Trust requested a land use amendment on property guided for medium density and low density residential located east of HWY 15 and south of CSAH 120 to be amended to commercial.

2011

In 2011, the City processed two requests for Land Use Amendments. Puchalla Properties, LLC requested a land use amendment on properties guided for general business located north of 2nd Street South and west of 4th Avenue South and Sartell Street West to be amended to high density residential which was approved. Diverse Properties of Sartell, LLC requested a land use amendment on property guided for low density residential located east of Benton Drive/County Road 33 and south of County Road 29 to be amended to limited business which was approved.

2010

In 2010, the City did not process any requests for land use amendments.

Planned Unit Developments

In 2014, the City Council did not process any requests for Planned Unit Developments related to a rezoning, Conditional Use Permit and Preliminary Plat.

2013

The City Council did not process any requests for Planned Unit Developments related to a rezoning, Conditional Use Permit and Preliminary Plat.

2012

The City rendered an action on one Planned Unit Development, which included an amendment to a conditional use permit for Silvercrest Sartell related to allowing medical professional office while continuing to allow residential.

2011

The City rendered an action on one Planned Unit Development, which included an amendment to a conditional use permit for Oak View Pond Estates related to removing the allowance for a mix of residential units and to the typical minimum setback requirements, lot width, and lot sizes.

2010

The City Council rendered an action on one Planned Unit Development, which included an amendment to a conditional use permit for Epic Center related to the minimum lot size.

Preliminary Plats

In 2014, the City did not process any requests for Preliminary Plat.

2013 Preliminary Platted –

Over the course of 2013, the City did not process any requests for Preliminary Plats

2012 Preliminary Platted –

Over the course of 2012, the City did not process any requests for Preliminary Plats.

2011 Preliminary Platted –

Over the course of 2011, the City processed 3 requests for Preliminary Plats.

Total Apartment Lots -

2

Total Commercial Lots – 1 lot

2010 Preliminary Platted –

Over the course of 2010, the City processed 3 requests for Preliminary Plats.

Total Single Family Residential Lots – 6 lots

Total Commercial Lots – 3 lots

Final Plats

In 2014, the City Council rendered an action on the following Final Plats:

PLAT	Lots	Zone	ACTION
Madison Crossing 4	1	PUD	Approved
Ferche S. Pinecone 8	1	PUD	Approved
Avalon Village 8	18	R-1	Approved
Ferche S Plat 9	6	PUD	Approved
Ferche S St. Benedicts	1	PUD	Approved
Oak Ridge Crossing	41	R-2	Approved

TOTAL	Final Plat
Total Single Family Residential Lots –	59 lots
Total Twin/Townhome Lot -	6 Twin Homes
Total Apartment Lots -	2 lots
Total Commercial Lots -	1 lot

2013 Final Plats

The City of Sartell processed 1 request for Final Plat Approval.

Total Multifamily - 2 lot

2012 Final Plats

The City of Sartell processed 4 requests for Final Plat Approval.

Total Single Family Residential Lots – 23 lots

Total Townhome/Twin home Lots - 1 lot

Total Commercial Lots - 2 lots

2011 Final Plats

The City of Sartell processed 4 requests for Final Plat Approval.

Total Single Family Residential Lots – 4 lots

Total Apartment Lots - 2 lots

Total Commercial Lots - 1 lot

2010 Final Plats

The City of Sartell processed 6 requests for Final Plat Approval.

Total Single Family Residential Lots – 9 lot

Total Commercial Lots - 7 lots

Total Mixed Use Lots - 1 lot

Site Plans

In 2014, staff approved the following Administrative Site Plans:

Site Plan	Purpose	Square Footage
Victory Apartments	Multi-Family	48 Units
Legends of Heritage	Multi-Family Expansion	Senior Facility
Pinecone Vision	Office	9,297
Pinecone Cottages	Twinhomes	6 Senior Housing
Trinity Logistics	Office	13,216 SF
Chateau Waters	Multi-Family	100 Units/190,000 SF Senior Housing

TOTAL **6 Site Plans**

Total Square Footage of Commercial/Office – 22,513 SF

Total Square Footage/Units Residential –154 Units

2013 Site Plans

The City processed 6 requests for Site Plan Approval in 2013.

Total Square Footage of Commercial/Office – 6,490 SF

Total Square Footage of Public – 1,404 SF

Total Square Footage of Parking – 48,669 SF

Total Square Footage/Units Residential – 144,425 SF and 94 Units

2012 Site Plans

The City processed 3 requests for Site Plan Approval in 2012.

Total Square Footage of Commercial/Office – 48,973 SF

Total Square Footage of Public – 0 sf

Total Square Footage/Units Residential - 0 SF and 0 Units

2011 Site Plans

The City processed 6 requests for Site Plan Approval during 2011.

Total Square Footage of Commercial/Office – 33,548 SF

Total Square Footage of Public – 0 sf

Total Square Footage/Units Residential - 271,606 SF and 148 Units

2010 Site Plans

The City processed 6 requests for Site Plan Approval during 2010.

Total Square Footage of Commercial/Office – 53,343 sf

Total Square Footage of Public – 0 sf

Total Square Footage/Units Residential - 0 SF and 0 Units

ANNEXATIONS

2014 Annexations		Acres	Persons
Sauk River Regional Park		39	0
 2013 Annexations	Acres	Persons	
2	58.47	3	
 2012 Annexations	Acres	Persons	
0	0	0	

2011 Annexations	Acres	Persons
0	0	0
2010 Annexations	Acres	Persons
7	6.4	11

Special Event Permits

In 2014, staff approved the following Administrative Special Event Permits:

1. St. Francis – Fall Run
2. Apple Du – Duathlon
3. Summerfest – Parade, Run and Fireworks past 11 pm.
4. Relay for Life – Parade and outdoor activities past 11 pm.
5. Rock and Block Party – Music past 11 pm and road closure.
6. Winners Bar – Parking Lot Event
7. Pinecone Vision/SMS – Fall Race
8. St. Cloud Orthopedics – Winter Run

TOTAL **8 Special Event Permits**

2014 Building Department

2014 Building Inspections

Number of Building Inspections - 2,180
 Number of Fire Inspections - 145
 Number of Rental Units Certified – 2,354

2014 Building Permit Activity

Residential Permits

New Single Family Homes -	73 Permits
New Single Family Value –	\$17,215,700.00
Average Construction Value -	\$235,831.51 (building only)

Decks	49	\$243,050.00
Additions	13	\$604,000.00
Home Remodels	67	\$914,560.00
Garages	8	\$57,700.00
Lower Level Finish	40	\$474,500.00
Demo	0	\$0
Roof/Siding/Doors	133	

Manufacturing Home Install - \$15,000.00

Residential Permit Totals - **384**
\$19,524,510.00

New Multi-Family Housing Totals **8 Permits (Existing Alterations/Additions)**
New Multi-Family Value - **\$141,050.00**

New Commercial/Alt- **41 (Retail, Business, Education, Medial, Restaurant, Footings and Foundations)**

New Commercial Value - \$6,425,621.00

Plumbing Permits	326	\$307,400.75
Mechanical Permits	274	\$1,066,330.42
Fire Alarm Permits	12	\$22,550.00
Fire Sprinkler Permits	12	\$103,492.00
Ansul System	0	\$0.00

Total Combined Building Permits Valuation \$27,590,954.17

2013 Building Permits

The City issued 71 building permits for new single family homes, 2 for multi-family and 10 for commercial construction, along with 12 building permits for commercial expansions/alterations.

New Single Family Homes -	71 Permits
New Single Family Value –	\$16,172,570.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$11,819,000.00
New Commercial-	10
New Commercial Value -	\$2,307,749.00
Commercial Expansions/Alterations -	12 Permits
Commercial Expansions/Alterations Value -	\$9,495,215.00
Total Building Valuation	\$41,137,510.62

2012 Building Permits

The City issued 57 building permits for new construction during 2012.

New Single Family Homes -	51 Permits
New Multi-Family Housing -	2 Permits
New Commercial-	2 Permits and 2 footing and foundation
New Single Family Value –	\$10,725,700
New Multi-Family Value -	\$13,055,533
New Commercial Value -	\$4,700,000
Commercial Expansions/Alterations -	38 Permits
Commercial Expansions/Alterations Value -	\$5,565,770
Total Building Valuation	\$36,370,532.00

2011 Building Permits

The City issued 49 building permits for new construction during 2011.

New Single Family Homes -	46 Permits
New Multi-Family Housing -	2 Permits (1footing & foundation)
New Commercial-	1 Permit
New Single Family Value –	\$9,417,400
New Multi-Family Value -	\$3,662,000
New Commercial Value -	\$1,452,500
Commercial Expansions/Alterations -	26 Permits
Commercial Expansions/Alterations Value -	\$793,636
Total Building Valuation	\$18,645,791.50

Top Active Single Family Builders

Custom Dream Homes	10
Dean Croat Construction	8
Spoden Builders	8
Reker Construction	7
Woodland Homes	6

Werschay Homes	5
Wollak Homes	5

Others –(2-4 permits)

Lumber One, Heritage Homes, Infinity Homes, Noble Custom Homes, Brian Czeck, Polar Land Co, DG Homes, Hansen Tomlinson, Maleska Builders, Schoenberg Homes

Projects/Activities

1. Zoning Ordinance Revisions

Over the past year, the planning department conducted significant ordinance research (demolition, impervious surface, off-street parking, urban agriculture, etc) and prepared ordinance amendments related to shoreland management and other related zoning standards. The City Council adopted the following ordinance amendments:

Multifamily Standards including – building coverage, accessory structure and parking lot screening, increased landscaping and a reduction in parking requirements.

Mobile Food Vendor

2. Subdivision Ordinance

The Planning and Engineering Departments prepared modifications to the subdivision ordinance to meet some of the City's issues related to elevations and grading plans.

3. National Pollution Discharge System (NPDES) Administration

3. Ms4 Update

4. 2014 Grant Applications

The Planning Department submitted the following grant applications in 2014:

- Safe Routes to School Infrastructure Grant, 2nd Street South
- DNR Legacy Grant for Sauk River Regional Park, which was awarded (1 million)

5. Comprehensive Plan Update

6. AIM Redevelopment Planning

7. Bikeable Communities Workshop

8. ½ Cent Sales Tax Educational Materials

9. Community Input/SeeClickFix

10. Mississippi Partner activities including property owner forum, workshops

11. Sartell Epic Center Alternative Urban Area Wilde Update

12. Safe Routes to School Plan

13. Minnesota Greensteps City Designation

CITY OF SARTELL ECONOMIC DEVELOPMENT ACTIVITES

Sartell is alive and growing and the Economic Development Commission (EDC) is dedicated to improving the economic vitality of the area. The EDC is a volunteer board for the City of Sartell.

The following community representatives are involved in Sartell Economic Development:

Economic Development Authority:

Joe Perske, Mayor
Steve Hennes
Amy Braig-Lindstrom
Sarah Jane Nicoll
David Peterson

Economic Development Commission:

Dr. Nicholas Colatrella
Brian Dauer
Jim Illies Jr.
Pat Lynch
Mike Schoenecker
Bruce Stainbrook
Julie Whitney
Heladio Zavala

City Staff:

Anita Rasmussen, Planning Director

Therese Haffner, Planning Associate
Mary Degiovanni, City Administrator

Vision for Development in Sartell

Economic development means different things to different communities over time. In some cases the creation of jobs, any jobs, is critical. In other communities, development of strong tax base to support an expanding school system and infrastructure is a priority. While a dramatic change in economic conditions or demographic trends would cause a community to revisit its vision, it is important for the community and potential developers/ investors to maintain a clear and consistent long-term vision. **Land development, regulatory policies and practices and the use of incentives should be consistent with this vision.**

Therefore, it is the mission of the Sartell Economic Development Commission:

To promote Sartell as a viable place to start, expand, relocate or retain a business so as to provide potential for profitable growth. The Economic Development Commission will assist the City Council in policy-making decisions, which continue to create a community, which offers a high quality of life for employers, employees and residents to live and raise their families.

What does economic development mean to Sartell?

- Creation of a strong and diverse tax base
- Higher quality commercial/industrial development with a higher tax base density per acre, even if it develops more slowly
- A mix of wage rates which meet or exceed the livable wage as per the City's municipal subsidies policy, depending upon the types of businesses that locate here
- Redevelopment

What does economic development mean to Sartell physically? What types of development are consistent with this vision?

- Medically oriented business/office
- Light Manufacturing/office warehouse
- Business/office park with higher development standards
- Commercial/retail centers
- Appropriately zoning industrial land when annexed into the City

Activities

1. Business Visits and Development Summit

The EDC is interested in hearing from our local business. In order to facilitate that discussion, the EDC has established a Business Visit program where a city staff person and EDC member visit the business. Additionally, the EDC holds an annual Development Summit for businesses, developers, and contractors to obtain input from

them as well as for city staff and EDC members to provide information on the development process, ordinance revisions, and on transportation.

2. Sartell Medical/Office Neighborhood

An EDC member, along with Anita Rasmussen, City Planning Director, participates in the medical/office neighborhood group located along Highway 15. They began meeting in 2012 to brainstorm business solutions to the impending road construction projects that impact traffic flow, patient/client access and overall business operations. The group has evolved and is working on developing long term strategies to brand the neighborhood in order to improve patient/client relations as well as grow business. The City of Sartell was awarded \$10,000 from the Initiative Foundation's Innovation Grant Program to assist in an economic sustainability plan for the medical/office neighborhood and the city plans to emulate this plan elsewhere.

3. Site Selector Tour – Greater St. Cloud Region

Along with a number of the other surrounding communities, the Planning Director participated in a site selector familiarity tour which was sponsored by the MN Department of Employment and Economic Development (DEED) and was hosted by the Greater St. Cloud Development Corporation. Five (5) regions, including St. Cloud, were invited by DEED to host a site selector event to introduce them to the business development assets of each of our regions. In addition to having the opportunity to get our region on the radar screen of a national site selector, the intent was for the site selector to offer feedback to the host region as to how they can strengthen or improve their competitive positioning in business attraction.

4. EDC One-Year Strategic Initiatives

In late 2013, the EDC determined that the most efficient and effective use of the EDC's time and talents was to develop a number of different sub-committees that would work on initiatives which can be accomplished in less than a year. The subcommittees (2-3 commission members and staff) would meet regularly until the initiative was deemed completed. The EDC as a whole will reduce their meetings to every other month (though regular updates will be provided through email). The following subcommittees were established:

1. Land Use Application and Building Permit Processes Subcommittee (could be on-going, assist staff in reviewing the City's development review processes)
2. Retention Visit Renewal Subcommittee (re-vamps and improves our current BR visits).
3. New Development Prospect Subcommittee (on-going subcommittee to assist staff in vetting new development prospects and providing insight on how to draw new businesses to Sartell).
4. Planning Subcommittee.
 - a. Medical Way-finding/Branding
 - b. AIM Development/Verso Mill Redevelopment and Re-purposing (on hold to 2015)

- c. Comprehensive Plan Update
- 5. ½-Cent Sales Tax Marketing Subcommittee (mid-2014). (Assist in raising awareness in the benefits of approving the ½-cent sales tax).

City of Sartell

2015 Annual Engineering Report



Engineering Services Review

Presented to:

City of Sartell
125 Pinecone Road
Sartell, MN 56377

By:

WSB & Associates, Inc.
4140 Thielman Lane
Suite 204
St. Cloud, MN 56301
Phone: 320.252.4900
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SARTELL CORE TEAM

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<u>Transportation Planning</u> Scott Mareck 320.534.5948 SMareck@wsbeng.com	<u>Park Planning & Landscape Architecture</u> Jason Amberg, RLA 612.231.4841 JAmberg@wsbeng.com	<u>Water/Wastewater</u> Tom Roushar 612.287.7195 TRoushar@wsbeng.com

OTHER SERVICE CONTACTS

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	<u>Pavement Mgmt. Systems</u> Andrea Azary 612.287.8313 AAzary@wsbeng.com	

Core Team



Mike Nielson, PE
City Engineer

- Attends Council, Planning Commission, Public Works Commission, and Department Head Meetings; office in City Hall.
- Works closely with City Staff on development and public improvement standards, development reviews, street maintenance methods, easement acquisitions, and municipal state aid.
- Provides direction and expertise to all construction projects and reviews all engineering and project related invoicing.



Jeff Row
Assistant City Engineer / Project Engineer

- Attends Council meetings and department meetings, as needed.
- Reviews all site plan applications and provides feedback to staff and Planning Department.
- Project Design and Project Management.



Chuck Rickart, PE, PTOE
Transportation & Traffic Engineer

- Provides review for all traffic concerns.
- Provide direction and input on traffic generating development projects.
- Attends Council and Department meetings, as requested.

Core Team

Gina Dullinger, PE

Design Engineer

- Prepares Plans and specifications for municipal infrastructure projects.
- Provides construction administration, construction observation, and testing coordination.
- Attends Council and Department meetings, as requested.

Shawn Williams

Wetland Services

- Provides administrative services for the Wetland Conservation Act.
- Provides a second source of expertise for development project review.
- Provides expertise for MS4 permitting.

Summary of Services

- Purpose

The WSB Engineering Model provides a team of individuals chosen based on their background, skill set, and relationships with the community and other governmental agencies to effectively plan for future growth and provide guidance on infrastructure management development review through leadership, experience, and expertise.



- WSB's Responsibilities

We provide comprehensive engineering services to the City of Sartell. We work together with City Staff to accomplish:

- > Infrastructure management
- > State Aid projects
- > Facility improvements
- > Long-range planning
- > Development Review
- > Rehabilitation projects
- > Transportation projects
- > Environmental clean-up/compliance
- > Grant Funding Reviews
- > Ordinance & Development Guideline Reviews

- Improvement Projects

Together with City Staff, WSB is involved in every aspect of the infrastructure projects in Sartell. Design focuses on life cycle costs which not only include construction costs, but also include longevity and ongoing maintenance costs. Our focus is on sustainability through design, material selection and construction management.



2014 Projects

City Initiated Ordinance Changes and Projects

The following is a list of the projects that were initiated or bid in 2014.

- **Development Standards** for new plats – Recommendations for changes to the development standards were initiated by a high number of complaints from homeowners regarding sump pump run time and surface water drainage issues. Ordinance changes regarding grading plan requirements and separation from ground water have been proposed and approved by the Planning Commission. The ordinance changes have been reviewed extensively by the Central Minnesota Builders Association. The final ordinance revisions were adopted by the City Council in 2014.
- **Sauk River Regional Park Boundary Survey** – A certificate of survey for Dehler property conveyance to the City of Sartell for the Sauk River Regional Park was completed. Boundary staking was completed along critical property boundaries for park identification signing.
- **2014 Seal Coat Project** – Council approved the completion of annual Chip Seal project which completed 132,600 SY of chip sealing on collector and residential streets. Approximately 6.3 miles of roadway were completed with the 2014 project.
- **Pinecone Road Corridor Traffic Study** – The council authorized WSB & Associates to complete a corridor study of Pinecone Road from CR 120 to 35th Avenue N. This study reviewed projected traffic volumes, accident history and project Level of Service for each intersection along the corridor. In addition the study reviewed intersection traffic control including traffic signals and roundabouts. WSB recommended roundabout improvements at various intersections as traffic volumes, accidents and deteriorating Level of Service warrants improvements.
- **Pinecone Road and 2 ½ Street N. Flood Relief** – Council approved the construction of the flood relief project that included constructing an overflow swale from the intersection of Pinecone Road and 2 ½ Street N south along the city hall property to the existing drainage pond. In addition this project removed a section of trail to allow the free flow of stormwater to the pond. This project will reduce the severity of flooding at this intersection by relieving the backup of stormwater from the Watab River through the storm sewer piping system.
- **Sauk River Regional Park – Parking Lot Improvements** – Council approved the construction of a parking lot and trail extension to serve the Sauk River Regional Park. These improvements included a 30-stall bituminous parking lot and stormwater treatment system. In addition a 10-foot wide bituminous trail was constructed from the parking area to the interior park trail system. The remaining green space was planted with a native prairie mixture of grasses and flowering plant.
- **Pinecone Central Park Concession Stand Sewer and Water Services** – Council approved the completion of sewer and water services to the Concession Stand/Bathrooms at the Pinecone Central Park.
- **Val Smith Park Site Plan and Utility Services** – Council approved the construction of the new Val Smith Park Shelter. WSB & Associates prepared the site grading plan and utility service extension plans for the shelter. These improvements were completed and are

2014 Projects

operational.

