

AGENDA
SARTELL CITY COUNCIL
Tuesday, May 26, 2015
Sartell City Hall
7:00 P.M.

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1. PLEDGE OF ALLEGIANCE

2. AGENDA REVIEW AND ADOPTION

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

4. SPECIAL PRESENTATIONS

5. APPROVAL OF CITY COUNCIL MINUTES

- a. May 11, 2015 – Regular Meeting

6. CONSENT AGENDA

- a. Approval of voucher payments
- b. Acceptance of Donations
- c. Adoption of Performance Measures Resolution
- d. Approval of Insurance Renewal
- e. Calling public hearing on Delinquent Accounts
- f. Calling public hearing on Abatement Bonds
- g. Calling public hearing on Ordinance Amending Title 1 of City Code
- h. Approval of Fire Dept Policies & Procedures and Fire Chief posting
- i. Approval of Appraisal Work
- j. Approval of Noise Exemption

7. PUBLIC HEARINGS

8. OLD BUSINESS

- a. Resolution Awarding Pinecone Road bid
- b. Refuse Hauling

9. NEW BUSINESS

- a. Park Boundaries
- b. Consideration of purchase agreement terms to purchase real property (discussion to be conducted in closed session)

10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

May 11, 2015

**CITY COUNCIL MEETING
MINUTES OF MAY 11, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on May 11, 2015 in the Council Chambers of Sartell City Hall. Acting Mayor David Peterson called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Council members: Braig-Lindstrom, Hennes, Lynch, Peterson
ABSENT: Mayor Nicoll
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
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

John Unger and Bret and Jon Thayer, all of Sartell, presented the Council with an invitation to the Sartell Leos Recognition Ceremony on Sunday, May 17, 2015 at 7 pm at Celebration Church.

Matt Westland, 415 6th Avenue South talked about the upcoming Providence development and suggested the Council consider the 15th Street connector street before this new development approval.

APPROVAL OF CITY COUNCIL MINUTES

- a. April 27, 2015 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. April Building Permit Activity Report – Acceptance
- b. April Inspections Activity Report – Acceptance
- c. April Technology Report – Acceptance
- d. Approval of voucher payments
- e. Approval of Job Description updates
- f. Resolution Accepting Donations

A MOTION WAS MADE BY COUNCILMEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEMS A-F. THE MOTION CARRIED UNANIMOUSLY.

May 11, 2015

PUBLIC HEARINGS

- a. **Rezoning, Preliminary Plat – Providence**
(Requested Action by Developer to Postpone Public Hearing to June 8, 2015)

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING THE REQUEST BY THE DEVELOPER TO POSTPONE THE REZONING AND PRELIMINARY PLAT REQUEST UNTIL THE JUNE 8TH 2015 COUNCIL MEETING. THE MOTION CARRIED UNANIMOUSLY.

- b. **Rezoning – 332 4th Avenue South**

Anita Rasmussen, Community Development Director, presented the request to rezone the property at 332 4th Avenue South from I-1 to B-2 in order to accommodate a fitness business.

Acting Mayor Peterson opened the public hearing at 7:08 p.m. The following comments were made, although comments do not reflect entire statement made:

Chad Strom, 422 5th Avenue South, questioned if any of the trees in the buffer area would be removed and Anita said they would be using the existing building so no site plan changes were presented.

No other comments were made, Acting Mayor Peterson closed the hearing at 7:09 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING RESOLUTION 38-15 ADOPTING THE FINDINGS OF FACT RELATING TO A REZONING REQUEST FROM I-1 TO B-2. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM ADOPTING ORDINANCE AND SUMMARY ORDINANCE 15-07 APPROVING REZONING OF A CERTAIN PROPERTY FROM I-1 TO B-2. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- a. **Final Plat and Development Agreement Avalon 9**

Anita Rasmussen, Community Development Director, presented the final plat and Development Agreement of Avalon Plat 9 and explained the conditions for approval.