- **Champion Field Concession Stand Sewer and Water Services** – Council approved the completion of sewer and water services to the Concession Stand/Bathrooms at the Champion Field baseball facility. These improvements will be completed in the spring of 2015 and will be operational for the 2015 baseball season.
- **Rotary Park Parking Lot Improvements** – Plans were prepared and presented to the Rotary membership with consensus in favor of the improvements. At this time council has not authorized these proposed improvements.
- **50th Avenue S Preliminary Design and Right-of-Way Acquisition** – The council authorized WSB & Associates to begin the process of determining the right-of-way needs for the extension of 50th Avenue S from Heritage Avenue north to 3rd Street N. The City applied for and received federal funding in the amount of \$470,001 for right-of-way acquisition and \$547,600 for roadway construction. The ROW funds are approved for fiscal 2015 and the construction funds are approved for fiscal 2017.
- **Safe Routes to School Grant Funding**- The city applied for and received funding for the 2nd Street Safe Routes to School project. This project involves the construction of a 7-foot wide sidewalk on the south side of 2nd Street S from Pinecone Road to 4th Avenue S. WSB was authorized to complete the plans and specifications for this project with the goal of constructing in late fall of 2015 or spring of 2016. This project is funded with 80% HSIP in the amount of \$395,567 and 20% with City funds in the amount of \$98,892.

Developer Initiated Improvement Projects

Avalon 8- 6th Street North & Knights Court

The municipal improvements were complete for the extension of 6th Street North and Knights Court to provide for the completion of Avalon Village 8 – Phase 2. These improvements provided service for seventeen additional single family homes.

8th Street S & 19th Avenue S Improvements

Jason Ferche requested improvements to 8th Street S and 19th Avenue S to accommodate the development of the St. Bens/Centra Care facility located south of Scout Drive. Plans and Specifications were completed in November of 2014. These improvements included roadway, storm sewer, and sanitary sewer and watermain improvements. These improvements will be constructed in 2015.

Other Project Involvement

Developer Inquiries - Requests for information regarding potential single family, multi-family or commercial development sites including the availability of sanitary sewer, water and storm are processed as received. There were over 30 requests for information regarding potential development.

Final Plat Review – Final Plat applications were reviewed for conformance to city standards including roadway, sanitary sewer, water, and stormwater requirements. There were a total of 6 final plat applications reviewed and approved in 2014 including the following;

2014 Projects

- Madison Crossing 4
- Ferche S. Pinecone 8
- Avalon Village 8
- Ferche South Plat 9
- Ferche South St. Benedicts
- Oak Ridge Commons

Site Plan Review – Site plan reviews include review of grading, drainage, stormwater treatment , driveway access and utility services to insure they meet city standards. A total of 6 site plans were reviewed and approved including:

- Victory Apartments
- Legends of Heritage
- Pinecone Vision
- Pinecone Cottages
- Trinity Logistics
- Chateau Waters

Council Goals

- **Comprehensive Pedestrian /Trail Plan-** Discussions regarding a comprehensive trail connection map was presented to the council with the consensus to apply for grant funding to complete these connections as funding is received or to complete sections as development occurs. Trail maintenance for the near future will be completed with roadway construction project as current funding levels allow. Consensus was reached fog sealing does not provide a cost effective extension of the trail life and that thin overlays or resurfacing provide a better life cycle value.
- **Swimming Beach at Pinecone Central Park** – A consultant from US Aquatics presented the pros and cons for developing a swimming beach at Pinecone Central Park. The decision was made that this was cost prohibitive at this time.
- **Sauk River Park** – The parking lot is substantially complete with the final lift of bituminous to be placed in the spring of 2016. The council decided that restrooms were not required at this time.
- **Transportation Related Goals -**
 - Provide separate OCI levels for collector vs. residential streets and budget impacts. Completed.
 - Revise OCI's based on completing the East Side Reconstruction and Pinecone Road N. Improvements. Completed.
 - Long Range Seal Coat / Overlay/ Reconstruction Schedule –We had completed a long range plan for residential streets, however the funding challenges for the collector streets including Pinecone Road, LeSauk Drive and 50th Avenue have delayed the completion of providing an affordable residential street program. I will continue to work on budget scenarios with city staff with the goal of presenting program that meets current budget scenarios by July 2015.

2014 Projects

- **Long Range Plan for Collector Streets – Prioritizing of the following:**
 - Pinecone Road Improvements
 - 50th / 4th Avenue S.
 - Heritage/CR 1 Intersection
 - LeSauk Drive
 - 27th Street N

Significant progress has been made with regards to prioritizing these improvement projects. More work needs to be completed with regards to type of improvements for the north end of Pinecone Road and 27th Street N. The options to consider will include an urban section with curb & gutter or a rural section widened shoulders and ditches.

Retainer Work

Below is a breakdown of the hours spent on various tasks included in our retainer services in 2013. Retainer fees are services for tasks not directly related to a specific development project or municipal improvement project.

Description	Hours
Wetland Compliance and Monitoring	12
Traffic Related Reviews and Correspondence	32
Municipal State Aid Assistance and Annual Updates	35
Mapping and GIS Work Including: base utility mapping, annual updates to City maps, mapping for non-project, related presentations, sealcoating, voting districts, annual report, grant applications, etc.	67
Meeting Time Including: Preparation for and attending Staff, City Council, Council Workshops, Joint Planning Commission, APO Technical Advisory Committee, etc.	143
Development Inquiries	180
Grant Applications	32
Ordinance Revisions	13
Miscellaneous City Engineering Including: Utility permit reviews, building permit reviews, drainage issues, county correspondence and plan review, daily interaction with public works and utility staff assisting with record drawings and utility locations, sealcoating assistance, annexation	161

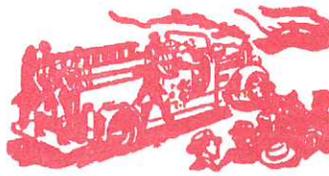
2014 Projects

requests, assessment research, and general resident assistance

East Side Water Treatment Plant Efficiency Review 60

Streets Capital Improvement Planning 124

TOTAL RETAINER HOURS PROVIDED IN 2014 859



SARTELL - LESAUK FIRE DEPARTMENT

P.O. BOX 5
SARTELL, MINN. 56377

March 5, 2015

Honorable Mayor Sarah Jane Nicoll
Sartell City Council
LeSauk Township Board

The following is the annual report of the Sartell Fire Department for year 2014.

Fire and emergency calls in 2014 totaled 116. This is down 28 calls from 2013. Total fire calls for the city was 104. This is down 22 from 2013. Total dollar loss was \$50,702.

LeSauk Township total fire and emergency calls were 8 which is down 10 from the previous year. The total dollar loss was less than \$1,000.

The Sartell Fire Department had a total dollar loss of \$50,702 which is \$3,248 less than 2013. The Sartell Fire Department responded to 4 requests for mutual aid calls. We responded to requests from Sauk Rapids (1), St. Cloud (2), and St. Joseph (1).

We received mutual aid from our local Central Minnesota Fire Aid Partners, Sauk Rapids (1), Waite Park (1), St. Cloud (1), St. Stephen (1), and Rice (1). Paper Mill Power Plant Fire - no dollar loss.

Throughout the year we responded to 116 calls, and we were fortunate to have only one significant dollar loss.

We had two new firefighters that went through their initial training.

I want to thank the firefighters for everything they did in 2014. Their efforts of time and commitment have shown that they are highly trained and true professionals. They are very dedicated to the community and the people and property that they protect.

Training Hours for 2014

Members of the department spent 1,783 hours training which includes EMS training and truck checks.

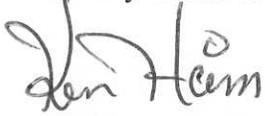
This averages out to 57.54 hours of training per firefighter.

There was an average response time of 6.13 per call.

There was an average response of 63.9% per fire call – 19 members per call.

During 2014 there were 30 members on the fire department (with the Fire Marshall part-time days).

The busiest time of the day for fire calls was the 5 o'clock hour. The second busiest time of the day was at 10 a.m. and 1 p.m.

A handwritten signature in black ink that reads "Ken Heim". The signature is written in a cursive style with a large, stylized initial "K".

Ken Heim, Fire Chief
Sartell Fire Department

Sartell Fire Department Station #242

Incidents by Township (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}

Township		Count	Pct of Incidents	Est Losses	Pct of Losses
LS	LeSauk	8	6.89 %	\$0	0.00 %
4A	Mutual Aid	3	2.58 %	\$0	0.00 %
S	Sartell	105	90.51 %	\$50,702	100.00 %
Total Incident Count: 116		Total Est Losses:		\$50,702	

Sartell Fire Department Station #242

Participation Summary by Staff

01/01/2014 to 12/31/2014

All Staff

All Stations

All Shifts

All Units

If staff availability detail is not found, assume staff member is: Don't Use Availability
All NFIRS/EMS Incidents

Total Staff being Reported: 31

Total Incidents For Period: 116

Incident Participation		Number of Runs		
Staff Id/	Name	Available	Participated	Percent
9601	Bidinger, Dale	116	41	35.34%
8101	Dingmann, Claude G	116	116	100.00%
0501	Dingmann, Lucas G	116	72	62.07%
1101	Eagle, Chris	116	32	27.59%
9703	Ertl, Dennis J	116	57	49.14%
0803	Fitzthum, Ryan	116	46	39.66%
1402	Fox, Matt	116	53	45.69%
9603	Giles, Randy O	116	55	47.41%
1104	Grundhoefer, Todd	116	94	81.03%
9201	Guggenberger, Mark	116	93	80.17%
0201	Harrison, Wayne Joseph	116	78	67.24%
1202	Heim, Brian	116	78	67.24%
9501	Heim, Ken	116	106	91.38%
0901	Heinen, Mark	116	90	77.59%
0202	Hemmesch, Kellan	116	49	42.24%
1102	Hengel, David	116	104	89.66%
1401	Imholte, Adam	116	47	40.52%
1501	Johnson, Lucas	116	0	0.00%
0802	Kockler, Ben	116	85	73.28%
1103	Kockler, Mitch	116	73	62.93%
0702	Kruchten, Darrell P.	116	41	35.34%
1201	Lyon, Rick	116	108	93.10%
1403	Malley, Spencer	116	35	30.17%
0801	Nicoll, Dave	116	51	43.97%
902	Olmscheid, Brady	116	45	38.79%
501	Radi, Marty	116	68	58.62%
104	Raymond, Jerry	116	68	58.62%
703	Rieland, James	116	56	48.28%
807	Sattler, Jim	116	78	67.24%
301	Sieben, William	116	88	75.86%
901	Weihs, Bill	116	52	44.83%

Sartell Fire Department Station #242

NFPA Fire Experience Survey

01/01/2014 to 12/31/2014

Part III: BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

A. FIRES IN STRUCTURES BY FIXED PROPERTY USE	Number of Fires	Civilian Casualties		Property Damage
		Deaths	Injuries	
1. Private Dwellings	3	0	0	25,000
2. Apartments	0	0	0	0
3. Hotels and Motels	0	0	0	0
4. All Other Residential	0	0	0	0
5. TOTAL RESIDENTIAL FIRES	3	0	0	25,000
6. Public Assembly	0	0	0	0
7. Schools and Colleges	0	0	0	0
8. Health Care/Penal	1	0	0	200
9. Stores and Offices	0	0	0	0
10. Industry/Utility	1	0	0	0
11. Storage in Structures	0	0	0	0
12. Other Structures	0	0	0	0
13. TOTAL STRUCTURE FIRES	5	0	0	25,200
B. OTHER FIRES AND INCIDENTS				
14a. Highway Vehicles	6	0	0	15,502
14b. Other Vehicles	0	0	0	0
15. Non-Structure/Non-Vehicle	1	0	0	0
16. Brush/Grass/Wildland	2	0	0	XXXXXXXXXXXXXX
17. Rubbish/Dumpsters	1	0	0	XXXXXXXXXXXXXX
18. All Other Fires	2	0	0	10,000
19. TOTAL FOR FIRES	17	0	0	50,702
20. Rescue/Emergency Med	12	XX		
21. False Alarms	26	XX		
22. Mutual Aid (Given)	6	XX		
23a. Hazmat Responses	14	XX		
23b. Other Hazardous Responses	2	XX		
24. All Other Responses	39	XX		
25. TOTAL FOR ALL INCIDENTS	116	XX		

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	3
3. Structure Fires (line 13 above)	0	5

Sartell Fire Department Station #242

NFPA Fire Experience Survey

01/01/2014 to 12/31/2014

Part IV: BREAKDOWN OF FALSE ALARM RESPONSES

Type of Response	Number of Incidents
1. Malicious, Mischievous False Call	1
2. System Malfunction	7
3. Unintentional	7
4. Other False Alarms	11

Part V: INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES

	Number of Fires	Civilian Deaths	Casualties Injuries	Property Damage
1. Structure Fires Intentionally Set	0	0	0	0
2. Vehicle Fires Intentionally Set	0	0	0	0

Part VI: FIRE SERVICE EXPOSURES AND INJURIES

Total Number of Infectious Disease Exposures.....:	0
Total Number of Hazardous Condition Exposures.....:	0
Total Number of Nonfatal Firefighter Injuries.....:	1

On-Duty Fire Fighter Injuries (Nonfatal) by Type of Duty, and Nature of Most Serious Injury

Nature of Most Serious Injury	Respond/Return	At Fire Ground	Non-Fire Emerg	Train.	Other On-Duty
1. Burns	0	0	0	0	0
2a. Smoke or Gas Inhalation	0	0	0	0	0
2b. Other Respiratory Distress	0	0	0	0	0
3. Burns and Smoke Inhalation	0	0	0	0	0
4. Wound/Cut/Bleeding/Bruise	0	0	0	0	0
5. Dislocation/Fracture	0	0	0	0	0
6. Heart Attack or Stroke	0	0	0	0	0
7. Strain/Sprain/Muscle Pain	0	1	0	0	0
8. Thermal Stress	0	0	0	0	0
9. All Other	0	0	0	0	0
10. TOTAL	0	1	0	0	0

Fire Ground Injuries (Nonfatal) By Cause

1. Exposure to Fire Products	0	2. Exposure to Chem./Radiation	0
3. Fell, Slipped, Jumped	0	4. Overexertion	1
5. Stepped on/Contact With	0	6. Struck By	0
7. Extreme Weather	0	8. All Other	0

Number of Injuries Resulting in Lost Time: 0

How many shifts were lost as a result of these injuries: _____

Fire Department Vehicle Accidents

Accidents involving fire department emergency vehicles: _____ Resulting injuries: _____

Accidents involving firefighter's personal vehicles....: _____ Resulting injuries: _____

Sartell Fire Department Station #242

NFPA Fire Experience Survey

01/01/2014 to 12/31/2014

Part II: MAJOR FIRES

Date	Name of Occup/Owner, Address and Property Use	Civilian Fire Deaths	Property Loss
03/06/2014	No Occupant or Owner Listed 2113 3rd ST N 1 or 2 family dwelling	0	16,000
05/26/2014	No Occupant or Owner Listed 830 17th ST N 1 or 2 family dwelling	0	10,000
06/10/2014	No Occupant or Owner Listed Manufacturing, processing	0	10,000

Sartell Fire Department Station #242

Average Turnout per Incident

Alarm Date Between {01/01/2014} And {12/31/2014}

Total Number of Incidents	116	Total Number of Responding Personnel	2118
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Average Turnout per Incident	19
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Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	2	1.72%	\$10,000	19.72%
111 Building fire	9	7.75%	\$25,200	49.70%
131 Passenger vehicle fire	4	3.44%	\$5,002	9.86%
132 Road freight or transport vehicle fire	2	1.72%	\$10,500	20.70%
141 Forest, woods or wildland fire	1	0.86%	\$0	0.00%
143 Grass fire	3	2.58%	\$0	0.00%
150 Outside rubbish fire, Other	1	0.86%	\$0	0.00%
	22	18.96%	\$50,702	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	4	3.44%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.86%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.86%	\$0	0.00%
350 Extrication, rescue, Other	1	0.86%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	1.72%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.86%	\$0	0.00%
360 Water & ice-related rescue, other	2	1.72%	\$0	0.00%
	12	10.34%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	10	8.62%	\$0	0.00%
424 Carbon monoxide incident	4	3.44%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.86%	\$0	0.00%
442 Overheated motor	1	0.86%	\$0	0.00%
	16	13.79%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.86%	\$0	0.00%
531 Smoke or odor removal	4	3.44%	\$0	0.00%
554 Assist invalid	1	0.86%	\$0	0.00%
555 Defective elevator, no occupants	1	0.86%	\$0	0.00%
	7	6.03%	\$0	0.00%
Good Intent Call				
00 Good intent call, Other	12	10.34%	\$0	0.00%
11 Dispatched & cancelled en route	12	10.34%	\$0	0.00%
111 Dispatched & cancelled en route by Sartell	8	6.89%	\$0	0.00%
32 Prescribed fire	1	0.86%	\$0	0.00%

Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call	33	28.44%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	10	8.62%	\$0	0.00%
710 Malicious, mischievous false call, Other	1	0.86%	\$0	0.00%
721 Bomb scare - no bomb	1	0.86%	\$0	0.00%
730 System malfunction, Other	2	1.72%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	0.86%	\$0	0.00%
733 Smoke detector activation due to	1	0.86%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	2.58%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	1.72%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.86%	\$0	0.00%
743 Smoke detector activation, no fire -	1	0.86%	\$0	0.00%
744 Detector activation, no fire -	2	1.72%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.86%	\$0	0.00%
	26	22.41%	\$0	0.00%

Total Incident Count: 116

Total Est Loss:

\$50,702

Sartell Fire Department Station #242

Copy of Incident Type Report (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}
and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	2	1.90%	\$10,000	19.72%
111 Building fire	6	5.71%	\$25,200	49.70%
131 Passenger vehicle fire	4	3.80%	\$5,002	9.86%
132 Road freight or transport vehicle fire	2	1.90%	\$10,500	20.70%
141 Forest, woods or wildland fire	1	0.95%	\$0	0.00%
143 Grass fire	2	1.90%	\$0	0.00%
150 Outside rubbish fire, Other	1	0.95%	\$0	0.00%
	18	17.14%	\$50,702	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	1.90%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.95%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.95%	\$0	0.00%
350 Extrication, rescue, Other	1	0.95%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.95%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.95%	\$0	0.00%
360 Water & ice-related rescue, other	2	1.90%	\$0	0.00%
	9	8.57%	\$0	0.00%
1 Hazardous Condition (No Fire)				
112 Gas leak (natural gas or LPG)	10	9.52%	\$0	0.00%
124 Carbon monoxide incident	4	3.80%	\$0	0.00%
140 Electrical wiring/equipment problem, Other	1	0.95%	\$0	0.00%
142 Overheated motor	1	0.95%	\$0	0.00%
	16	15.23%	\$0	0.00%
Service Call				
00 Service Call, other	1	0.95%	\$0	0.00%
31 Smoke or odor removal	4	3.80%	\$0	0.00%
54 Assist invalid	1	0.95%	\$0	0.00%
55 Defective elevator, no occupants	1	0.95%	\$0	0.00%
	7	6.66%	\$0	0.00%
Good Intent Call				
0 Good intent call, Other	11	10.47%	\$0	0.00%
1 Dispatched & cancelled en route	10	9.52%	\$0	0.00%
11 Dispatched & cancelled en route by Sartell	8	7.61%	\$0	0.00%

Sartell Fire Department Station #242

Copy of Incident Type Report (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}
and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
632 Prescribed fire	1	0.95%	\$0	0.00%
	<u>30</u>	<u>28.57%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
700 False alarm or false call, Other	10	9.52%	\$0	0.00%
710 Malicious, mischievous false call, Other	1	0.95%	\$0	0.00%
721 Bomb scare - no bomb	1	0.95%	\$0	0.00%
730 System malfunction, Other	2	1.90%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	0.95%	\$0	0.00%
733 Smoke detector activation due to	1	0.95%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	2.85%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.95%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.95%	\$0	0.00%
743 Smoke detector activation, no fire -	1	0.95%	\$0	0.00%
744 Detector activation, no fire -	2	1.90%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.95%	\$0	0.00%
	<u>25</u>	<u>23.80%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 105

Total Est Loss: \$50,702

Sartell Fire Department Station #242

Copy of Incident Type Report (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}
and Township = "LS "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
143 Grass fire	1	12.50%	\$0	0.00%
	<u>1</u>	<u>12.50%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	25.00%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	12.50%	\$0	0.00%
	<u>3</u>	<u>37.50%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	1	12.50%	\$0	0.00%
611 Dispatched & cancelled en route	2	25.00%	\$0	0.00%
	<u>3</u>	<u>37.50%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
740 Unintentional transmission of alarm, Other	1	12.50%	\$0	0.00%
	<u>1</u>	<u>12.50%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	8		Total Est Loss:	\$0

Sartell Fire Department Station #242

Copy of Incident Type Report (Summary)

Alarm Date Between {01/01/2014} And {12/31/2014}
and Township = "MA "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	100.00%	\$0	0.00%
	3	100.00%	\$0	0.00%

Total Incident Count: 3

Total Est Loss: \$0

Sartell Fire Department Station #242

Alarm Time Analysis

Alarm Date Between {01/01/2014} And {12/31/2014}

Alarm Hour	Count	Percent
00:00	2	1.72%
01:00	1	0.86%
02:00	1	0.86%
03:00	1	0.86%
04:00	2	1.72%
06:00	4	3.44%
07:00	6	5.17%
08:00	3	2.58%
09:00	8	6.89%
10:00	10	8.62%
11:00	7	6.03%
12:00	2	1.72%
13:00	10	8.62%
14:00	6	5.17%
15:00	3	2.58%
16:00	7	6.03%
17:00	12	10.34%
18:00	5	4.31%
19:00	9	7.75%
20:00	6	5.17%
21:00	6	5.17%
22:00	1	0.86%
23:00	4	3.44%

Sartell Fire Department Station #242
Average Response Time by Incident Type
Alarm Date Between {01/01/2014} And {12/31/2014}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
100 Fire, Other						
14-0000012	01/25/2014 17:23:00	01/25/2014 17:30:00	ESD EAST OF	1	W	00:07:00
14-0000051	05/26/2014 15:01:00	05/26/2014 15:08:00	NSD North of	1		00:07:00
Subtotal Count 2						Average Response Time for Incident Type 00:07:00

111 Building fire						
14-0000017	01/30/2014 13:56:00	01/30/2014 14:00:00	ESD EAST OF	1		00:04:00
14-0000027	03/06/2014 23:31:00	03/06/2014 23:36:00	NSD North of	1		00:05:00
14-0000039	04/19/2014 13:06:00	04/19/2014 13:11:00	ESD EAST OF	1	W	00:05:00
14-0000063	06/14/2014 23:52:00	06/15/2014 00:08:00	SSD SOUTH OF	1		00:16:00
14-0000066	06/20/2014 20:33:00	06/20/2014 20:37:00	SSD SOUTH OF	1		00:04:00
14-0000071	07/05/2014 01:36:00	07/05/2014 01:44:00	SSD SOUTH OF	1		00:08:00
14-0000078	08/06/2014 19:57:00	08/06/2014 20:00:00	ESD EAST OF	1		00:03:00
14-0000101	11/13/2014 06:45:00	11/13/2014 07:00:00	SSD SOUTH OF	1		00:15:00
14-0000105	11/21/2014 10:35:00	11/21/2014 10:43:00	NSD North of	1		00:08:00
Subtotal Count 9						Average Response Time for Incident Type 00:07:33

131 Passenger vehicle fire						
14-0000022	02/17/2014 13:24:00	02/17/2014 13:29:00	NSD North of	1		00:05:00
14-0000037	04/13/2014 03:28:00	04/13/2014 03:37:00	SSD SOUTH OF	1	W	00:09:00
14-0000046	05/12/2014 20:08:00	05/12/2014 20:15:00	SSD SOUTH OF	1		00:07:00
14-0000081	08/29/2014 16:12:00	08/29/2014 16:20:00	SSD SOUTH OF	1		00:08:00
Subtotal Count 4						Average Response Time for Incident Type 00:07:15

132 Road freight or transport vehicle fire						
14-0000016	01/30/2014 10:50:00	01/30/2014 10:57:00	ESD EAST OF	1		00:07:00
14-0000061	06/10/2014 10:30:00	06/10/2014 10:30:00	NSD North of	1		00:00:00
Subtotal Count 2						Average Response Time for Incident Type 00:03:30

41 Forest, woods or wildland fire						
14-0000091	10/21/2014 17:56:00	10/21/2014 17:59:00	ESD EAST OF	1		00:03:00
Subtotal Count 1						Average Response Time for Incident Type 00:03:00

43 Grass fire						
14-0000094	11/01/2014 14:45:00	11/01/2014 14:50:00	SSD SOUTH OF	1		00:05:00
14-0000096	11/02/2014 00:22:50	11/02/2014 00:22:58	SSD SOUTH OF	1		00:00:08
14-0000095	11/02/2014 13:27:00	11/02/2014 13:32:00	SSD SOUTH OF	1		00:05:00

Sartell Fire Department Station #242
Average Response Time by Incident Type
Alarm Date Between {01/01/2014} And {12/31/2014}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
143 Grass fire						
Subtotal Count 3						Average Response Time for Incident Type 00:03:23
150 Outside rubbish fire, Other						
14-0000032	03/20/2014 09:50:00	03/20/2014 09:55:00	ESD EAST OF	1		00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
311 Medical assist, assist EMS crew						
14-0000028	03/08/2014 04:04:00	03/08/2014 04:15:00	SSD SOUTH OF	1	W	00:11:00
14-0000031	03/17/2014 19:42:00	03/17/2014 19:47:00	SSD SOUTH OF	1		00:05:00
14-0000057	06/06/2014 19:29:00	06/06/2014 19:38:00	NSD North of	1		00:09:00
14-0000111	12/07/2014 13:17:00	12/07/2014 13:24:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 4						Average Response Time for Incident Type 00:08:00
322 Motor vehicle accident with injuries						
14-0000075	07/20/2014 10:56:00	07/20/2014 11:00:00	SED Southeast	1		00:04:00
Subtotal Count 1						Average Response Time for Incident Type 00:04:00
324 Motor Vehicle Accident with no injuries						
14-0000048	05/18/2014 15:08:00	05/18/2014 15:08:00	NSD North of	1	W	00:00:00
Subtotal Count 1						Average Response Time for Incident Type 00:00:00
350 Extrication, rescue, Other						
14-0000097	11/03/2014 06:27:00	11/03/2014 06:35:00	SSD SOUTH OF	1		00:08:00
Subtotal Count 1						Average Response Time for Incident Type 00:08:00
52 Extrication of victim(s) from vehicle						
4-0000053	05/28/2014 17:03:00	05/28/2014 17:08:00	SSD SOUTH OF	1		00:05:00
4-0000110	12/04/2014 06:26:00	12/04/2014 06:31:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 2						Average Response Time for Incident Type 00:05:00
53 Removal of victim(s) from stalled elevator						
4-0000086	10/06/2014 07:20:00	10/06/2014 07:25:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00

Sartell Fire Department Station #242
Average Response Time by Incident Type
Alarm Date Between {01/01/2014} And {12/31/2014}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
360 Water & ice-related rescue, other						
14-0000056	06/05/2014 18:35:00	06/05/2014 18:40:00	SSD SOUTH OF	1		00:05:00
14-0000070	06/30/2014 11:04:00	06/30/2014 11:18:00	SSD SOUTH OF	1		00:14:00
Subtotal Count 2		Average Response Time for Incident Type 00:09:30				

412 Gas leak (natural gas or LPG)						
14-0000014	01/27/2014 08:34:00	01/27/2014 08:40:00	SSD SOUTH OF	1		00:06:00
14-0000018	02/06/2014 14:03:00	02/06/2014 14:10:00	NSD North of	1		00:07:00
14-0000023	02/21/2014 08:35:59	02/21/2014 08:35:59	ESD EAST OF	1		00:00:00
14-0000038	04/15/2014 07:30:00	04/15/2014 07:37:00	SSD SOUTH OF	1		00:07:00
14-0000047	05/13/2014 13:10:00	05/13/2014 13:13:00	WSD WEST OF	1		00:03:00
14-0000072	07/11/2014 21:03:00	07/11/2014 21:08:00	SSD SOUTH OF	1		00:05:00
14-0000074	07/20/2014 09:35:49	07/20/2014 09:50:00	ESD EAST OF	1		00:14:11
14-0000092	10/22/2014 00:20:20	10/22/2014 00:20:30	NSD North of	1		00:00:10
14-0000102	11/14/2014 10:06:00	11/14/2014 10:11:00	SSD SOUTH OF	1		00:05:00
14-0000116	12/30/2014 17:32:00	12/30/2014 17:38:00	SSD SOUTH OF	1		00:06:00
Subtotal Count 10		Average Response Time for Incident Type 00:05:20				

24 Carbon monoxide incident						
4-0000001	01/02/2014 09:38:00	01/02/2014 09:43:00	NSD North of	1		00:05:00
4-0000013	01/26/2014 14:10:00	01/26/2014 14:20:00	NSD North of	1	W	00:10:00
4-0000050	05/26/2014 09:13:00	05/26/2014 09:25:00	SSD SOUTH OF	1		00:12:00
4-0000103	11/16/2014 16:50:00	11/16/2014 16:57:00	SWWR South of	1		00:07:00
Subtotal Count 4		Average Response Time for Incident Type 00:08:30				

40 Electrical wiring/equipment problem, Other						
4-0000021	02/13/2014 14:41:00	02/13/2014 14:41:00	SSD SOUTH OF	1		00:00:00
Subtotal Count 1		Average Response Time for Incident Type 00:00:00				

42 Overheated motor						
4-0000020	02/13/2014 10:46:00	02/13/2014 10:52:00	SSD SOUTH OF	1		00:06:00
Subtotal Count 1		Average Response Time for Incident Type 00:06:00				

40 Service Call, other						
4-0000019	02/10/2014 11:00:00	02/10/2014 11:07:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 1		Average Response Time for Incident Type 00:07:00				

Sartell Fire Department Station #242

Average Response Time by Incident Type

Alarm Date Between {01/01/2014} And {12/31/2014}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
531 Smoke or odor removal						
14-0000005	01/06/2014 13:22:40	01/06/2014 13:29:00	NSD North of	1		00:06:20
14-0000029	03/14/2014 16:10:00	03/14/2014 16:17:00	SSD SOUTH OF	1		00:07:00
14-0000030	03/17/2014 19:32:00	03/17/2014 19:37:00	SSD SOUTH OF	1		00:05:00
14-0000040	04/21/2014 21:36:00	04/21/2014 21:40:00	SSD SOUTH OF	1		00:04:00
Subtotal Count 4						Average Response Time for Incident Type 00:05:35

554 Assist invalid						
14-0000033	03/21/2014 10:15:00	03/21/2014 10:22:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 1						Average Response Time for Incident Type 00:07:00

555 Defective elevator, no occupants						
14-0000034	03/25/2014 15:44:00	03/25/2014 15:50:00	NSD North of	1		00:06:00
Subtotal Count 1						Average Response Time for Incident Type 00:06:00

600 Good intent call, Other						
14-0000007	01/17/2014 07:45:00	01/17/2014 07:55:00	SSD SOUTH OF	1		00:10:00
14-0000008	01/20/2014 13:48:00	01/20/2014 13:53:00	SSD SOUTH OF	1		00:05:00
14-0000015	01/27/2014 11:57:00	01/27/2014 12:05:00	NSD North of	1		00:08:00
14-0000026	02/23/2014 11:06:00	02/23/2014 11:10:00	NSD North of	1	W	00:04:00
14-0000041	04/22/2014 17:43:00	04/22/2014 17:50:00	NSD North of	1		00:07:00
14-0000042	04/24/2014 16:41:00	04/24/2014 16:50:00	SSD SOUTH OF	1		00:09:00
14-0000044	04/28/2014 20:25:00	04/28/2014 20:30:00	ESD EAST OF	1		00:05:00
14-0000067	06/21/2014 20:59:00	06/21/2014 21:05:00	NSD North of	1		00:06:00
14-0000083	09/06/2014 20:01:00	09/06/2014 20:08:00	SSD SOUTH OF	1		00:07:00
14-0000090	10/18/2014 18:36:00	10/18/2014 18:39:00	ESD EAST OF	1		00:03:00
14-0000099	11/04/2014 17:10:00	11/04/2014 17:20:00	SSD SOUTH OF	1		00:10:00
14-0000107	11/22/2014 14:06:00	11/22/2014 14:12:00	ESD EAST OF	1		00:06:00
Subtotal Count 12						Average Response Time for Incident Type 00:06:40

32 Prescribed fire						
14-0000088	10/15/2014 20:32:00	10/15/2014 20:40:00	SSD SOUTH OF	1		00:08:00
Subtotal Count 1						Average Response Time for Incident Type 00:08:00

00 False alarm or false call, Other						
14-0000045	05/07/2014 09:50:00	05/07/2014 09:50:00	SSD SOUTH OF	1		00:00:00
14-0000054	06/01/2014 18:12:00	06/01/2014 18:19:00	SWD South West	1		00:07:00
14-0000077	07/30/2014 21:26:00	07/30/2014 21:30:00	ESD EAST OF	1		00:04:00

Sartell Fire Department Station #242
Average Response Time by Incident Type
Alarm Date Between {01/01/2014} And {12/31/2014}

Incident	Alarm Date & Time		Arrival Date & Time		District	Stn	Shift	Response
700 False alarm or false call, Other								
14-0000079	08/21/2014	13:11:00	08/21/2014	13:15:00	SSD SOUTH OF	1		00:04:00
14-0000082	09/04/2014	16:42:00	09/04/2014	16:46:00	NSD North of	1		00:04:00
14-0000093	10/27/2014	11:41:00	10/27/2014	11:49:00	SSD SOUTH OF	1		00:08:00
14-0000098	11/04/2014	09:45:00	11/04/2014	09:50:00	NSD North of	1		00:05:00
14-0000104	11/17/2014	11:01:00	11/17/2014	11:06:00	SSD SOUTH OF	1		00:05:00
14-0000106	11/22/2014	13:30:00	11/22/2014	13:45:00	ESD EAST OF	1		00:15:00
14-0000112	12/15/2014	19:37:00	12/15/2014	19:37:00	SSD SOUTH OF	1		00:00:00
Subtotal Count 10			Average Response Time for Incident Type 00:05:12					
710 Malicious, mischievous false call, Other								
14-0000085	10/04/2014	18:35:00	10/04/2014	18:40:00	NSD North of	1		00:05:00
Subtotal Count 1			Average Response Time for Incident Type 00:05:00					
721 Bomb scare - no bomb								
14-0000010	01/22/2014	19:25:00	01/22/2014	19:38:00	SSD SOUTH OF	1		00:13:00
Subtotal Count 1			Average Response Time for Incident Type 00:13:00					
730 System malfunction, Other								
14-0000059	06/07/2014	16:16:00	06/07/2014	16:22:00	SSD SOUTH OF	1		00:06:00
14-0000089	10/16/2014	02:49:00	10/16/2014	02:55:00	SSD SOUTH OF	1		00:06:00
Subtotal Count 2			Average Response Time for Incident Type 00:06:00					
731 Sprinkler activation due to malfunction								
14-0000060	06/07/2014	17:57:00	06/07/2014	18:01:00	SSD SOUTH OF	1		00:04:00
Subtotal Count 1			Average Response Time for Incident Type 00:04:00					
733 Smoke detector activation due to malfunction								
14-0000058	06/07/2014	04:18:00	06/07/2014	04:23:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 1			Average Response Time for Incident Type 00:05:00					
35 Alarm system sounded due to malfunction								
4-0000092	01/03/2014	21:21:00	01/03/2014	21:27:00	SED Southeast	1		00:06:00
4-0000006	01/12/2014	21:16:33	01/12/2014	21:22:00	NSD North of	1		00:05:27
4-0000065	06/20/2014	07:23:00	06/20/2014	07:29:00	ESD EAST OF	1		00:06:00



**2014
POLICE DEPARTMENT
ANNUAL REPORT**

Presented by Chief Jim Hughes to the Sartell City Council on March 23, 2015.

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The background of the slide features a large, light blue, semi-transparent badge. The badge is circular at the top and tapers to a point at the bottom. It contains the text "CITY OF SARTELL MINN" at the top, "SARTELL" in the middle, "POLICE" in large letters below that, and "EST. 1960" at the bottom. The central part of the badge depicts a landscape with a tree, a bridge, and a building.

Sartell Police Department Mission Statement

The Sartell Police Department strives to provide a secure and safe environment for families to live in and for business to prosper in. We are a community-policing-based agency.



**ADMINISTRATION
AND
OPERATIONS**

Sartell Police Department

Administration and Operations

The structure of our department is the police chief, deputy police chief, two patrol sergeants, two school resource officers, one criminal investigator, one gang investigator and nine patrol officers. The department is responsible for responding to the needs of the 16,247 residents, including the influx of 'guests' arriving daily to go to one of our many medical institutions and other commercial properties within our community.

2014 was a difficult year at the police department with a transfer of an officer, death of another and retirement of a veteran officer. Most of 2014 the department worked short 3 patrol officers, which was a huge impact since patrol officers are the primary function is to respond to and investigate crimes they witness as well as those called in by community members and visitors to our community.

The department is also assisted by a full-time clerical/administrative assistant and a full-time police clerk along with an 8 hour per week data entry staff member. The department still outsources some of its transcription services at a cost of roughly \$2,000.00 per year.

In 2014, the department's Initial Complaint Reports (ICRs) decreased over 2013. Reportable incidents increased by 14.2%, and non-reportable decreased by 2.5%. Our current data entry is now approximately one week behind in being entered into the Records Management System (RMS).

Sartell Police Department

As noted below, our calls for service continue to increase as well as the cities population although our patrol officer staffing has remained fairly steady. Between 2000 and 2010, Sartell's population grew 64.7% (from 9,641 people in 2000 to 15,876 people in 2010). That made Sartell the 41st fastest growing city in the state. Sartell is the 67th largest city in the state of Minnesota, but if you remove those cities that are located in the 7-County Twin Cities metropolitan area, Sartell is the 17th largest city in Greater Minnesota.

Staffing

	2010	2012	2013	2014
F/T Non Sworn	1	1	1	2
Sworn Officers	16 (as of Sept.)	17	17	14 (3 short most of year)
Part Time Employees	1 .5*	1 .5*	1 .5*	1
Reserve Officers	7	8	12	9

- *indicates the .5 employee averages about 12 hrs week

Initial Complaint Reports

2011	2012	2013	2014
10,315	10,419	11,618	11,478

Sartell Police Department

In 2010 from the time an officer was dispatched to a priority one call for service to the officers' arrival was 5.35 minutes. In 2011 that number increased to 5.85 minutes, an increase of almost 30 seconds. The difference between 2013 and 2014 was from 6.34 minutes to 6.96 minutes. Between 2010 and 2014 the time from officers receiving a priority call to arrival to it increased by 1.61 minutes. Priority one calls require a quick response by law enforcement to prevent further harm to the victim or other members of the public. There are 32 calls for service that are listed as priority one. Some of these priority one calls are crashes with injuries, dead body, medical alarm, assault in progress, medicals, robbery and suicide attempt. Included in the documents are comparison times to various points from one end of our city to another that were conducted in 2009 and again updated in 2013. For the most part, the response times did increase.