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT FOR AVALON 9 WITH CONDITIONS AS STATED ON RESOLUTION 39-15. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENTS REPORTS

- a. **Police Department**

Chief Hughes presented his monthly report and updated the Council and public on the upcoming City garage sale day and Senior Shred Day.

May 11, 2015

b. Fire Department

The Fire Department Report was included with the Council's packet for review.

c. Public Works

Director Borders presented his report and Council member Hennes noted the success of the earth day event.

d. City Engineer

Engineer Nielson presented his monthly report and updated the Council on the road closure on Pinecone Road which started May 11th and is expected to run through Friday, May 15th.

e. Planning & Community Development Director

Planning and Community Development Director Rasmussen presented her monthly report. Rasmussen then discussed an earlier meeting held with the developers of Providence. She requested input from the Council regarding setbacks and transportation concerns within the development, mainly connecting roads to neighboring developments. After discussion, consensus of the Council was in agreement of the need for east/west connecting roads to neighboring developments for safety reasons of emergency vehicles as well as the possible future extension of 15th Street North. Council suggested keeping with the City standards for setbacks. Rasmussen confirmed the City will meet the 60 day rule for review approval with this extension of time.

f. City Administrator

Administrator Degiovanni presented her monthly memorandum and confirmed that the community center planning was in the programming phase.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:15 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