On the following pages you will find numerous reports and graphs breaking down the calls in various aspects. Included you will also find the Computer Aided Dispatch report for the full year of 2014. You see a form of this that is provided with the monthly activity report at the council meetings.

Included are the total Part 1 crimes for 2012, 2013 and 2014 which does show an increase in the activity we've experienced for the various types of calls. As a reminder, Part 1 crimes are those reported monthly to the FBI which uses that information from departments nationwide to track the crime trend. Part 2 crimes and their totals for 2012, 2013 and 2014 are also included for your review.

The police department continues to strive to be the best that it can be and to continue the services we offer to allow us to have a relatively low crime rate for a city our size. We know that the many outreach programs we have build a better relationship with the community and we continue to try to remain proactive.

Sartell Police Department

Training

The Minnesota Board of Peace Officer Standards and Training (POST) is the licensing agency for all Minnesota law enforcement officers. There is a mandatory 48 hours of continuing education required every 3 years to maintain a peace officer license. Over the years our department has sent officers to 'train the trainer' classes to become instructors for a specific area of required training. We currently have instructors for Taser, rifle, handgun, SFST (standard field sobriety testing) and PPCT, which is our defensive tactics training. We also have our firearms instructors trained as Glock technicians so they can work on our Glock issued handguns should the need arise for a repair.

The metro police departments have also worked on and adopted the same rifle and handgun qualification course. This allows officers from the other metro departments to make up their range qualifications should they miss the assigned training at their respective departments.

Although much of our training is done within the department with our instructors, some of the required training and other specialty training requires us to go to other departments or locations within the state to complete the training.

In 2014 the departments officers put in approximately 1,333 hours of training to remain certified in various aspects of their work as well as enhance their learning and abilities in other areas.



2014 DEPARTMENTAL TRAINING

During 2014 the licensed officers of the Sartell Police Department attended approximately 1,333 hours of training. This does included our two new hires, Officer Matthew Gray and Ross Rooda on July 2014. Also Officer Joe Schmitz, Dan Whitson, and Dan Miller.

In the course of this year we lost Officer Joe Schmitz to an unexpected death. Officer Jason Thompson transferring to Waite Park PD, and Officer Dan Whitson retiring in June, 2014, and Officer Dan Miller who transferred to Meeker County Sheriff's Office.

As usual, much of this year's training involved patrol and public safety coursework. Tactical and duty related classes included topics such as:

- Child Passenger Safety Program
- Crime Free Multi-Housing
- Use of Force
- Tactical Defense Methods
- First Responder Certification (Officer Gray)
- Advance Driving Course Training & PIT
- Field Training Officer
- Firearm Instructor Course
- Defensive Tactical Instructor course
- Data Master Recertification
- School Resource Officer Training

While many courses indirectly involve liability issues and therefore address to some extent managerial concerns, relatively few courses involved solely management topics. Those that were relating primarily to administrative issues included The Leadership Academy, E-Charging, and a variety of managerial courses provided during the Minnesota Chief's of Police Executive Training Institute.

SUBMITTED BY OFFICER SHELBY LANE
Sartell Police Department Training Officer

Officers Broda, Cooper, Lyon and Lester continued to conduct most of our in-house training relating to Use of Force and Firearms Training, including the annual training with the Taser X-26. Officer Broda, Lester, and Rooda will be recertified as a PPCT Defensive Tactics Instructors for 2015. Half of the tactical defense methods work is accomplished at the Sartell police station. All of the firearms training occurred at St. Cloud Police Department's outdoor range.

We again utilized on-line training to complete the state mandated annual use of force classroom requirement.

SUBMITTED BY OFFICER SHELBY LANE
Sartell Police Department Training Officer

**SARTELL POLICE DEPARTMENT
2014 YEAR END FIREARMS/DEFENSIVE TACTICS
INSTRUCTOR REPORT**

Officer Thompson left our department earlier this year. Sartell Officer Jarod Cooper was sent to firearms instructor training. Cooper is now our second firearms instructor.

Firearms training started in May of 2014. Our first qualification shoot was held at the St. Cloud Police Department outdoor range. All officers went through our metro department qualification course for handguns. Officers shot 50 rounds from different positions. Officers were required to shoot a minimum score of 80%. Officer Cooper and I qualified all of our officers. The training was approved for P.O.S.T. credits, which all officers received. Officers also qualified with the department less lethal firearm, which fires a bag filled with small shot. Officers also shot the other firearms available to our officer's for familiarization. These firearms were a .22 cal handgun and .22 magnum scoped rifle.

July of 2014, our department conducted the M-16 Familiarization Course held at the St. Cloud Police Department outdoor range. This was done to re-familiarize ourselves with the M-16 rifle. Each officer shot a total of one hundred rounds of ammunition with different shooting situations. This course also gave each officer practice with the care and cleaning of the rifle. This training was approved for P.O.S.T. credits, which all officers received. I was assisted by Officer Cooper who ran a handgun challenge course while I conducted the M-16 Familiarization course.

Sartell Officer Rob Lyon was sent to Taser instructor training and is now our second Taser instructor.

Officer Lyon and I trained the department on the use of the Taser which is required yearly. During this training Lyon and I conducted scenario based training and worked on decision making skills pertaining to use of force. All officers successfully completed this training.

In September 2014, we qualified on the use of our M-16 rifles at the St. Cloud police department outdoor range. All officers went through our metro department qualification course for rifles. Officers were required to shoot a minimum score of 80%. Officer Cooper and I qualified all of our officers. The training was approved for P.O.S.T. credits, which all officers received.

In November 2014, our qualification shoot was held at the St. Cloud Police Department outdoor range. This was a cold weather and darkness shoot, which is required to fulfill our Minnesota P.O.S.T Board training objectives. During this training, officers are required to shoot from different distances wearing winter clothing and gloves. Officers

used lighting available at night, from their squad light bar and the use of their flashlights. Officers were required by P.O.S.T. board to shoot a score of 70% to pass. Officer Cooper and I qualified all of our officers. This training was approved for P.O.S.T credits, which the officers received.

We used approximately 6500 rounds of ammunition this year for training.

Our defensive tactics training was completed fulfilling the Minnesota P.O.S.T. Board training objectives in regard to the use of force. This applies to the officer's proficiency with unarmed control measures (handcuffing, weapon retention and empty hand techniques), Proficiency with intermediate force weapons (expandable batons and chemical aerosols) and readiness aspects of use of force. We are receiving P.O.S.T. credits for the majority of the training.

Submitted: 02/14/2015

Inv. Tim Broda
Sartell Firearms, Taser, and Defensive Tactics Instructor

Officer Jarod Cooper
Sartell Firearms Instructor

Officer Rob Lyon
Sartell Taser Instructor

Sartell Police Department

Safety Committee

The safety committee consists of six members affiliated with city departments and meet on a quarterly basis. The committee rotates where they meet and when they do they complete a safety check of the building, looking for any safety issues. They also review first reports of injury, with the personnel information redacted from it, to offer suggestions to see if the accident can be avoided in the future. The League of MN Cities conducted a safety audit of the police department and we implemented some of the areas they pointed out such as a safety officer assigned to oversee our trainings to ensure everyone is operating in a safe environment.

Alcohol/Tobacco Compliance Checks

Compliance checks are completed twice per year to ensure that area businesses are doing what they can to keep tobacco and alcohol out of the hands of our youth. In all instances, there is no notice ahead of time that we will be doing compliance checks. There are currently 16 businesses licensed to sell tobacco in the city. In 2014, there were four violations during the first tobacco compliance check and no violation in the second check.

One alcohol compliance check was completed of the 15 licensed businesses in the city. There were four failures in that check. When a new license holder applies for a liquor license, the police department representative meets with them and provides essential information to assist them in not failing these checks. The most common reason for violations is not taking the time to look at the ID of the buyer which says that the person is 'under 21'.

SARTELL POLICE DEPARTMENT SAFETY OFFICER 2014 ANNUAL REPORT

The City of Sartell Safety Committee includes six members affiliated with City departments. The committee consists of Becky Wicklund (city hall), Ryan Fitzthum (fire department), Jeff Bemboom (public works), David Preusser (maintenance), John Kothenbeutel (maintenance) and me, Jill Lundquist (police department). We meet on a quarterly basis at a city department building, and rotate on meeting locations.

The first meeting was held on March 4, 2014. We met at City Hall. We did not locate any safety issues while touring the building. There was no first report of injury to discuss. New lockers were installed at the fire department for their equipment and gear. The fire department also received six (6) light-up cones and an "accident ahead" sign from the State Fire Marshal's office that will be used during traffic crashes. The department is discussing the installation of an eye wash station for safety of the fire fighters. The department also requested anti-slip surface for the floor by the front bay door and south door of the building. The fire department is also looking at purchasing radio charges so each fire fighter would have an assigned radio located in their locker instead of grabbing a radio off of the fire truck. They are also wanting to remove the safety vests from the fire trucks and placing them on individual turn out gear. This would provide the fire fighters an advantage of already having it on while responding to a traffic crash or fire. The police department was looking into purchasing road flares to use during traffic crashes. This would assist in road closures, re-routing traffic or directing traffic around emergency vehicles. The flares would be used along with the safety cones to create a more effective and safe area. The committee members also discussed an AED that should be purchased for the pool area during the summertime. It was decided the City would obtain a grant or funds to purchase this AED. There was no other new business.

Our second meeting occurred on May 29, 2014. We met at the Fire Department. We did not locate any safety issues while touring the building. We discussed the first report of injuries that were reported. There was an AED that needed a replacement battery in the break room of the water treatment plant. City staff was going to purchase an eye wash station at the fire department. The fire department will also look at ways to improve the safety of their training while using the ladder truck. The police department received road flares, which were placed in each individual marked squad car. There was no other new business.

The third meeting took place on September 18, 2014. We met at the South West Water Treatment Plant. We did not locate any safety issues while touring the building. We discussed the first report of injuries that were reported. Maintenance had the only new business, as we discussed clutter around the shop area and hazards it can cause. The AED in the Utility Shop also had a battery replaced. There was no other new business.

Our fourth and final meeting took place on December 4, 2014. We met at the Maintenance Garage. We did not locate any safety issues while touring the building. There was no first report of injury to discuss. The eye wash station was successfully installed in the fire department and is operative. There was a reminder to all fire personnel to be wearing their safety vests while working out on the street during calls for service. The police department received a protective case that was placed over a television in their training room for safety measures. The committee members discussed webinar training with FirstNet Learning, which is accessible for city employees. The members were invited to MNOSHA/OSHA Inspection training that will be held on March 5, 2015, at Sartell City Hall. There was no other new business.

At each meeting, the committee reviews the first reports of injury and offers suggestions so similar events do not occur again. Each report has to be signed off by the committee member and Supervisor after completing an investigation of the incident in which the injury occurred. The committee works alongside OSHA to keep their policies and regulations met. The committee strives to offer suggestions to ensure safety for city employees and for the community as a whole.

Respectfully submitted,

Jill N. Lundquist #7913
Sartell Police Department
Safety Officer

ALCOHOL COMPLIANCE CHECKS
ANNUAL REPORT
2014

On 12-08-2014, I, Officer Mathews completed a round of alcohol compliance checks with Jordan Miller, a minor hired to attempt purchases.

Businesses who failed the compliance checks:

- The new Benton Mini Serve
- Sartell Liquor
- Coborn's Liquor
- Sam's Club Liquor

Businesses who passed the compliance checks:

- Great River Bowl
- Winner's
- Riverboat Depot
- G- Allen's
- Blue Line
- House of Pizza
- Westside Liquor
- Walmart

Businesses that were closed:

- Blackberry Ridge Golf
- Anejos
- Pine Ridge Golf

Only one round of alcohol compliance checks were completed due to being short staffed from early spring up until the end of the year. Of the four failures, three of the employees had less than a year with their current employers. These three had not previously sold alcohol in their prior jobs and had no prior record of serving or selling alcohol to minors. The fourth violation was by an experienced employee who also had no prior violations. None of the four asked for identification or age before selling alcohol to my buyer.

Based on my communications with owners and employees, they all take the compliance checks seriously. All strive to pass the compliance checks and work towards having zero sales towards minors in their establishments. I have noticed a pattern in these checks and past checks that the employees who typically sell alcohol to minors have less than a year of experience and have no formal server training.

Tobacco Compliance Checks

Annual Report 2014

Officer Kari J. Bonfield

Two separate tobacco compliance checks were conducted on Sartell businesses in 2014. The first check resulted in twelve (12) passes out of sixteen (16) businesses. The second check resulted in sixteen (16) passes out of (16) businesses.

The first tobacco check was conducted in July 2014. The 17 year old compliance checker entered the Sartell businesses which carry tobacco license. The businesses that passed, all clerks either correctly entered the birthday on the driver's license or caught the date of birth by just looking at the license. The ones that failed, did not enter the license or entered a "of age" birthday.

During the first check, the following businesses passed:

- Holiday (7th St location)
- Coborns (1st Ave location)
- Sartell Liquor
- Blackberry Golf
- Super America
- Coborns Liquor
- Quik Trip/Cenex
- Westside Liquor Express
- JM Speedstop / BP
- WalMart / Sams Club
- Walgreens

The following businesses failed this check:

- Coborns-- (Pinecone South location)
- Country Store and Pharmacy
- Holiday (Riverside location)
- Family Dollar

The second compliance check was conducted in November 2014. The same businesses were checked. Again, the 16 year old compliance checker provided his driver's license to all businesses. All businesses passed this check.

During the first check, the following businesses passed:

Holiday (Riverside location)
Coborns (1st Ave location)
Holiday (Pinecone location)
Sartell Liquor
Super America
Blackberry Golf
Family Dollar
Coborns Liquor
Quik Trip/Cenex
Westside Liquor Express
Country Store and Pharmacy
Wal-Mart / Sams Club
Walgreens
Coborns Superstore
JM Speedstop / BP (Pinecone)

Sartell Police Department

Motor Vehicle Fleet

The department's motor pool consists of 16 vehicles ranging from a Polaris snowmobile, marked squad cars, investigative vehicles to our mobile command center. Some of the vehicles have been obtained through forfeiture, donation or purchase by the city.

The department's fleet officer does maintain records of both minor and significant repairs to our fleet. This is done in an effort to ensure that the proper vehicles are rotated out of service when the mileage becomes too high and/or the repair costs run high.

For the last several years, officers have been able to request vehicle service/repairs via the web. An electronic form is completed and it e-mails itself to the city mechanic, PD fleet officer as well as our secretary so they are aware of what cars may be out of service.

Police Property Officer

We currently have one officer assigned to track equipment and property that the department owns, has forfeited, or is found property in which we cannot locate the owner. This allows us to track serial numbers of equipment, dates purchased, costs, etc. The software program purchased to do this is essential in tracking the items appropriately, especially the equipment housed in each one of our squad cars. The property officer is provided information when something is received to enter into the database and to remove items the department no longer owns because of replacement, sale, etc.



Sartell Police Department Annual Vehicle Maintenance Report (for period ending, December 31, 2014)

During the year we continued with routine maintenance and minimum part replacement. We had no major repairs. We also replaced squads 10 and 11 with new Ford Police Utility vehicles.

For 2015 we anticipate to replace squads 8 and 14 with new Ford Utility vehicles, making squad 14 into a Community Service Officer vehicle and rotating squad 12 out of the fleet.

The Sartell Police Department has the following vehicles in service:

Squad #1:	2006 Dodge Stratus, assigned to Chief.	(44,374 mi.)
Squad #2:	2008 Chevrolet Impala, assigned to Investigations.	(66,783 mi.)
Squad #5:	2008 Chevrolet Impala, assigned to SRO.	(106,830 mi.)
Squad #6:	1998 GMC Safari DARE Van assigned to SRO.	(57,089 mi.)
Squad #7:	2013 Ford Police Utility, assigned to general patrol	(20,681 mi.)
Squad #8:	2011 Chevrolet Tahoe, assigned to Sergeants.	(53,653 mi.)
Squad #9:	2013 Ford Police Sedan, assigned to general patrol.	(30,922 mi.)
Squad #10:	2014 Ford Crown Victoria, assigned to general patrol.	(69,866 mi.)
Squad #11:	2014 Ford Crown Victoria, assigned to general patrol.	(82,129 mi.)
Squad #12:	2010 Ford Crown Victoria, assigned to administration.	(64,151 mi.)
Squad #13:	2008 Chevrolet Tahoe, assigned to Deputy Chief.	(85,050 mi.)
Squad #14:	2013 Ford Police Utility, assigned to general patrol.	(40,542 mi.)
Squad #15:	2013 Ford Police Utility, assigned to general patrol	(26,841 mi.)
Squad #29:	1994 F-350, assigned as a Mobile Command Center.	(220,332 mi.)
Squad #30:	This vehicle is assigned to the Gang Task Force Officer	
Squad #32:	1994 Polaris Indy 500	(8,798 mi.)

Respectively submitted,

Deputy Chief Dale E. Struffert,
Fleet Manager

Police Property

Property Officer: Jarod Cooper

In 2014 the police department purchased two new Ford Police Interceptors. The new vehicles were assigned to the patrol division, and they replaced older models. New cage partitions were purchased for the new model vehicles.

Ten new X26P Tasers were purchased to replace the existing X26 Tasers that were discontinued. The existing Tasers were reassigned to the Sartell Reserve Officers.

A digital speed trailer/message board was purchased.

Three new officers were hired to fill openings and initial issue uniforms were purchased. Other needed equipment was reissued from the previous employees.

A Samsung Blu-ray Disc Player/DVD Player was purchased for the training room.

An ELSA unit for anytime-anywhere mobile interpretation was purchased.

Sartell Police Department

Evidence Manager

One supervisor is assigned the task of tracking all incoming evidence for the department. This includes photographs taken at crime scenes, evidence taken at crime scenes, squad video system and interview room video system. This supervisor records evidence into a database, places it accordingly on shelves within the evidence room. He then removes it for court appearances as well as sale, disposal or return after the court case is completed. It is a very time consuming process, but a very important one for the department to do correctly.

Crime Free Multi-Housing Program

The program is a partnership between the police department, owners/managers of properties and the residents to keep illegal activity out of our community. Currently in Sartell there approximately 242 rental properties consisting of 2,354 rental units, which range from single family homes to large complexes. Currently approximately 122 of those properties are fully vested in the program.

Grants and Donations

The department routinely seeks grants and donations to assist with some of the department's programs and other needs. In 2014 the department received equipment such grilling supplies, bike helmets and monetary funds for Cookout with Cops. In 2014 the department received monetary donations that totaled \$9,655.00 and equipment/goods in the amount of \$316.48 for a total of \$9,971.00.

2014 YEAR END REPORT

CRIME FREE MULTI-HOUSING

One of the concepts of community policing is to encourage the community to become involved in crime prevention. This is accomplished by the development of several crime prevention programs, one of which is Crime Free Multi-Housing.

The crime free program is a partnership between the Sartell Police Department, the owners/managers of properties and the residents to keep drugs and other illegal activity out of our community. The crime free program is an international program that began in Arizona. The program is currently offered in 44 states, Canada, England, Finland, Japan and Puerto Rico.

There are approximately 242 rental properties consisting of 2354 rental units in Sartell. Currently there are approximately 122 rental properties that participate in the Crime Free Program. Our goal is to get all properties to participate. There are three phases in this program.

Phase one consists of a four or eight hour training program for the managers and owners. In 2009 the city made it mandatory for all property owners/managers to get this training by June 30, 2010. The eight hour training program is for all properties that have more than two rental units. The four hour training program is for single family units such as a person renting their home while attempting to sell it. This phase only needs to be completed one time and can be taken anywhere in the nation. In 2014, we offered one eight hour class and two four hour classes. This phase take approximately 15 hours to put together a eight hour class and ten hours to put together a four hour class. This includes preparation, mailings and phone calls.

Phase two consists of an inspection of the property. This phase is to ensure that each complex has the basic security measures such as door peep-holes, dead bolts, window locks and proper security lighting. Phase two takes approximately twenty minutes for single family homes and up to an hour for large complexes.

Phase three consists of tenant meeting where crime prevention measures are discussed. This phase is a great way for officers to get to know the residents. This phase must be done on an annual basis. This phase takes anywhere from ten minutes to an hour. A lot depends on the number of tenants attending and includes question/answer portion.

It should be known that phase two and three are voluntary but necessary for free background checks and Annual Rental License fee reductions.

One of the most useful tools of the Crime Free Program is the use of the Crime Free Lease Addendum which prospective renters are required to sign. By signing this document, renters are agreeing that they will not be involved in ANY criminal activity on or near the property. Violators are subject to immediate eviction, regardless of whether or not the criminal activity resulted in an arrest or issuance of a citation. Background checks are an integral part of the program. Our office will be providing free background checks for all properties that have completed all three phases. The Police Department's Secretary, Kelly Hanson, completes these background checks. In 2014, Kelly performed approximately 630 background checks on perspective renters. Background checks can be an extremely effective way of weeding out the undesirable renters.

On August 5, 2014 we participated in the National Night Out Event. This is an annual program that is held on the same night throughout the Country. This event is designed to have several purposes. It heightens crime and drug prevention awareness. It strengthens neighborhood spirits and provides a police-community partnership. This year we had approximately ten neighborhoods participate in the event. One particular neighborhood had games, food and rented a bouncy house for the kids. It was a fun way for our officers to meet and interact with the residence.

It is impossible to live in a totally crime free society but with this program hopefully we can deter crime from happening in our rental properties.

Officer Rob Lyon.

Total Monetary Donation: \$9,655

Total Equipment/Goods Donation: \$316.48

Total Donation: \$9,971

Note: Above does not include the quarterly grant reimbursement payment of \$8,250.00 for the Gang Strike Force officer as the reimbursement is split amongst the involved funding cities.

Sartell Police Department

Investigations

Our investigative unit is comprised of two officers. Both receive additional specialized training to assist in the development of their investigative techniques and abilities. One is assigned specifically to criminal investigations. The investigator's role in this position is to work on the criminal cases that can be quite lengthy in nature and often times require follow up with other departments within other communities. The investigator will also assist the patrol division on cases in which they need assistance in evidence collection, photography, casting of imprints, etc. In 2015 we will begin looking to have others attend specialty training to assist when necessary with larger, more in depth criminal investigations.

The gang investigator is part of the Central Minnesota Violent Offender Task Force (CMVOTF). The CMVOTF works both gang and drugs and is comprised of officers from Stearns, Benton, Todd, Morrison and Sherburne counties as well as officers from Sartell, Little Falls and St. Cloud Police Departments.

Sartell Police Department

Patrol Unit

The Patrol Unit, at full staffing is comprised of 9 patrol officers and 2 sergeants. Their role is to be the first to respond to calls for service when they are reported to the police department and to provide active patrol of the community. Most calls for service require only one officer to respond, but on more severe calls such as in progress crimes, domestics, assaults and medicals, more than one officer responds for the safety of both the citizens and the officers.

Our patrol officers do their best not to be only reactive, but also to be proactive within the community while on patrol. This includes conducting business checks, house watches and targeted traffic enforcement details throughout the community.

Officers also are present at special events which are held throughout our community. These events include: Summerfest, Apple Duathlon, Cookout with Cops, homecoming parade, high school sporting events and many 5k walk/runs.

Specialized Traffic Enforcement

The department continues to partner with several area cities to work specific traffic enforcement details through a grant formerly known as Safe & Sober. The new unit is called the C.R.A.S.H. Task Force (Central MN Reduction of Accidents for Safe Highways) is a pooling of Safe & Sober, H.E.A.T. and NightCap. Officers working this detail are required to wear high visibility traffic vests and focus on specific problem areas throughout the county that are targeted for extra enforcement. In 2014, Sartell officers worked 215 hours which were reimbursed with grant dollars.



TOWARD ZERO DEATHS

In 2014 the Sartell Police Department continued its partnership with several area cities to work traffic enforcement through a grant formally known as Safe & Sober. High visibility traffic details with several officers from multiple jurisdictions worked overtime patrol funded by grant money. The C.R.A.S.H. task force (Central MN Reduction of Accidents for Safe Highways) was put into place in 2008. A pooling of different grant monies, Safe & Sober, H.E.A.T., and NightCap (highway patrol) were used to spread the amount of special traffic details over a longer period of time throughout the year. Officers working the detail are required to wear high visibility traffic vests denoting "DWI TASK FORCE." Specific problem areas throughout the county are targeted and several officers are assigned to work these areas. Portable signs warning motorists are displayed telling drivers they are entering a DWI Zone. Media releases are issued and warn drivers of the details.

Studies by the Minnesota Office of Traffic Safety have stated drivers often return to their bad driving habits only minutes after seeing a police officer out on a traffic stop with another vehicle on the side of the roadway. This new strategy places several officers working a detail in a limited stretch of roadway. Officers wear vests that are easily identifiable by passing motorists. Signs warn drivers of the enforcement detail. Media assists with warning the drivers. This approach is felt to have a larger and longer impact on a driver's behavior. Our goal needs to change from just catching drivers who are drunk, to stopping drunks from driving.

In 2011 the project name of Safe & Sober was replaced by Toward Zero Deaths (TZD) to better reflect the overall goals of the program. The goal of having zero traffic related deaths encompasses more than just arresting drunk drivers, but also includes distracted drivers as well.

The Sartell Police Department is 1 of 16 agencies working under the Central MN TZD Grant. In 2014, officers from these 16 agencies worked 5,183 hours, 9,206 stops were made with 3,063 citations issued, and 253 arrests were made.

Below is a simple look at the Toward Zero Deaths campaign worked by Sartell Officers.

Contacts	Hours Worked	Seatbelts	Speed	Other Citations	Warnings
341	215	16	31	55	321

Prepared by:
Sgt. Wayne Schreiner



VOLUNTEER PROGRAMS

Sartell Police Department

Volunteer Programs

Police Reserve Unit

The Police Reserve Officers are an invaluable part of our police department. They provide many hours a year assisting with parking violations, bike patrol, clerical assistance, security for special details and ride-along patrols.

In 2014 the 9 Reserve Officers volunteered a total of 2,968.5 hours. Their volunteer hours were valued at over \$72,000.

Retired Senior Volunteer Program (RSVP)

The department has used RSVP volunteers to assist with the scanning of documents into the Records Management System (RMS). These volunteers have also assisted with our Cookout with Cops. We will continue to look at using these volunteers where available within the department.

Central Minnesota Emergency Services Chaplaincy Program

The department has two chaplains assigned through the program. The chaplains volunteer in an on-call capacity, assisting with death notifications, at scenes of traumatic events and to provide emotional and spiritual support for our officers.

RESERVE DIVISION

RESERVE DIVISION

The Sartell Police Department Reserve Officer Division currently is staffed by nine volunteers. Each reserve officer routinely assists the department by performing many duties throughout the year. Some of these duties include ride-along patrols, bike patrol, staff meetings, officer training, administrative assistance, reserve officer patrol, and security for special details.

We are currently in the process of adding reserve officers to our department and hope to have them trained and assisting the department in the next month or two. The loss of the reserve officers we had were due in a large part because they obtained other full time jobs. We do expect to have some turnover in the reserve program because we like to put on a mixture of reserves. We put on some that are in school and look for a learning experience along with people from the community that have had an interest in law enforcement, but not as a full-time job.

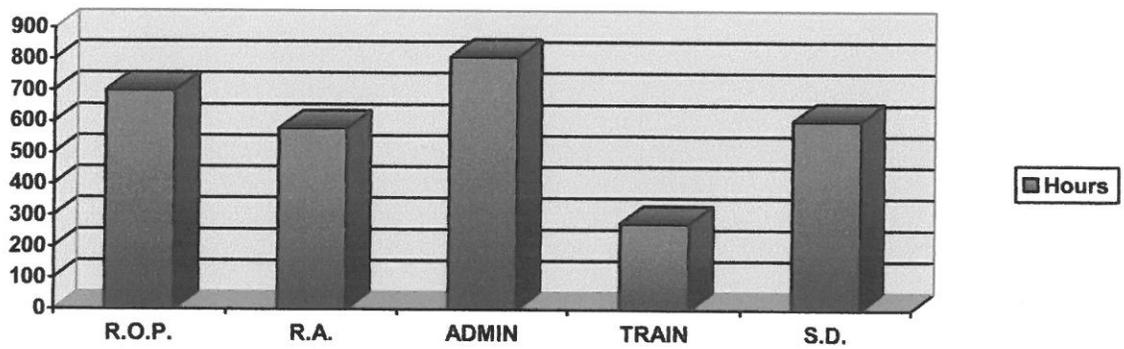
The volunteers of the reserve officer division work under close supervision of the police division. Officers assist with law enforcement, crime prevention, emergency medical response, public assistance, and community events.

Reserve Sergeant Todd Ackerman continues to be a huge help to myself in running the program. He has assisted me in lining up reserve officers to assist in special events like Summerfest, the Apple Duathlon, and Firefest to name a few. He also keeps track of the many hours that they put in with the department.

In 2011 a total of 1,402 hours were volunteered. In 2012 a total of 2,424 hours were volunteered by our reserve officers. In 2013 a total of 2,968 hours were volunteered by our reserve officers. This increase in hours was due to, in a large part, increasing our reserve unit from eight to twelve reserve officers. Also, I believe that we have a very dedicated, hard-working group of reserve officers. In 2014 a total of 2,968.5 hours were volunteered by our police reserves. This surprisingly was the same as 2013 with fewer reserve officers which meant they each put in more hours then the year before.

The state associates a rate of \$24.31 per volunteer hour. The Sartell Reserve division's volunteer hours for 2014 were valued at over \$72,164.24.

The graph below shows a breakdown of those hours.



Key: R.O.P= Reserve Officer Patrol, R.A. = Ride Along, ADMIN= Administration, TRAIN= Training, S.D. = Special Details

Prepared by:
Sgt. Kelly R. Mader

The image features a light blue, vertically oriented patch with a dark grey border. At the top, an oval contains a scene with a tree, a person, and water. The text 'CITY OF SARTELL' is arched above the oval, and '1907' is below it. Below the oval, the words 'SARTELL' and 'POLICE' are printed in large, bold, sans-serif letters. At the bottom, 'EST. 1960' is printed in a smaller font.

**COMMUNITY
OUTREACH PROGRAMS**

Sartell Police Department

Community Outreach Programs

Metro Citizens Police Academy

This eight week (32 hr) course is sponsored by the metro area police departments. It is our effort to assist the community in better understanding police training, procedures and philosophy. Officers from the involved departments facilitate the classes and teach their various areas of expertise. Besides the classroom portion of the academy, students also are involved in hands on training involving firearms, handcuffing and defensive driving.

Neighborhood Watch

The city has several Neighborhood Watch groups within the community. Those blocks participating in the program are posted with signs indicating they are part of the program and will report suspicious activity to the police. Part of becoming an official Neighborhood Watch program requires that a certain percentage of those involved participate in the Operation ID program.

Shop with a Cop

This program began for us when Walmart built in our community. Our officers shop with an underprivileged youth at the store. The youth are provided a \$50 gift card to spend on themselves or their family around Christmas. This is our fourth year of participating and the officers have a great time with the kids.

Sartell Police Department

Seniors And Law Enforcement Together (SALT)

Once a month the police chief meets with senior citizens at the police department to discuss public safety issues. Seniors provide a different view of public safety issues that may not be noticed by most. At times special speakers present not only on crime related concerns, but also on what is happening within the community on various levels. The SALT committee has been instrumental in the following areas: increased lighting near Perkins, Metro Bus coming to the city, Cookout with Cops, Coffee and Conversation, Senior Shred and Drug Drop off Day and the lighted warning crosswalk on 1st St NE to name a few. Notes are completed after each meeting with what was discussed and are sent to the committee members.

Coffee and Conversation

This began several years ago when I spoke with the SALT committee about the pockets of seniors within the community, many of whom didn't know the others existed. The committee said that seniors have no place to meet within the community to talk. After holding the gathering at Paula's Café, it was moved to Country Manor after the café closed. Now it is a time for seniors to enjoy coffee, rolls and camaraderie. Often times a guest speaker will talk about various interests to the seniors. The chief of police will often attend these gatherings to offer public safety updates.

Sartell Police Department

Child Restraint Inspections

One of our officers is trained as a Child Passenger Safety Technician and takes part in several safety seat clinics held throughout the year at the Gold Cross Ambulance base in St. Cloud. The officer also does individual seat inspections at our police department. In 2014, there were 12 inspections completed which was down from 44 in 2013. Of those, 72% were installed incorrectly or the child was secured into the restraint wrong.

WHALE Program

We Have A Little Emergency (WHALE) is a child safety seat occupant identification program. Information about a child is affixed to a child's car seat. If there is ever a motor vehicle crash and the driver is injured and can't identify the child, it will provide information about the child such as name, medical issues and emergency contact information. Having it affixed to the car seat ensures that no matter if it is a grandparent, parent or friend who has the child, information will always be readily available. This program has been in effect with our department since about 2000 with assistance from CentraCare Health Foundation.

2014 YEAR END REPORT
CHILD PASSENGER SAFETY



I, Officer Jill Lundquist, am a licensed Child Passenger Safety (CPS) Instructor. I instructed one CPS Technician class in the fall at the Sauk Rapids City Hall. I conducted 12 individual child restraint inspections at the Sartell Police Department. Of those 12 seats, 72% were misused. This means the child restraint was installed incorrectly, or the child was secured into the restraint improperly. One seat was uninstalled at the time of inspection.

I am an active member of the St. Cloud Area Child Passenger Safety Collaborative. We meet quarterly at Gold Cross Ambulance in St. Cloud. I took part in a few clinics at Gold Cross throughout the year. At the clinics, I inspected child restraints and signed off on seat checks as an instructor. I also taught one CPS class, which was three days, at Sauk Rapids City Hall.

I am a member of the MN CPS Advisory Board. We had quarterly meetings across the metro area. As a board, we presented and organized various breakout sessions at the Toward Zero Death (TZD) conference in Duluth. We also submit a quarterly CPS News Letter to current instructors and technicians throughout the state.

Respectfully Submitted,

Jill N. Lundquist #7913



Sartell Police Department

Cookout with Cops

This was the sixth year of our cookout which averages about 250 seniors. The department wanted a way to pull together the seniors in our community and allow them to interact with officers on an occasion when they are not in need. The event is free to Sartell residents 55+ and is held annually. Health and personal safety seminars are provided during the event. Officers who work the event volunteer their time and the goods for the event are obtained through donations and grants. It costs about \$1,000 to put on the event.

Police Activities League (PAL)

The program is held from June through the July yearly on Tuesday and Thursday nights at Val Smith Park and entered its 19th year. It is for ages 5-15 and offers a variety of activities from crafts to dodge ball. The program allows interaction among the police officers working the event and the youth that attend. It allows the youth to see the officers, who are out of uniform, as a person and which allows the building of better relationships. Each night the average attendance is around 120. The department also has Teen PAL. This program is a little different in that the School Resource Officers (SROs) and teachers identify youth that may have some personal issues or are at high risk. This program is smaller, usually 8-10 teens, so more one on one can occur between the teens and the officer.

Sartell Police Department

Welcome Packets

Our department has been involved in the delivery of packets of information to new members of our community for some time. These 'welcome packets' contain a wealth of information about the city including contact information, ordinance information, where to vote, etc. The first contact most people have with law enforcement is usually with us acting under the authority of our badge, so to have the first contact be a welcome to the community type contact builds relationships quite quickly. With increase in service type calls, this function has fallen on the reserve officers to fulfill.

Facebook and PD Website

Our department utilizes social media to get information out to the public as well as placing a lot of information on our website. The department currently has 2,177 'LIKES' on Facebook and when something is posted on the site we can see how many people have viewed and/or shared the information. Some of our crime related photos, press releases and other information have been viewed by more than 174,000 persons.



**SCHOOL RESOURCE
OFFICERS**

Sartell Police Department

School Resource Officers

We have two officers assigned as School Resource Officers (SROs) to District 748, with one officer assigned to the high school and the other to the middle school. Both officers will deal with issues arising at either of the elementary schools as well. It's not that our schools are not safe, on the contrary, the presence of the officers adds to the secure feeling a student should have while at school. The SROs also do an outstanding job of building relationships between the youth, school district and the police department.

Again in 2014, the two school officers tracked their activity daily via a checklist of activities that they performed for the day/week. Many of the duties they perform may not entail having to write an official report, yet needed to be tracked for statistical purposes. They track administrative meetings down to truancy issues. In 2014 they documented participating in 1,404 various activities.

During the school year the SROs are full-time in that capacity, but during the summer months, the SROs run our PAL program. They also respond to calls for service as patrol officers.

Drug Abuse Resistance Education (DARE)

The DARE program continued into its 22nd year in Sartell. The program is valued as a teaching tool in the fight against chemical and substance abuse amongst our youth and is currently taught in 6th grade. Besides learning to say no to chemicals and substances the children also learn about self-esteem, bullying and image building. It provides them with many necessary tools to make the right decisions both currently and later in life.

Sartell Police Department

Gang Resistance Education and Training (GREAT)

This anti-violence/gang program continues to be well received by both staff and students. There has not been a specific gang incident in our school district for several years. Our belief is that this program, which educates students about gangs and violence helps create an environment where this type of behavior isn't tolerated nor accepted by the students and staff.

Family Group Conferencing

This program is facilitated by a trained police officer and involves putting victims, perpetrators and their parents together to talk about the effects of the crime. It is an alternative to the criminal justice system when a juvenile is too young for the courts to become involved, the juvenile's first offense or the victim doesn't want criminal charges, but to be made whole in the event of stolen or damage property. Whatever the crime is has been fully investigated by the department and all parties involved need to agree to the conference before it will occur. In the end a contract with restitution or punishment is signed by all persons involved with a date of completion. If the contract isn't agreed to, the case is sent for prosecution if the child is of age to do so.

Sartell High School SRO 2014 Year End Report

The following report is a summary of services/activities that I was involved in as the School Resource Officer (SRO) at Sartell High School during the 2013-2014 school year. This was my eleventh year as the SRO at Sartell High School.

During the school year, I carried out the day-to-day operations of the high school as an SRO. I also received calls for service from the other schools in District #748 including St. Francis Xavier School. In my role as a law enforcement officer, I worked on reported incidents ranging from chemical use, to harassment/bullying, to theft. In my role as a counselor, I assisted students with family issues/problems, peer issues and personal issues. As a teacher, I taught Drug Abuse Resistance Education (DARE) at Sartell Middle School and St. Francis Xavier School. I taught classes at the high school covering subjects such as abuse and neglect, forensic science and the Bill of Rights. I also presented summer safety talks at the elementary schools. As a mentor, I worked on building good report with students from the high school all the way down to the elementary schools. I made myself available to kids of all ages, sociological and economical backgrounds.

I received continuing education at the annual DARE Conference and Juvenile Officers Association (JOA) Conference. I attended other law enforcement and educational trainings throughout the year as well.

I continued my involvement in extracurricular activities at the high school. I coordinated the Teens Achieving Recognizable Goals and Education through Teamwork (TARGET) Club. TARGET Club is a club for students, grades 9 – 12, who pledge to be chemically free and promote chemically free lifestyles and healthy choices. TARGET Club students worked on several projects including Chemical Health Week, a hat/mitten drive for Catholic Charities, Kids Fighting Hunger, bell ringing for the Salvation Army and monthly socials. TARGET members also attended a regional workshop. The mock car crash was replaced this year with a very stunning and impactful presentation from Trooper Tony Mazzone of the MN State Patrol. This presentation was sponsored by the TARGET Club.