**Judy Molitor
Recording Secretary**

David Peterson, Acting Mayor

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name AMERIPRIDE LINEN/APPAREL SERV					
		0515PW02	2200646736	\$13.36	UNIFORMS
		0515PW02	2200646736	\$20.72	UNIFORMS
		0515PW02	2200646736	\$10.00	UNIFORMS
		0515PW02	2200646736	\$92.52	MATS,TOWELS,MOPS-MAINT
		0515PW02	2200646736	\$37.89	UNIFORMS
		0515ADM02	2200646760	\$39.21	TOWELS,MATS-HALL
		0515PW02	2200649619	\$41.75	TOWELS,MOPS,MATS-PLANTS
		0515PW02	2200649620	\$46.94	TOWELS,MOPS,MATS-PLANTS
		0515PW02	2200649621	\$42.27	TOWELS,MOPS,MATS-PLANTS
		0515PW02	2200649624	\$10.11	MATS,TOWELS,MOPS-MAINT
		0515PW02	2200649624	\$6.54	UNIFORMS
		0515PW02	2200649624	\$13.36	UNIFORMS
		0515PW02	2200649624	\$40.75	UNIFORMS
		0515PW02	2200649624	\$15.72	UNIFORMS
Search Name AMERIPRIDE LINEN/APPAREL SERV				\$431.14	
Search Name BEHRENBRINKER, STEPHEN C					
		0515ADM02	05-2015	\$3,423.75	ASSESSING SERVICES-MAY
Search Name BEHRENBRINKER, STEPHEN C				\$3,423.75	
Search Name BENTON CNTY AUDITOR TREASURER					
		0515ADM02	2015	\$222.50	MAINT AGREEMENT-AUTOMARK
Search Name BENTON CNTY AUDITOR TREASURER				\$222.50	
Search Name BRAND BUILT HOMES					
067083	5/11/2015	0515PPD02	10	\$3,500.00	SMALL CITIES DEV GRANT-DANIEL
Search Name BRAND BUILT HOMES				\$3,500.00	
Search Name C & L EXCAVATING INC					
		0515PW02	2015039	\$1,851.60	REPAIRS-WATER LINE
Search Name C & L EXCAVATING INC				\$1,851.60	
Search Name CENTRAL HYDRAULICS INC					
		0515PW02	0067511	\$144.92	REPAIRS-PRESSURE WASHER
Search Name CENTRAL HYDRAULICS INC				\$144.92	
Search Name CENTRAL MN HOUSING PARTNERSHIP					
067084	5/11/2015	0515PPD02	10	\$7,000.00	SMALL CITIES DEV GRANT-ADMIN FEE
Search Name CENTRAL MN HOUSING PARTNERSHIP				\$7,000.00	
Search Name CHAMBERLAIN OIL COMPANYINC					
		0515PW02	137768	\$314.16	OIL
		0515PW02	137768	\$314.16	OIL
		0515PW02	138055	-\$20.00	DRUM CREDIT
Search Name CHAMBERLAIN OIL COMPANYINC				\$608.32	
Search Name CHARTER COMMUNICATIONS					
067172	5/19/2015	0515PPD02	835230105019832	\$62.39	INTERNET/TV SERV-MAINT
067082	5/11/2015	0515PPD02	835230105029623	\$65.00	INTERNET SERV-PD
Search Name CHARTER COMMUNICATIONS				\$127.39	
Search Name CLIMATE AIR INC					
		0515ADM02	34585	\$1,118.56	HVAC REPAIRS-HALL
Search Name CLIMATE AIR INC				\$1,118.56	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name COILS FLAGS & FLAGPOLES					
		0515FD02	1913	\$39.00	FLAG-FD MONUMENT
Search Name COILS FLAGS & FLAGPOLES				\$39.00	
Search Name DANS SPRINKLER SYSTEMS LLC					
		0515PW02	050615	\$3,960.00	SPRINKLER INST-VAL SMITH
Search Name DANS SPRINKLER SYSTEMS LLC				\$3,960.00	
Search Name DESIGN ELECTRIC INC					
		0515PW02	21128	\$114.87	REPAIRS-MAINT BLDG
Search Name DESIGN ELECTRIC INC				\$114.87	
Search Name EFTPS VOICE RESPONSE SYSTEM					
002538E	5/12/2015	0515PPD02	05-08-2015	\$1,339.19	05/08 EMPLOYEE MEDICARE
002538E	5/12/2015	0515PPD02	05-08-2015	\$9,435.73	05/08 FED TAX W/HELD
002538E	5/12/2015	0515PPD02	05-08-2015	\$3,401.56	05/08 EMPLOYER FICA
002538E	5/12/2015	0515PPD02	05-08-2015	\$1,339.19	05/08 EMPLOYER MEDICARE
002538E	5/12/2015	0515PPD02	05-08-2015	\$3,401.56	05/08 EMPLOYEE FICA
Search Name EFTPS VOICE RESPONSE SYSTEM				\$18,917.23	
Search Name EMERGENCY AUTOMOTIVE TECH INC					
		0515PD02	AW050715-3	\$313.06	PARTS-CROWN VIC SALE
Search Name EMERGENCY AUTOMOTIVE TECH INC				\$313.06	
Search Name FARM-RITE EQUIP OF ST CLOUD IN					