The second extracurricular activity that I was involved in was advising the High School Mock Trial Team. Mock Trial is a Minnesota State High School League (MSHSL) activity for students who are interested in the legal system and public speaking. Mock Trial benefits participants by exercising critical thinking, promoting personal growth and achievement, enhancement of skills learned in the classroom and teamwork.

During the summer months, I worked patrol duties. Working patrol duties gives me the opportunity to serve the community of Sartell in a patrol capacity. Working in the school district gives me a connection to the community while working as a patrol officer. It has been of great benefit to have a dual role as a patrol officer and school officer. I also enjoy the connection I have with the members of the police department during the summer months.

Over the summer months, I co-coordinated the Police Activities League (PAL) on Tuesday and Thursday evenings. Sartell-St. Stephan Community Education provided Summer Recreation staff to oversee the arts and crafts and help other activities. The City of Sartell also hired high school students to assist with various activities. It was exciting to see so many children coming to Val Smith Park on both evenings to play games and make wonderful art projects.

During the year, I had opportunity to speak to different groups and/or organizations on various topics. I did announcing for varsity athletic events, officiated football, softball and baseball. I also volunteered many hours. In order to save on overtime costs, I volunteered my time for after school and weekend TARGET Club activities. I volunteered at Kids Fighting Hunger aside from participation with the TARGET Club. I also volunteered time at school sponsored events.

The Shop With a Cop program at the Sartell and St. Cloud Wal-Mart stores was again a great success. This was the third year that I participated in this event, which takes place in December. Bernick's Pepsi and Wal-Mart match funds that are turned into \$50 gift cards. Children in need are selected to come to Wal-Mart on a specified day to receive a gift card. The children are then assigned to a uniformed police officer, who escorts them throughout the store while they shop for items up to \$50. Each child can get items for themselves, parents or siblings. There is a lot of joy helping people in a time of need.

I look forward to continuing my role as SRO/Patrol Officer. I strive to make a positive impact and build good rapport with the students, staff and community and meet each challenge with professionalism. I also wish to remain active in the community and in the area of community policing.

Respectfully Submitted,

Adam Vande Vrede

SARTELL POLICE DEPARTMENT

TO: CHIEF HUGHES
FROM: DEPUTY CHIEF DALE STRUFFERT
SUBJECT: SCHOOL RESOURCE OFFICER ACTIVITY FOR 2014
DATE: 01-02-15
CC: MEMO FILE

Chief Hughes:

The following is a list of activities performed by SRO Whitson, SRO Lundquist and SRO Vande Vrede for the 2014 calendar year at their prospective schools:

	Middle School	High School
Administrative meetings	35	40
Agency Assist	0	4
Alcohol	0	0
Assault	9	1
Bad driving	0	6
Bullying	30	3
Computer Investigations	0	3
Counseling	179	229
Damage to property	2	3
DARE teaching	68	25
Disorderly	12	7
Drugs	0	5
Family problems	29	24
GREAT teaching	44	2

Group conferencing	13	8
Gang activity	0	0
Medicals	0	1
Motorist assists	0	1
Motor vehicle accidents	0	0
Parking	0	93
Psych	0	4
Runaway	0	1
Security patrol	139	144
Sexual assault	2	1
Sexual &/or Harassment	28	57
Shop with a Cop	3	3
Suspicious Calls	0	3
Various teaching	16	3
Tobacco	0	4
Training	3	17
Trespass	0	1
Target Club	0	23
Theft	13	17
Truancy	11	19
Verbal Dispute	0	5
Weapons	3	0
Welfare check	0	0
Other Misc.	7	1
TOTAL ACTIVITY	646	758



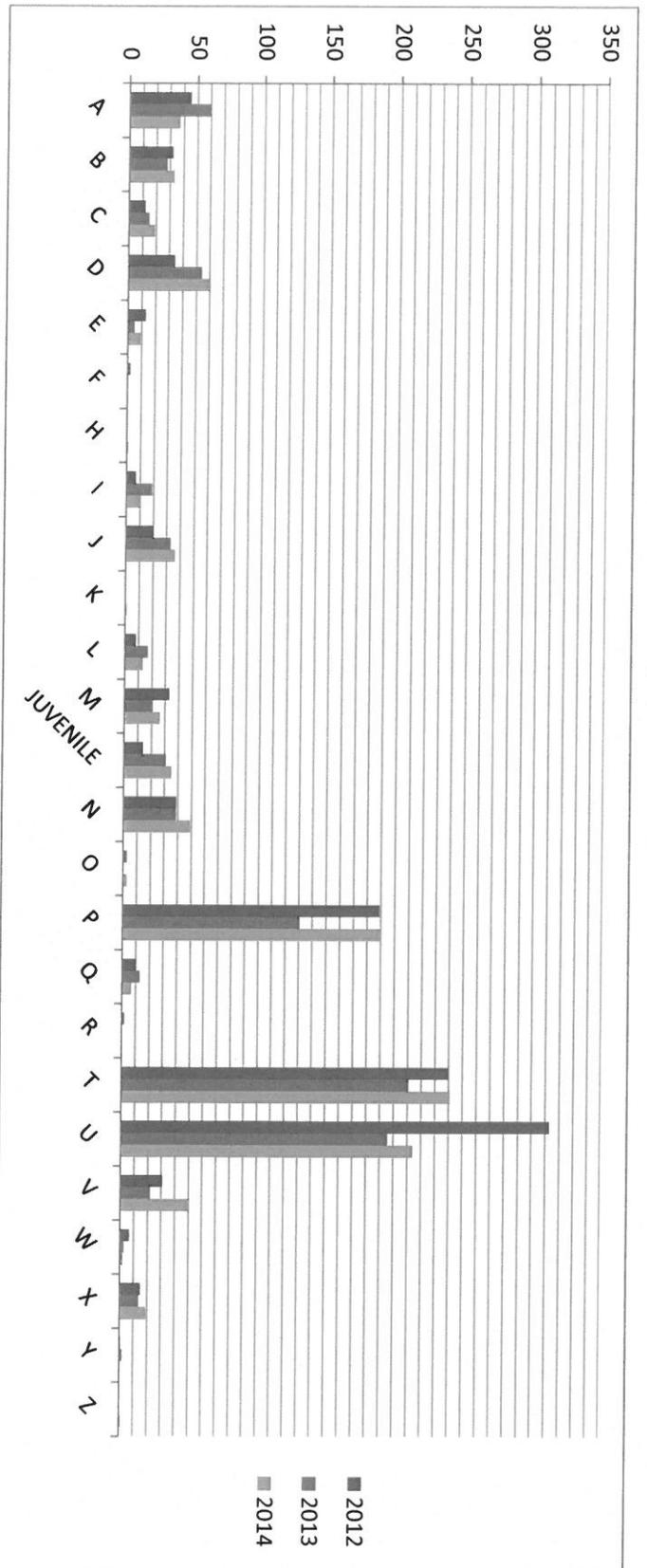
STATISTICS

**SARTELL POLICE DEPARTMENT
ANNUAL ACTIVITY REPORT
2014**

REPORTABLE INCIDENTS

		<u>2012</u>	<u>2013</u>	<u>2014</u>
A	Assault	45	60	37
B	Burglary	32	28	33
C	Forgery/Counterfeiting	12	15	19
D	Drugs	34	54	60
E	Escape/Flight	13	5	9
F	Arson/Negligent Fires	2	0	0
H	Homicide	0	0	1
I	Crime against Family	7	19	10
J	DWI	20	33	36
K	Kidnapping/False Imprisonment	0	0	1
L	Criminal Sexual Conduct	8	17	13
M	Miscellaneous	33	21	26
	M3001 Juvenile Alcohol Offender	7	13	5
	M3002 Juvenile Controlled Substance	2	0	0
	M3005 Juvenile Use of Tobacco	1	6	7
	M5350 Juvenile Runaway	4	12	23
N	Disturbing Peace/Privacy	39	39	49
O	Obscenity	3	0	3
P	Trespass/Damage to Property	189	131	189
Q	Stolen Property	10	13	7
R	Robbery	2	0	0
T	Theft	240	211	241
U	Theft Related	313	196	214
V	Vehicle Theft Related	31	22	50
W	Weapons	7	3	2
X	Crime against Administration of Justice	15	14	19
Y	Crime against Government/Public Official	1	2	0
Z	Sex Related	0	0	1
TOTAL		1070	914	1055

Reportable Incidents



A – Assault	B – Burglary	C – Forgery/ Counterfeiting	D – Drugs	E – Escape/Flight
F – Arson/Negligent Fires	H – Homicide	I – Crime Against Family	J – DWI	K – Kidnapping
L – Criminal Sexual Conduct	M – Miscellaneous	Juvenile	N – Disturbing Peace/Privacy	O – Obscenity
P – Trespass/Damage to Property	Q – Stolen Property	R – Robbery	T – Theft	U – Theft Related
V – Vehicle Theft Related	W – Weapons	X – Crime against Administration of Justice	Y – Crime against Government/Public Official	Z – Sex Related

**SARTELL POLICE DEPARTMENT
ANNUAL ACTIVITY REPORT
2014**

NON REPORTABLE INCIDENTS

		<u>2012</u>	<u>2013</u>	<u>2014</u>
911 CALL	9847	17	8	10
911 HANG UP	9837	35	38	31
ABANDONED VEHICLES	9314	3	3	5
ADMINISTRATIVE CASE	9320	0	1	1
ADMINISTRATIVE CITATION	9099	20	28	15
ALARM - ACTUAL	9805	5	57	37
ALARM - FALSE	9807	255	170	195
ALCOHOL COMPLIANCE CHECKS	9906	25	21	11
ALL OTHER CITY ORDINANCES	9838	35	86	124
ALL OTHER DRIVER'S LICENSE VIOLATIONS	9202	2	5	2
ALL OTHER MOVING VIOLATIONS	9000	57	78	62
ALL OTHER NON-MOVING VIOLATIONS	9200	14	9	8
ALL OTHER PARKING VIOLATIONS	9100	24	30	45
ALLOW UNAUTHORIZED DRIVER	9217	0	1	0
ANIMAL BITES (ALL OTHERS)	9560	2	1	0
ANIMAL COMPLAINTS (ALL OTHERS)	9564	24	29	23
ANIMALS FOUND	9312	19	5	11
ANIMALS LOST	9302	19	8	17
APPREHENSION AND DETENTION ORDER	9931	13	16	11
ASSAULT, NO ARREST	9994	20	13	12
ASSIST - MOTORIST ASSIST	9843	261	287	286
ASSIST - PERSONAL ASSIST	9732	191	202	212
ASSIST - PUBLIC ASSIST	9802	0	3	0
ASSIST ALBANY PD	9885	1	0	1
ASSIST AMBULANCE	9887	11	1	3
ASSIST AVON PD	9886	2	0	0
ASSIST BENTON COUNTY	9882	17	18	21
ASSIST BUSINESS	9866	35	35	69
ASSIST COLD SPRING PD	9873	3	2	2
ASSIST DOUGLAS COUNTY	9861	3	1	1
ASSIST FIRE DEPARTMENT	9888	6	1	0
ASSIST HUMAN SERVICES	9889	14	17	59
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	25	35	35
ASSIST SAUK CENTRE PD	9884	0	2	0
ASSIST SAUK RAPIDS PD	9875	61	46	97
ASSIST ST CLOUD PD	9859	99	77	95

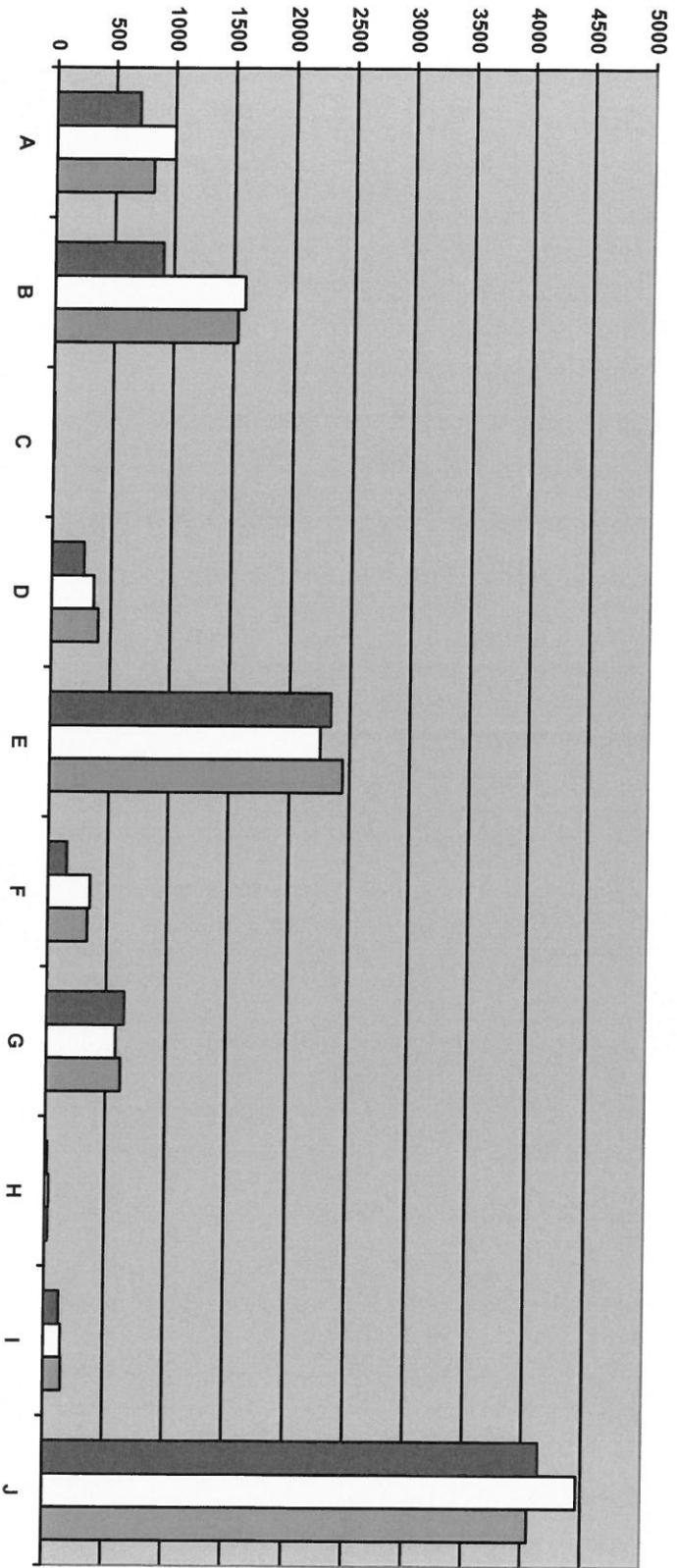
ASSIST ST JOSEPH PD	9876	4	6	4
ASSIST STATE PATROL	9860	28	41	19
ASSIST STEARNS COUNTY	9863	109	113	132
ASSIST TODD COUNTY	9864	0	1	0
ASSIST WAITE PARK PD	9877	14	10	10
ATTEMPT TO LOCATE	9867	3	15	6
ATV - ALL OTHER VIOLATIONS	9578	0	2	4
ATV - OPERATE ON ROADWAY	9576	2	6	3
BACKGROUND CHECKS	9858	831	890	671
BAR CROWD	9828	1	2	1
BURNING VIOLATION	9824	17	10	16
CANCELLED IPS	9208	12	9	7
CAR/ANIMAL ACCIDENT	9411	9	12	6
CARELESS DRIVING/RECKLESS DRIVING	9002	5	7	6
CHILD CUSTODY	9992	30	34	41
CHILD PLACEMENT	9881	11	7	22
CHILD RESTRAINT VIOLATION	9022	4	0	3
CITIZEN CONTACT	9897	32	37	56
CIVIL MATTER	9831	76	71	56
CONTROLLED ACCESS	9010	0	0	7
COURT - OFF DUTY	9914	9	6	14
COURT - ON DUTY	9913	3	6	8
DECEASED PERSON - BODY FOUND	9720	12	15	14
DISPLAY ANOTHER'S DRIVER'S LICENSE	9107	1	0	0
DISPLAY WRONG REGISTRATION	9211	1	2	1
DISPLAY/POSSESS REVOKED PLATES	9097	4	11	8
DOG - AT LARGE	9566	67	47	43
DOG - BARKING	9565	41	46	62
DOG BITES	9561	11	8	7
DOG COMPLAINTS	9562	36	43	54
DOG IMPOUNDS	9563	16	5	13
DOMESTIC, NO CRIME COMMITTED	9993	41	36	49
DRIVING AFTER CANCELLATION	9206	4	9	7
DRIVING AFTER REVOCATION	9201	67	114	123
DRIVING AFTER SUSPENSION	9207	41	55	57
DRIVING COMPLAINT	9839	177	195	222
DRUNKS - DETOX ADMITTANCE	9730	14	8	12
ESCORT	9854	16	31	22
EXHIBITION DRIVING	9041	2	1	0
EXPIRED DL OR INSTRUCTIONAL PERMIT	9220	4	2	1
EXPIRED REGISTRATION	9212	26	50	26
FAIL TO CHANGE ADDRESS ON DL	9098	4	5	2
FAILURE TO TRANSFER TITLE	9216	1	4	3
FATAL MOTOR VEHICLE ACCIDENT	9410	1	0	0
FIGHTS	9804	10	9	6
FINGERPRINT	9849	230	223	174
FIRE - ALL OTHERS	9600	14	12	6

FIRE - COMMERCIAL	9603	2	2	5
FIRE - GRASS	9607	2	2	3
FIRE - INDUSTRIAL	9604	2	2	4
FIRE - MULTIPLE DWELLING	9602	1	3	1
FIRE - SINGLE FAMILY	9601	0	2	3
FIRE - VEHICLE	9606	0	6	5
FIRE LANE PARKING - SIGNS	9106	5	1	10
FIREWORKS	9814	16	21	31
FOLLOWUP	9327	13	35	18
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	218	252	190
GUN - DISCHARGING WEAPON IN CITY	9821	10	3	4
GUN - FIREARM ACCIDENT	9716	0	1	0
GUN RELATED COMPLAINTS	9879	9	6	18
HANDICAPPED PARKING	9103	13	6	14
HARASSMENT	9801	72	61	81
HARASSMENT/RESTRAINING/OFP ORDERS	9929	105	25	16
HAZARDOUS CONDITIONS	9796	2	0	4
HIT AND RUN / PERSONAL INJURY VEHICLE	9430	0	0	1
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	4	3	3
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	46	68	66
ILLEGAL DUMPING	9996	14	13	15
ILLEGAL USE OF PLATES	9214	1	0	0
INATTENTIVE DRIVING	9034	6	6	11
INTOXICATED PERSON	9844	79	85	45
ISSUE DEER PERMIT	9855	7	9	9
JUVENILE CURFEW VIOLATION	9833	31	17	48
JUVENILE PICKUP ORDER	9923	0	1	0
JUVENILE PROBLEM	9834	95	124	99
LIMITED DRIVER'S LICENSE	9109	3	1	0
LIQUOR LICENSE APPLICATION/RENEWAL	9907	0	25	28
LITTERING	9813	3	5	6
MATTER OF INFORMATION	9970	281	296	214
MEDICAL CALL	9731	529	475	450
NEIGHBORHOOD DISPUTE	9991	18	12	22
NO DRIVER'S LICENSE IN POSSESSION	9111	0	1	2
NO INSURANCE	9210	24	28	41
NO MOTORCYCLE ENDORSEMENT	9112	0	1	0
NO PROOF OF INSURANCE	9021	83	139	103
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	5	6	9
NO VALID DRIVER'S LICENSE	9113	5	18	16
NOISE (NO VIOLATION)	9803	0	21	17
NOISE VIOLATION	9817	115	92	117
OPEN CONTAINER	9040	4	8	2
OPEN DOOR AND WINDOW	9900	62	47	21
PAPER SERVICE	9904	5	11	3
PARK VIOLATION	9823	9	6	9
PARKING - WINTER	9110	113	313	258