		0515PW02	P07489	\$202.32	PARTS-BOBCAT
Search Name FARM-RITE EQUIP OF ST CLOUD IN				\$202.32	
Search Name FASTENAL COMPANY					
		0515FD02	MNSAU143783	\$10.33	REPAIRS-FD #26
		0515PW02	MNSAU143784	\$19.16	REPAIRS-STEAMER
		0515PW02	MNSAU143926	\$34.17	REPAIRS-STEAMER
Search Name FASTENAL COMPANY				\$63.66	
Search Name FERGUSON WATERWORKS #2516					
		0515PW02	WL000398	\$1,701.70	METERS&SUPPLIES
Search Name FERGUSON WATERWORKS #2516				\$1,701.70	
Search Name FIRST LAB					
		0515PW02	FL00120580	\$42.95	PRE EMPLOYMENT SCREENING
		0515PW02	FL00120580	\$40.00	RANDOM DRUG TESTING
Search Name FIRST LAB				\$82.95	
Search Name FLAGSHIP RECREATION LLC					
		0515PD02	1268	\$1,565.00	BIKE RACKS
Search Name FLAGSHIP RECREATION LLC				\$1,565.00	
Search Name GATR OF SAUK RAPIDS					
		0515PW02	01P121526	\$784.28	EQUIPMENT-NEW TRUCK
		0515PW02	01P122656	\$135.30	REPAIRS-LS GEN/SET
		0515PW02	01P124231	\$112.92	REPAIRS-MOWERS
		0515PW02	01P124238	\$79.20	REPAIRS-MOWERS
		0515PW02	01P124489	\$33.94	REPAIRS-PATCHER
Search Name GATR OF SAUK RAPIDS				\$1,145.64	
Search Name GRANITE ELECTRONICS INC					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0515PD02	253275	\$127.70	REPAIRS-CIVIL DEFENSE SIREN
Search Name GRANITE ELECTRONICS INC				\$127.70	
Search Name HACH COMPANY					
		0515PW02	9365936	\$878.76	TESTING SUPPLIES
Search Name HACH COMPANY				\$878.76	
Search Name HANDYMAN S INC.					
		0515PW02	408664	\$59.93	REPAIRS-WASTEWATER
Search Name HANDYMAN S INC.				\$59.93	
Search Name HANSON, KELLY					
		0515PD02	051815	\$20.13	MILEAGE-RMS USER GROUP MTG
Search Name HANSON, KELLY				\$20.13	
Search Name HAWKINS WTR TREATMENT GRP INC					
		0515PW02	3724089	\$1,178.88	CHEMICALS
		0515PW02	3724230	\$4,415.81	CHEMICALS
Search Name HAWKINS WTR TREATMENT GRP INC				\$5,594.69	
Search Name HEALTHPARTNERS					
		0515ADM02	58578188	\$718.96	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$2,117.44	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$515.02	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$10,900.66	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$872.90	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$285.58	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$2,524.68	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$476.93	EMPLOYEE HEALTH INS-JUNE
		0515ADM02	58578188	\$3,875.89	EMPLOYEE CONTR TO INS-JUNE
		0515ADM02	58578188	\$3,551.22	EMPLOYEE HEALTH INS-JUNE
Search Name HEALTHPARTNERS				\$25,839.28	
Search Name HELENA CHEMICAL COMPANY					
		0515PW02	134726690	\$55.00	CHEMICALS
Search Name HELENA CHEMICAL COMPANY				\$55.00	
Search Name HELMIN LANDSCAPING INC					
		0515PW02	9415	\$320.00	TREES
Search Name HELMIN LANDSCAPING INC				\$320.00	
Search Name INDEPENDENT SCHOOL DISTRCT 748					
		0515FD02	04-2015	\$396.54	FUELS-FD
		0515ADM02	04-2015	\$184.44	FUELS-INSPECTIONS
		0515PW02	04-2015	\$3,773.26	FUELS-MAINT
		0515PD02	04-2015	\$2,352.94	FUELS-PD
Search Name INDEPENDENT SCHOOL DISTRCT 748				\$6,707.18	
Search Name ING INSTITUTIONAL PLAN SERV LL					
002536E	5/11/2015	0515PPD02	05-08-2015	\$184.62	05/08 EMPLOYER CONTR TO PENSION-A
002536E	5/11/2015	0515PPD02	05-08-2015	\$2,139.13	05/08 PAYROLL DEDUCTION
002537E	5/11/2015	0515PPD02	05-08-2015	\$2,501.78	05/08 PAYROLL DEDUCTION
Search Name ING INSTITUTIONAL PLAN SERV LL				\$4,825.53	
Search Name JOHN DEERE FINANCIAL					
		0515PW02	1053951	\$535.16	REPAIRS-MOWERS