PARKING LOT CLEARANCE	9825	3	1	3
PERSON LOST - WELFARE CHECK	9301	0	0	1
PERSONAL INJURY ACCIDENT / PRIVATE PROPERTY	9422	0	0	1
PERSONAL INJURY VEHICLE ACCIDENT	9420	25	19	36
PERSONS FOUND	9311	48	40	62
PERSONS MISSING	9304	42	33	57
PREDATORY OFFENDER/REG/COMPL CHK/CHANGE OF ADDRESS	9850	5	30	30
PROHIBITED PARKING	9101	2	3	5
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	162	198	193
PROPERTY FOUND	9313	113	103	115
PROPERTY LOST	9303	44	39	36
PROWLERS AND WINDOW PEEPERS	9808	0	2	4
PSYCHIATRIC CASE	9740	45	30	61
PUBLIC HEALTH & SAFETY	9869	143	84	139
PUBLIC NUISANCE	9832	0	1	2
RECOVERED STOLEN VEHICLE	9927	3	3	4
REQUEST FOR EXTRA PATROL	9998	247	230	239
RIGHT OF WAY	9008	4	2	3
ROAD HAZARD	9836	22	38	19
SCHOOL BUS STOP ARM VIOLATION	9014	17	16	11
SCHOOL GUARD VIOLATION	9019	3	7	1
SEARCH WARRANT	9928	10	7	9
SEATBELT VIOLATION	9020	25	29	20
SEIZED PROPERTY	9872	240	290	274
SEMAPHORE VIOLATION	9038	5	2	10
SERVICE TO OTHER DEPARTMENTS	9902	36	29	16
SNOWBIRD	9105	3	8	1
SNOWMOBILE - ALL OTHER VIOLATIONS	9506	3	4	1
SNOWMOBILE - SPEEDING	9505	0	1	0
SNOWMOBILE COMPLAINT	9504	1	6	5
SOLICITOR REGISTRATION	9324	26	12	10
SPECIAL DETAIL	9829	156	194	137
SPEEDING	9004	231	327	234
STALLED VEHICLE	9840	17	46	41
STOP SIGNS	9017	17	18	14
SUICIDE	9700	0	1	1
SUICIDE ATTEMPT	9710	12	14	17
SUICIDE THREAT	9705	39	39	68
SUSPICIOUS ACTIVITY	9826	223	205	197
SUSPICIOUS ITEM	9798	14	17	9
SUSPICIOUS MAIL/EMAIL	9797	2	4	7
SUSPICIOUS NOISE	9794	2	3	2
SUSPICIOUS PERSON	9870	83	58	71
SUSPICIOUS PHONE CALL(S)	9795	14	16	21
SUSPICIOUS SMELL	9799	26	21	28
SUSPICIOUS VEHICLE	9868	115	123	134
THREATS COMPLAINT, NO ARREST	9995	49	49	50

TOBACCO COMPLIANCE CHECKS	9912	25	29	27
TOWED VEHICLE	9841	137	163	155
TRAFFIC CONTROL	9919	8	3	0
TRAINING/MISCELLANEOUS	9857	0	3	3
TRANSPORTS	9856	124	139	156
UNREASONABLE ACCELERATION	9033	1	1	1
UNSAFE EQUIPMENT	9015	0	1	5
UNWANTED PERSON	9830	38	42	48
URINATING IN PUBLIC	9816	0	1	2
USE OF UNREGISTERED MOTOR VEHICLE	9215	2	2	2
USE OF WIRELESS DEVICE	9012	0	0	1
VEHICLE IN DITCH	9842	17	49	79
VERBAL DISPUTE	9845	74	61	72
VERBAL WARNING	9035	0	2	0
VERBAL WARNING - ALL OTHERS	9045	486	788	709
VERBAL WARNING - HEADLAMP(S)	9047	54	194	194
VERBAL WARNING - SEATBELT	9046	9	17	24
VERBAL WARNING - SPEED	9043	278	513	524
VERBAL WARNING - STOP SIGN	9044	47	38	46
WARNING TAG - EQUIPMENT VIOLATION	9031	6	7	10
WARNING TAG - HEAD LAMP OUT	9189	0	1	0
WARNING TAG - IMPROPER LANE CHANGE	9024	0	0	1
WARNING TAG - LICENSE OBSCURED, UNLIT	9186	0	1	0
WARNING TAG - NO DL IN POSSESSION	9197	0	1	0
WARNING TAG - NO INSURANCE IN POSSESSION	9196	2	2	4
WARNING TAG - OTHER MOVING VIOLATION	9032	4	3	1
WARNING TAG - OTHER NON MOVING VIOLATION	9185	5	7	5
WARNING TAG - RED LIGHT OR STOP SIGN	9026	0	1	0
WARNING TAG - SEATBELT/CHILD RESTRAINT	9193	1	1	1
WARNING TAG - SPEED	9023	18	17	15
WARNING TAG - VISION OBSCURED/WINDSHIELD	9198	0	1	0
WARRANT SERVED	9901	54	76	73
WARRANT/PAPER ATTEMPT	9999	62	57	30
WELFARE CHECK	9811	249	272	309
TOTAL		9349	10,704	10,423

NON-REPORTABLE INCIDENTS BY YEAR



	2012	2013	2014
A	701	1001	822
B	910	1594	1534
C	4	8	2
D	269	355	394
E	2342	2255	2442
F	157	353	332
G	651	582	623
H	19	31	27
I	126	142	147
J	4139	4461	4055

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 01/01/2014

Last Date: 12/31/2014

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
1 SPD			
	1014	ESCORT	22
	1029I	STOLEN VEHICLE IN PROGRESS	1
	1029R	STOLEN VEHICLE RECOVERED	5
	1029	STOLEN VEHICLE	15
	1050	ACCIDENT	222
	1052	ACCIDENT WITH MINOR INJURIES	10
	1053	ACCIDENT AMBULANCE ENROUTE	16
	1056	INTOXICATED DRIVER	18
	1057	INTOXICATED PERSON	34
	1072	DEAD BODY	11
	911H	911 HANGUP CALL	30
	911O	911 OPEN LINE	2
	ABAND	ABANDONED VEHICLE	8
	ABU	ABUSE AGAINST CHILD	23
	ABUI	ABUSE AGAINST CHILD IN PROGRESS	1
	ADMIN	ADMINISTRATIVE ICR	180
	ADORD	APPREHENSION & DETENTION ORDER	9
	AENTRY	ATTEMPTED ENTRY	4
	AL	ALARM	175
	ALCC	ALCOHOL COMPLIANCE CHECK	5
	ALELEV	ALARM ELEVATOR	1
	ALFIRE	ALARM FIRE	14
	ALMED	ALARM MEDICAL	18
	ANI	ANIMAL COMPLAINT	68
	ANIB	ANIMAL BITE COMPLAINT	4
	ANIN	ANIMAL NEGLECT	3
	ASEX	SEXUAL ASSAULT	15
	ASLT	ASSAULT	17
	ASLTI	ASSAULT IN PROGRESS	1
	ASSTA	AGENCY ASSIST	404
	ASSTB	BUSINESS ASSIST	31
	ASSTP	PERSONAL ASSIST	151
	ATV	ATV COMPLAINT	7
	BACK	BACKGROUND CHECK	672
	BC	BAR CHECK/BAR CROWD	2
	BIKEA	BIKE/ABANDONED	14
	BIKES	BIKE/STOLEN	6
	BOMBT	BOMB THREAT	1
	BURG	BURGLARY	18
	BURGI	BURGLARY IN PROGRESS	7
	BURN	ILLEGAL BURNING	16
	CC	CITIZEN CONTACT	100
	CITYB	CITY BUSINESS	14
	CIVIL	CIVIL MATTER	39
	CO	CARBON MONOXIDE CALL WITHOUT IL	24
	COUNT	COUNTERFEITING	4
	COURT	COURT	23
	CP	CRIME PREVENTION	31
	CPL	CLEAR PARKING LOT	2
	CRTVIOL	COURT ORDER VIOLATION	2

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 01/01/2014

Last Date: 12/31/2014

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
51 SPD			
	CURFEW	CURFEW VIOLATION	4
	CUSTODY	CHILD CUSTODY DISPUTE	36
	DANCOV	DANCO VIOLATION	1
	DISOR	DISORDERLY CONDUCT	11
	DOG	DOG COMPLAINT/BARKING	135
	DOM	DOMESTIC	28
	DOMI	DOMESTIC IN PROGRESS	35
	DOORCHK	DOOR CHECK(S)	79
	DRIVE	DRIVING COMPLAINT	177
	DUMP	ILLEGAL DUMPING COMPLAINT	15
	DUPLICATE	DUPLICATE ICR ERROR	4
	DWI	DRUNK DRIVER ARREST	30
	EMES	EMERGENCY MESSAGE	2
	EXPOS	EXPOSER COMPLAINT	3
	FIGHT	FIGHT PHYSICAL	6
	FIREAL	FIRE ALARM	23
	FIREB	FIRE BUILDING	13
	FIREC	FIRE CAR	7
	FIREO	FIRE OTHER	4
	FIREW	FIRE GRASS OR WILDLAND	2
	FORG	FORGERY	8
	FPATROL	FOOT PATROL	11
	FPROP	FOUND PROPERTY	87
	FRAUD	FRAUD	72
	FUPC	CRIMINAL FOLLOW UP	7
	FUP	FOLLOW UP	85
	FWORKS	FIREWORKS COMPLAINT	30
	GAS	GAS LEAK	10
	GUN	GUN/PERSON WITH	3
	GUNSH	GUNSHOTS FIRED/HEARD	20
	HAR	HARASSMENT COMPLAINT	72
	HARRORD	HARASSMENT RESTRAINING ORDER	14
	HARRORV	HARASSMENT RESTRAINING ORDER V	3
	HAZ	HAZARD	110
	HOMI	HOMICIDE	1
	HR	HIT AND RUN	63
	HSREFER	HUMAN SERVICES REFERRAL	55
	HUNTING	ILLEGAL HUNTING/HUNTING COMPLAI	1
	IDTHEFT	IDENTITY THEFT	11
	INFO	MATTER OF INFORMATION	245
	JUVL	JUVENILE/LOST OR FOUND	11
	JUVPAR	JUVENILE PARTY	1
	JUVP	JUVENILE/PROBLEM WITH	87
	JUVR	JUVENILE/RUNAWAY	32
	K9TRAIN	CANINE TRAINING	1
	KIDNP	KIDNAPPING	1
	KNIFE	KNIFE/PERSON WITH	4
	LDISP	LANDLORD/TENANT DISPUTE	4
	LITTR	LITTERING COMPLAINT	4
	LM	LOUD MUSIC	59

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 01/01/2014

Last Date: 12/31/2014

Department	Complaint	Number
101 SPD		
	LP LOUD PARTY	21
	LPROP LOST PROPERTY	31
	MAIL MAILBOX VANDALISM	12
	MA MOTORIST ASSIST	182
	MEDICATION MEDICATION DISPOSAL	2
	MED MEDICAL EMERGENCY	423
	MEETING ATTEND MEETING	31
	MISSP MISSING PERSON	34
	NARC NARCOTICS	1
	NCORV NO CONTACT ORDER VIOLATION	6
	NDISP NEIGHBORHOOD DISPUTE	21
	NEGLECT NEGLECT	2
	NOISE NOISE COMPLAINT	50
	NOPAY NO PAY CUSTOMER	40
	NSF NSF CHECK	3
	OD OVERDOSE	5
	OFPP ORDER FOR PROTECTION	2
	OFPR OFP RECEIVED	4
	OFPV OFP VIOLATION	18
	OPENC OPEN CONTAINER	1
	OPEND OPEN DOOR	17
	ORD ORDINANCE VIOLATION	72
	OTL OUT TO LUNCH	15
	PAPSV PAPER SERVICE	3
	PARKPAT PARK PATROL	2
	PARKS SEASONAL PARKING	261
	PARKV PARKING VIOLATION	70
	PARKW PARKING WARRANT	1
	PD PD/OUT AT	2
	PERD ISSUE DEER PERMIT	4
	PERG GUN PERMIT	190
	PHONE PHONE COMPLAINT	18
	POC PREDATORY OFFENDER CHANGE OF I	13
	POFR PREDATORY OFFENDER FAIL TO REGI	1
	POR1CC PREDATORY OFFENDER REGISTRATIC	1
	POR1 PREDATORY OFFENDER LEVEL 1 REG	2
	PORCC PREDATORY OFFENDER REGISTRATIC	1
	POSSD DRUGS-PARAPHERNALIA/POSSESSIO	6
	POSST TOBACCO/POSSESSION OF	1
	PRDAM PROPERTY DAMAGE	45
	PROWL PROWLER COMPLAINT	1
	PURF PURSUIT/ON FOOT	1
	PURV PURSUIT/OF VEHICLE	4
	REPO REPOSSESSED VEHICLE	5
	ROADRAGE ROAD RAGE	4
	SBUS SCHOOL BUS/SCHOOL VIOLATION	9
	SD SPECIAL DETAIL	79
	SHOPI SHOPLIFTER/URGENT	22
	SHOP SHOPLIFTER	78
	SKATEB SKATEBOARDING COMPLAINT	2

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 01/01/2014

Last Date: 12/31/2014

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
151 SPD		
	SLUMP	2
	SNOWBIRD	4
	SNOW	5
	SPEEDTRL	8
	STALKING	3
	STALL	89
	SUICI	11
	SUIC	59
	SUSA	172
	SUSI	6
	SUSM	1
	SUSP	67
	SUSS	22
	SUSV	127
	TAMPV	20
	TEST	8
	THEFTI	2
	THEFT	131
	THEFTV	77
	THREAT	47
	TIP	1
	TOBACC	7
	TOW	19
	TRAFIC	1
	Traffic Stop	1811
	TRAIN	15
	TRANS	5
	TRES	21
	UNK	1
	UNWAN	40
	URINE	2
	VAGRANCY	1
	VAND	65
	VANDV	27
	VDITCH	80
	VERB	56
	VULAD	16
	WARRANT	84
	WARRS	2
	WATA	1
	WELF	236
	WPEEK	1
	XPAT	110
Group Total:		9509

Report Total: 9509

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

LAW ENFORCEMENT CENTER

Number Of Calls Report by Day of Week - Hour of Day

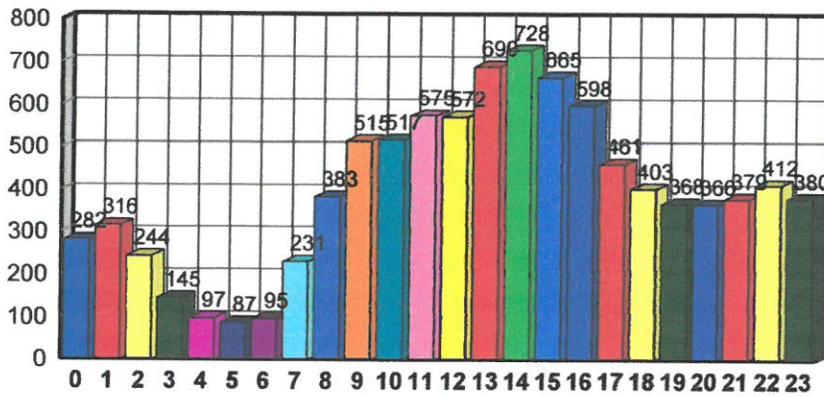
First Date: 01/01/2014

Jurisdiction: LEC

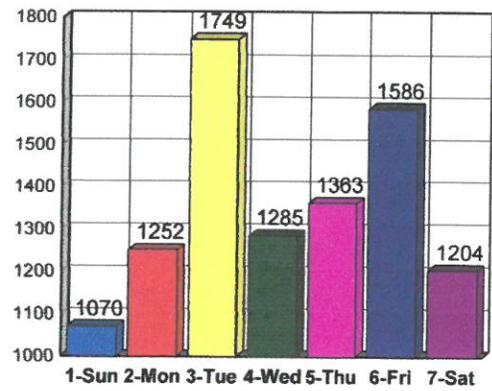
Last Date: 12/31/2014

02/26/2015 13:34:35

Calls By Hour Of Day



Calls By Day Of Week



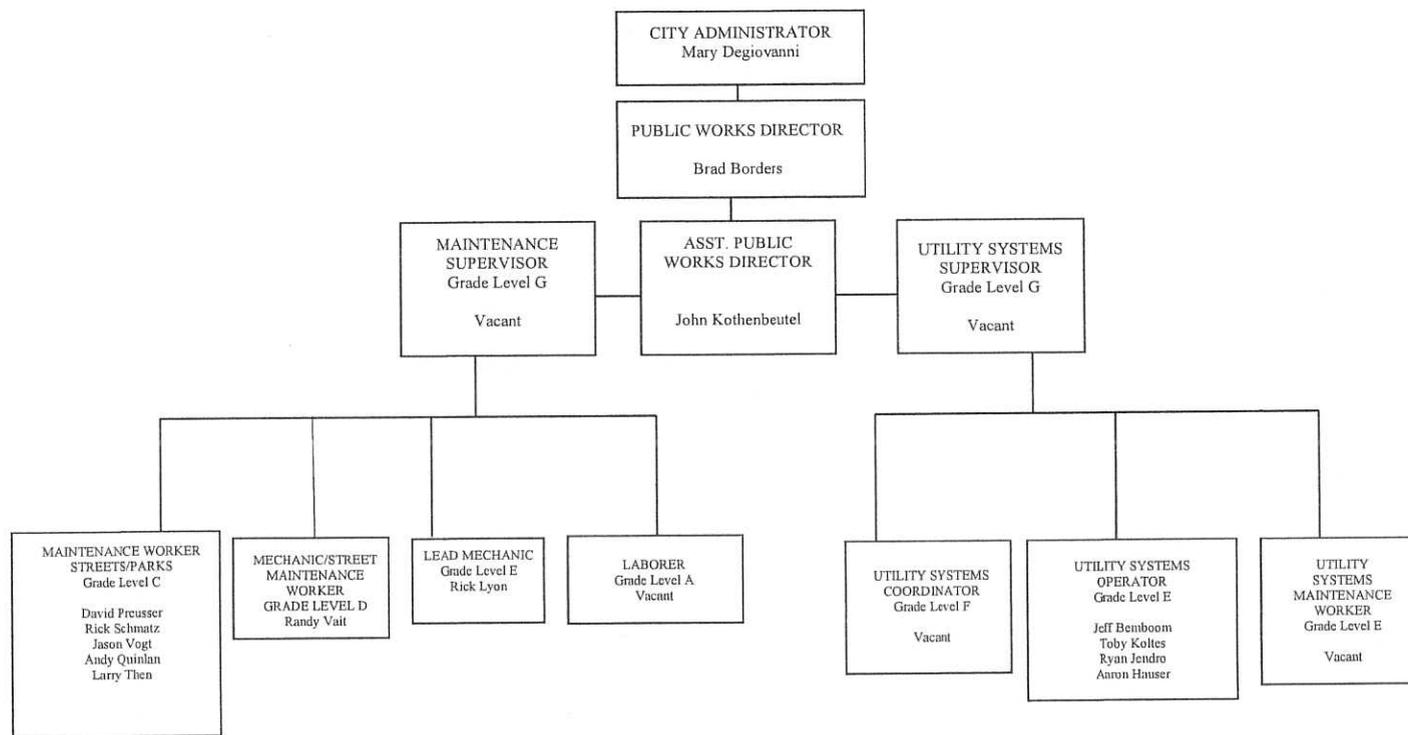
PUBLIC WORKS DEPARTMENT

2014 ANNUAL REPORT



Prepared By:
Bradley Borders
Public Works Director

PUBLIC WORKS DEPARTMENT ORGANIZATIONAL FLOW CHART



STREETS

Personnel

5 full-time employees
3 seasonal employees (2-summer, 1-winter)