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0515PW02	1054768	-\$267.58	REPAIRS-MOWERS
Search Name JOHN DEERE FINANCIAL				\$267.58	
Search Name JOHN DEERE LANDSCAPES INC					
		0515PW02	71354496	\$46.22	IRRIGATION REPAIRS-PARKS
		0515PW02	71450801	\$19.96	IRRIGATION REPAIRS-PARKS
Search Name JOHN DEERE LANDSCAPES INC				\$66.18	
Search Name KEEPRS INC					
		0515PD02	272583-03	\$542.55	UNIFORMS-CSO
Search Name KEEPRS INC				\$542.55	
Search Name KELLER, NATE					
		0515ADM02	050615	\$41.86	MILAGE-REG DESIGNATION
		0515ADM02	051315	\$138.00	MILEAGE-CONST STORMWTR INSP
Search Name KELLER, NATE				\$179.86	
Search Name LAW ENFORCEMENT LABOR SERV INC					
		0515PD02	05-2015	\$658.00	UNION DUES-MAY
Search Name LAW ENFORCEMENT LABOR SERV INC				\$658.00	
Search Name LAWSON PRODUCTS INC					
		0515PD02	9303253630	\$37.36	SUPPLIES-PD
		0515PW02	9303253630	\$37.36	SUPPLIES
		0515FD02	9303253630	\$37.36	SUPPLIES-FD
		0515PW02	9303253630	\$37.36	SUPPLIES
		0515PW02	9303253630	\$37.36	SUPPLIES
		0515PW02	9303253630	\$37.37	SUPPLIES
Search Name LAWSON PRODUCTS INC				\$224.17	
Search Name LOCATORS & SUPPLIES INC					
		0515PW02	0234016-IN	\$78.78	CLEANING SUPPLIES
		0515PW02	0234016-IN	\$39.98	CLEANING SUPPLIES
Search Name LOCATORS & SUPPLIES INC				\$118.76	
Search Name MAGNETIC SPARK					
		0515PD02	002826	\$1,304.76	T SHIRTS-PAL
Search Name MAGNETIC SPARK				\$1,304.76	
Search Name MARKET MONDAY					
		0515PD02	051315	\$192.00	SUPPLIES-BIKE RODEO
Search Name MARKET MONDAY				\$192.00	
Search Name MIMBACH FLEET SUPPLY					
		0515PW02	105976	\$453.70	POSTS-PINE CONE CENTRAL PARK
		0515PW02	106024	\$33.98	REPAIRS-MOWERS
Search Name MIMBACH FLEET SUPPLY				\$487.68	
Search Name MINNESOTA PIPE & EQUIPMENT					
		0515PW02	0333088	\$1,789.93	REPAIRS-WATER
Search Name MINNESOTA PIPE & EQUIPMENT				\$1,789.93	
Search Name MINNESOTA PUMP WORKS					
		0515PW02	7056	\$394.50	REPAIRS-LIFT STATIONS
		0515PW02	7057	\$1,935.00	REPAIRS-LIFT STATIONS
Search Name MINNESOTA PUMP WORKS				\$2,329.50	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MN BENEFIT ASSOCIATION					
		0515ADM02	483-052015	\$1,717.74	PAYROLL DEDUCTIONS-MAY
Search Name MN BENEFIT ASSOCIATION				\$1,717.74	
Search Name MN DEPT OF HEALTH					
		0515PW02	2953	\$23.00	H2O SYS OP RENEWAL-BORDERS
Search Name MN DEPT OF HEALTH				\$23.00	
Search Name MN DEPT OF REVENUE					
002535E	5/11/2015	0515PPD02	05-08-2015	\$130.00	05/08 WAGE LEVY
002534E	5/11/2015	0515PPD02	05-08-2015	\$3,935.90	05/08 STATE TAX W/HELD
Search Name MN DEPT OF REVENUE				\$4,065.90	
Search Name MN DEPT OF REVENUE-SALES/USE					
002540E	5/12/2015	0515PPD02	04-2015	\$225.00	SALES TAX PAYABLE-APR
002540E	5/12/2015	0515PPD02	04-2015	\$1,147.00	SALES TAX PAYABLE-APR
Search Name MN DEPT OF REVENUE-SALES/USE				\$1,372.00	
Search Name MN TEAMSTERS-PUBLIC & LAW ENF					
		0515ADM02	05-2015	\$1,008.50	UNION DUES-MAY
Search Name MN TEAMSTERS-PUBLIC & LAW ENF				\$1,008.50	
Search Name MOLITOR EXCAVATING INC					
		0515PW02	108-15	\$950.00	REPAIRS-STORM SEWER
		0515PW02	111-15	\$975.00	REPAIRS-STORM SEWER
Search Name MOLITOR EXCAVATING INC				\$1,925.00	
Search Name MPCA-CERT & TRNG UNIT					
		0515PW02	C-4251	\$23.00	WW CERT RENEWAL-BORDERS
Search Name MPCA-CERT & TRNG UNIT				\$23.00	
Search Name MRZENA, KEVIN DBA					
		0515FD02	6423	\$505.00	REPAIRS-FD #24
Search Name MRZENA, KEVIN DBA				\$505.00	
Search Name MUSTANG SIGNS & GRAPHICS					
		0515PD02	16154	\$1,868.00	NEW SQUAD SET UP
		0515PD02	16203	\$55.00	NEW SQUAD SET UP
Search Name MUSTANG SIGNS & GRAPHICS				\$1,923.00	
Search Name NORTH CENTRAL TRUCK EQUIPMENT					
		0515PW02	219486	\$427.50	NEW TRUCK EQUIPMENT
Search Name NORTH CENTRAL TRUCK EQUIPMENT				\$427.50	
Search Name O REILLY AUTO PARTS					
		0515FD02	1572-437603	\$17.99	REPAIRS-FD
		0515PW02	1572-439566	\$12.99	REPAIRS-MOWER
		0515PW02	1572-440140	\$10.13	REPAIRS-PATCHER
		0515PW02	1572-440524	\$7.99	SUPPLIES-STREETS
		0515PW02	1572-440751	\$118.73	EQUIPMENT-NEW TRUCK
		0515PW02	1572-440752	\$77.30	TRUCK PARTS
		0515PW02	1572-440755	\$3.99	TRUCK PARTS
		0515PD02	1572-441486	\$22.89	REPAIRS-SQUAD
Search Name O REILLY AUTO PARTS				\$272.01	
Search Name OFFICE DEPOT INC					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0515ADM02	754337351001	-\$69.99	OFFICE SUPPLIES
		0515ADM02	763865461001	\$59.99	OFFICE SUPPLIES
		0515ADM02	768492511001	\$28.99	OFFICE SUPPLIES
		0515ADM02	768492511001	\$6.99	OFFICE SUPPLIES
		0515ADM02	768492967001	\$28.37	OFFICE SUPPLIES
Search Name OFFICE DEPOT INC				\$54.35	
Search Name OXYGEN SERVICE COMPANY					
		0515PD02	07879875	\$21.16	MEDICAL OXYGEN
Search Name OXYGEN SERVICE COMPANY				\$21.16	
Search Name PITNEY BOWES GLOBAL FIN SERV L					
		0515ADM02	7248594-MY15	\$351.87	POSTAGE METER-HALL
Search Name PITNEY BOWES GLOBAL FIN SERV L				\$351.87	
Search Name PRAIRIE RESTORATIONS INC					
		0515ADM02	0034034	\$278.95	CITY HALL
Search Name PRAIRIE RESTORATIONS INC				\$278.95	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002533E	5/11/2015	0515PPD02	05-08-2015	\$4,306.99	05/08 EMPLOYEE PERA
002533E	5/11/2015	0515PPD02	05-08-2015	\$6,460.52	05/08 EMPLOYER PERA
002533E	5/11/2015	0515PPD02	05-08-2015	\$3,578.80	05/08 EMPLOYEE PERA
002533E	5/11/2015	0515PPD02	05-08-2015	\$4,129.40	05/08 EMPLOYER PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$18,475.71	
Search Name PURCHASE POWER-PITNEY BOWES					
		0515PD02	8299	\$208.99	POSTAGE-PD
Search Name PURCHASE POWER-PITNEY BOWES				\$208.99	
Search Name REPULIC SERVICES #891					
067078	5/8/2015	0515PPD02	0891-000594650	\$117.40	REFUSE SERV-PLANTS
067078	5/8/2015	0515PPD02	0891-000594650	\$165.19	REFUSE SERV-HALL
067078	5/8/2015	0515PPD02	0891-000594650	\$219.34	REFUSE SERV-PD
067078	5/8/2015	0515PPD02	0891-000594650	\$33.33	REFUSE SERV-FD
067078	5/8/2015	0515PPD02	0891-000594650	\$199.88	REFUSE SERV-MAINT
067078	5/8/2015	0515PPD02	0891-000595063	\$364.67	REFUSE SERV-PARKS
067078	5/8/2015	0515PPD02	0891-000595063	\$423.77	REFUSE SERV-COMPOST
067078	5/8/2015	0515PPD02	0891-000595856	\$447.45	REFUSE SERV-PARKS
Search Name REPULIC SERVICES #891				\$1,971.03	
Search Name RINKE-NOONAN					
		0515ADM02	10915	\$7,800.00	AIM ROAD CONDEMNATION
		0515ADM02	240407	\$735.00	LEGAL FEES-AIM/VERSO SITE
Search Name RINKE-NOONAN				\$8,535.00	
Search Name SARTELL HARDWARE HANK					
		0515PW02	49441	\$1.29	SUPPLIES-PARKS
		0515PW02	49534	\$5.35	REPAIRS-POOL
		0515PW02	49955	\$33.48	SUPPLIES-SHOP
		0515PW02	49960	\$6.99	REPAIRS-PARKS
		0515PW02	66375	\$6.49	SUPPLIES-PARKS
		0515PW02	66383	\$2.99	REPAIRS-MOWER
		0515PW02	66396	\$3.28	REPAIRS-PARKS
		0515PW02	66412	\$5.99	REPAIRS-DISC GOLF
		0515PW02	67059	\$20.99	SUPPLIES-SHOP