Mileage

Street Miles - 96.02 (Jan. 1, 2015) Net Change + .16
Street Miles - 95.96 (Jan. 1, 2014)
Street Miles - 95.74 (Jan. 1, 2013)
Street Miles - 95.50 (Jan. 1, 2012)
Street Miles - 94.70 (Jan. 1, 2011)
Street Miles - 94.00 (Jan. 1, 2010)

Street Miles (Private) - 5.6 (Jan. 1, 2015) Net change 0
Street Miles (Private) - 5.6 (Jan. 1, 2014)
Street Miles (Private) - 5.6 (Jan. 1, 2013)
Street Miles (Private) - 5.6 (Jan. 1, 2012)
Street Miles (Private) - 5.6 (Jan. 1, 2011)

TOTAL STREET MILES – 101.72

Alley Miles - 4.00 (Jan. 1, 2015) Net Change 0 miles
Alley Miles - 4.00 (Jan. 1, 2014)
Alley Miles - 4.00 (Jan. 1, 2013)
Alley Miles - 4.00 (Jan. 1, 2012)
Alley Miles - 4.00 (Jan. 1, 2011)

Cul-de-sacs - 95 (Jan. 1, 2015) Net Change 1
Cul-de-sacs - 94 (Jan. 1, 2014)
Cul-de-sacs - 93 (Jan. 1, 2013)
Cul-de-sacs - 93 (Jan. 1, 2012)
Cul-de-sacs - 93 (Jan. 1, 2011)

Cul-de-sacs (Private) – 5 (Jan. 1, 2015) Net Change 0
Cul-de-sacs (Private) – 5 (Jan. 1, 2014)
Cul-de-sacs (Private) – 5 (Jan. 1, 2013)
Cul-de-sacs (Private) – 5 (Jan. 1, 2012)

TOTAL CUL-DE-SACS – 100

Storm Sewer Miles – 66.96 (Jan. 1, 2015) Net Change +.20
Storm Sewer Miles - 66.76 (Jan. 1, 2014)
Storm Sewer Miles - 66.62 (Jan. 1, 2013)
Storm Sewer Miles - 66.60 (Jan. 1, 2012)
Storm Sewer Miles - 66.00 (Jan. 1, 2011)

Storm Water Ponds – 98 (Added 0)
Rain Gardens – 85

Vehicle Inventory

	<u>snow removal</u>
1994 Wheel Loader (bucket, front and wing plow)	X
2008 Wheel Loader (bucket, front and wing plow)	X
2007 Skid Loader (bucket, snow blower and broom)	X
1991 Dump Truck (front, wing and underbody plows)	X
2000 Dump Truck (front, wing and underbody plows)	X
2003 Dump Truck (front, wing and underbody plows)	X
2005 Dump Truck (front, wing and underbody plows)	X
2007 Dump Truck (front, wing and underbody plows)	X
2011 Dump Truck (front, wing and underbody plows)	X
1996 1-Ton Truck 4x4	
2004 1-Ton Truck 4x4 (front plow and dump box)	X
2005 1-Ton Truck 4x4 (front plow and)	X
2008 1-Ton Truck 4x4 (front plow)	X
2008 1-Ton Truck	
2010 1-Ton Truck 4X4 (front plow and dump box)	
2012 1-Ton Truck (front plow)	X
2000 Pick-up Truck 4x4	
2010 GMC Van	
1993 S-10 Pick-up Truck	
1991 Isuzu Truck	
2004 Street Sweeper	
2008 Street Sweeper	
2007 John Deere Tractor (ditch mower and blower)	X

Snow Plowing

- *2011 Average plow time – 7-8 hrs. 4-inch snowfall
9-11 hrs. 8-inch snowfall
- *2012 Average plow time - 6-8 hrs. 4-inch snowfall
8-10 hrs. 8 inch snowfall
- *2013 Average plow time - 6-8 hrs. 4-inch snowfall
8-10 hrs. 8 inch snowfall
- *2014 Average plow time – 6-8 hrs. 4-inch snowfall
8-10 hrs. 8-inch snowfall

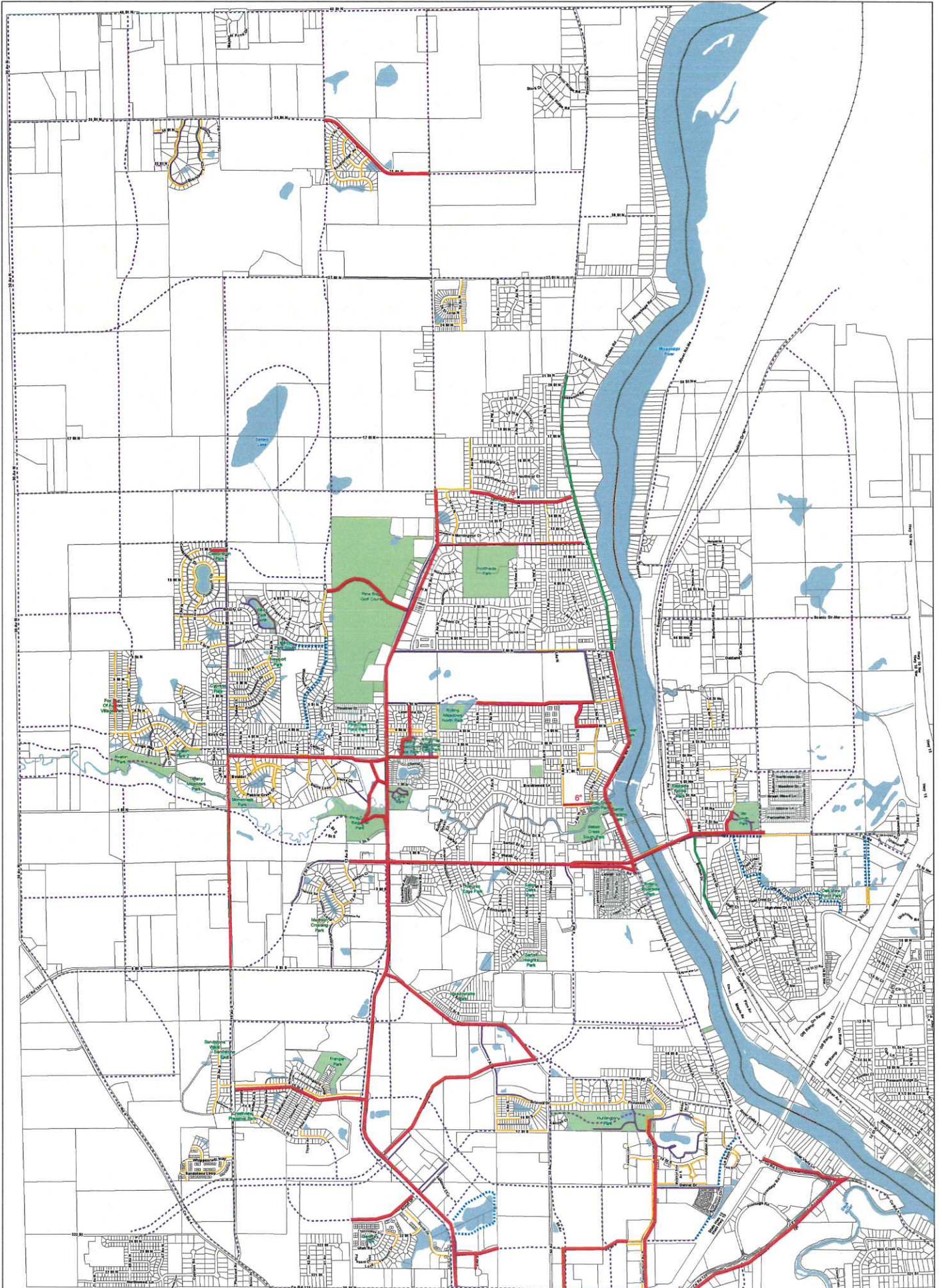
Snowplowing cost for 6 inch snowfall (8 hours of plowing)

Includes salt, fuel and labor. Cost stayed the same as previous year, lower fuel prices with higher salt costs.

Weekday - \$8,717.92

Weekend - \$9,662.78

During the 2013-2014 winter there was approximately 1,400 tons of salt used within the city.




Sidewalks and Trails
 City of Sartell, MN

	Sidewalks		On-Street Bike Paths
	Proposed Sidewalks		Sidewalks and Trails Plowed
	Trails and Paths		Staff Additions
	Proposed Trails and Paths		

0 500 1,000 2,000 Feet


Seal Coat	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
(sq. yards)	129,164	173,465	171,467	110,084	132,567

This was the fourth year that a Joint Powers Agreement was used with surrounding cities for seal coat project. Other city's that participated were St Augusta, Sauk Rapids and Waite Park. Seal coating of city streets was performed by Caldwell Asphalt Co., Inc. with public works crews completing most crack filling duties. Crack filling on 2½ Street North was completed by a private contractor and was routed and filled.

For the 2014-2015 plowing season the city contracted a company to help with plowing duties. This is was the third year of this practice. They plowed parking lots at police/fire dept., city hall and outdoor ice rink at Pinecone Regional Park when needed.

Eagle Scout Projects

- Native planting along Watab River in Pinecone Regional Park
- Installed new tee signs for disc golf course. Scout sold advertising on sign to fund project.
- Brushed and widened walking and ski trail in Sauk River Regional Park.

Street Maintenance

Crews spent many days patching potholes from the cold harsh winter. Pothole problem areas look like they will now carry into future years until an overlay or reconstruction is performed.

Compost Site

2012

Opening Day April 14
Closing Day November 17

2013

Opening Day April 27
Closing Day November 16

2014

Opening Day April 21
Closing Day November

This was the ninth year permits have been required for use of compost site. Compost site permit window stickers were sold to residents at a cost of \$30 for the first vehicle and \$5 per each additional vehicle. Non-resident and Township permits sold for \$60. The site was opened 5 days per week. Days and hours of operation were as follows:

SPRING AND SUMMER

Monday 4:00 pm–7:00 pm
Tuesday 1:00 pm–7:00 pm
Thursday 1:00 pm–7:00 pm
Friday 4:00 pm–7:00 pm
Saturday 8:00 am–4:00 pm

FALL

Monday 4:00 pm–6:00 pm
Tuesday 1:00 pm–6:00 pm
Thursday 1:00 pm–6:00 pm
Friday 4:00 pm–6:00 pm
Saturday 8:00 am–4:00 pm

Number of Users

	<u>Resident Permits Sold</u>	<u>Non-Resident Permits</u>	<u>Township Permits</u>
2010	1870	74	
2011	1878	119	29
2012	1820	134	40
2013	1795	179	34
2014	1876	180	34

In 2014 a pamphlet was given to residents when they purchased their permits stating opening and closing dates, hours of operations and directions to the site.

During our Christmas tree drop off there were 247 trees dropped off with a total of 615 pounds of food collected for the local food shelf.

Parks

Personnel

- 2 Fulltime employees
- 3 seasonal summer employees

Vehicles and Equipment

- 1979 Panel Van
- 1990 Trailer
- 2008 Trailer
- 2009 Trailer
- 2010 Trailer
- 2007 Snowmobile
- 2010 Tree Spade
- 2012 Riding Mower – 5 foot
- 2013 Riding Mower – 6 foot (w/blower) X
- 2013 Riding Mower – 6 foot (w/broom) X
- 2002 Riding Mower – 3 foot
- 1988 Toro Riding Mower – 10 foot
- Self-Propelled Mower – 4 foot (riding or walk behind)
- Ford tractor with tiller
- 3 push mowers
- 10 gal weed sprayer
- 350 gal weed sprayer
- 40 gal weed sprayer

Parks and Trails

- 41 Parks
- 27.3 miles of bituminous trails
- 22.53 miles of sidewalk
- TOTAL TRAIL MILES- 49.83 miles**

Trails Maintained During Winter Season

16.4 miles of sidewalk and bituminous

PARK RENTALS (days)	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
• Watab Park	63	58	58	52	68
• Val Smith Park	50	43	91	132	39
• Northside Park	12	5	21	7	6
• Pinecone Regional Park	7	30	42	14	15
• Lion's Park				2	2

Rental days consist of daily rentals by residents, Community Ed, PAL, Bible Camp, Volleyball league, Little League Baseball and Kids Country.

Park Commission and Park Activity Highlights

PARK COMMISSION MEMBERS

David Lindbloom (Chair), Diane Schellinger (Vice-chair), Corey Eckstrand, Rachel Lormasteymaugh and Dennis Molitor

Park Commission Highlights

- Dog Park
- Park Standards
- Parks Signs & Names
- YMCA Staffing of Wading Pools
- Comp Plan Update Process
- Park Shelter Discussion (Val Smith Park)
- Park Priorities Planning
- Park Capital Plans
- Park Tour (Sauk River Regional Park)
- Rotary Park Update
- Champion Field Update (concession/restroom)
- Val Smith Park Improvements
- Tour of Community Gardens
- Park/Trails Comp Plan
- Financial Management Plan Update Recommendations

In 2014 there were a total of 106 gardens located within the two Community Garden sites. On the east side of the city there are 10 gardens and on the west side there are 96 gardens.

The City Landscaper position was not filled for the second year in 2014. Park Department performed garden maintenance using seasonal help on gardens that were not adopted. Along with the hiring of an additional seasonal worker weeds along medians were able to be sprayed more often.

Rink Agreement that was reached with Sartell Youth Hockey entered its second year. Agreement asks that Sartell Youth Hockey help with maintenance and utility bill payments for outdoor rink; in return Sartell Youth Hockey receives more dedicated ice time to use as they wish.

Additional 44 acres of park land was purchased in 2014 along the Sauk River. Park was named Sauk River Regional Park. Cross country ski trails were the winter of 2014. There are also many trails located on property for summertime walking. Park also links to Whitney Park in St. Cloud. Parking lot was installed along with prairie planting around parking lot.

Dog Park committee continued to meet with attempts at some fundraising projects.

There were about a total of 4 miles of ski trails that were groomed. Lack of snow resulted in a very short ski season.

First year that Music and Movies in the Park were held in Pinecone Central Park.

New concession w/restrooms installed in Pinecone Central Park, new shelter built in Val Smith Park and new concession w/restrooms built at Champion Field.

CITY OF SARTELL, MN

EXISTING PARKS & TRAILS



- EXISTING SIDEWALK
- Trails and Paths
- Neighborhood Park
- Regional Park

STEARNS COUNTY

BAKERS LAKE

MISSISSIPPI RIVER

Parks - Regional in Bold

- | | |
|-----------------------------------|-----------------------------------|
| 1 MORNINGSTAR PARK | 21 STONECREEK PARK |
| 2 CELEBRATION PARK | 22 SARTELL VETERANS PARK |
| 3 NORTHSIDE PARK | 23 PINE CONE REGIONAL PARK |
| 4 CELEBRATION PARK | 24 VAL SMITH PARK |
| 5 PINECONE CENTRAL PARK | 25 WATAB CREEK NORTH PARK |
| 6 WILDS PARK NORTH | 26 WATAB CREEK SOUTH PARK |
| 7 WILDS PARK SOUTH | 27 NATURES EDGE PARK |
| 8 NEWPORT PARK | 28 ROTARY RIVERSIDE PARK |
| 9 CYPRESS PARK | 29 SABRE OAKS PARK |
| 10 FOX RUN OF AVALON VILLAGE PARK | 30 OAK VIEW POND PARK |
| 11 LINEAR PARK | 31 MADISON CROSSING PARK |
| 12 ROLLING MEADOWS NORTH PARK | 32 SARTELL HEIGHTS PARK |
| 13 PINE TREE POND PARK | 33 MEADOWLAKE PARK |
| 14 ROLLING MEADOWS WEST PARK | 34 SHAY PROPERTY |
| 15 AVALON PARK 2 | 35 SANDSTONE WEST |
| 16 ROLLING MEADOWS EAST PARK | 36 SANDSTONE EAST |
| 17 AVALON PARK | 37 FRANGEN PARK |
| 18 TIFFANY MEADOWS PARK | 38 CREEKVIEW PRESERVE PARK |
| 19 LIONS PARK | 39 HUNTINGTON PARK |
| 20 EASTSIDE KIDDIE PARK | 40 GEOFFREY PARK |
| | 41 SAUK RIVER |

BENTON COUNTY

WATAB RIVER

SAUK RIVER



Water and Wastewater

Personnel

- 4 full-time employees
- 1 seasonal summer employee

Vehicles and Equipment

- 1985 Trailer Sewer Jet
- 1991 1-Utility Truck w/crane
- 1999 Pick-up Truck
- 2002 Pickup Truck 4x4
- 2003 Pickup Truck 4x4
- 2003 Jet/Vac Truck
- 2007 Utility Truck w/crane
- 2012 GMC Pick-up Truck

WATER

Source

- 10-Wells
 - 3 wells pump to west water plant
 - 3 wells pump to east water plant
 - 3 wells pump to SW water plant

Treatment

- 3 - Water Treatment Facilities
 - *Iron & Manganese Removal Plants

Storage

- 3 - Water Towers - 1.3 MG total capacity
- 3 - in ground clearwells – 1.7 MG total capacity

Usage

	<u>Peak Day</u>	<u>Peak Usage</u>	<u>Average Usage</u>
2014	July 23	5.16 MG (million gallons)	1,841,725 GPD (gallons per day)
2013	Aug 27	5.84 MG (million gallons)	2,235,444 GPD (gallons per day)
2012	July 10	5.72 MG (million gallons)	2,065,227 GPD (gallons per day)
2011	June 7	4.14 MG (million gallons)	1,762,414 GPD (gallons per day)
2010	May 31	4.99 MG (million gallons)	1,857,753 GPD (gallons per day)
2009	June 4	5.06 MG (million gallons)	1,897,600 GPD (gallons per day)
2008	July 6	4.52 MG (million gallons)	1,870,309 GPD (gallons per day)

Meter Connections

	<u>Residential</u>	<u>Commercial/Industrial</u>
2009 - 4,299 connections	4,384	231
2013 - 4,492 connections	4,260	232
2012 - 4,365 connections	4,189	232
2011 - 4,365 connections	4,137	228
2010 - 4,365 connections	4,137	228

Hydrants

- 2014 - 1115 Net Change +3
- 2013 - 1112
- 2012 - 1110
- 2011 - 1108
- 2010 - 1101

Watering Permits

- 2014 - 35 permits
- 2013 - 40 permits
- 2012 - 29 permits
- 2011 - 28 permits
- 2010 - 39 permits

Watermain Breaks

One water main break was experienced in 2014.

Water - Wastewater Facts

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Net Change</u>
Watermain	103.93	104.17	104.40	.23 miles
Sanitary Sewer	81.53	81.71	81.81	.10 miles
Forcemain	9.16	9.16	9.16	no change

Water Freeze ups

During the 2013-2014 winter there were over 45 service line freeze ups within the city. City crews spent 96.5 hours of overtime assisting residents in getting their lines thawed.

WASTEWATER

Liftstations

10 liftstations located throughout the city

- 1) County Road 134 and County Road 1
- 2) Just south of Holiday convenience store
- 3) Riverside Ave and 7th St.N.
- 4) Located off 2nd St.S. – East of Rolling Green Add. next to Watab Creek
- 6) Ridge Road – Just of Benton Dr.
- 7) 1500 Block of Riverside Ave.N.
- 8) 15th Ave. N. between 3rd St.N. and 4th St.N.
- 9) 7th Ave.S. – Just south of Edinburgh Dr.
- 10) Across from Heims Mill
- 12) West of Pinecone Rd at Watab Creek

Wastewater

There was approximately 54,620 feet (10.34 miles) of sewer main cleaned in 2014. League of MN Cities recommends that we clean clay sewers every three years and PVC sewers every five years.