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0515PW02	67311	\$11.16	SIGNS
		0515PD02	67896	\$2.40	REPAIRS-PD
Search Name SARTELL HARDWARE HANK				\$100.41	
Search Name SARTELL NEWSLEADER					
067079	5/8/2015	0515PPD02	36420	\$218.67	ORD 15-05; REZONING PHN
067079	5/8/2015	0515PPD02	36420	\$188.65	BIKE RODEO
067081	5/11/2015	0515PPD02	36471	\$171.50	PHN-SWPPP
067081	5/11/2015	0515PPD02	36471	\$205.80	GARAGE SALE AD
067170	5/18/2015	0515PPD02	36509	\$986.13	SUMMARY FINANCIAL REPORT
Search Name SARTELL NEWSLEADER				\$1,770.75	
Search Name SARTELL ST STEPHEN EDUC FOUND					
		0515ADM02	05-2015	\$40.00	PAYROLL DEDUCTIONS-MAY
Search Name SARTELL ST STEPHEN EDUC FOUND				\$40.00	
Search Name SCR-CENTRAL					
		0515ADM02	1506-2	\$5,000.00	BERNICKS ARENA
Search Name SCR-CENTRAL				\$5,000.00	
Search Name SHIFT TECHNOLOGIES INC					
		0515PW02	48451	\$295.50	REPAIRS-LAP TOP
		0515FD02	48466	\$60.00	REPAIRS-FD ROUTER
Search Name SHIFT TECHNOLOGIES INC				\$355.50	
Search Name SNAP-ON TOOLS CORPORATION					
		0515PW02	ARV/25653222	\$283.28	BATTERY SYSTEM TESTER
Search Name SNAP-ON TOOLS CORPORATION				\$283.28	
Search Name SPRINT					
		0515PW02	852875115-093	\$34.99	IPAD SERV-BRAD
		0515ADM02	852875115-093	\$34.99	IPAD SERV-KYLE
		0515PD02	852875115-093	\$34.99	IPAD SERV-PD
Search Name SPRINT				\$104.97	
Search Name ST CLOUD AREA CONVENTION/VISIT					
		0515ADM02	04-2015	\$2,474.75	LODGING TAX-APRIL
Search Name ST CLOUD AREA CONVENTION/VISIT				\$2,474.75	
Search Name STEARNS CNTY AUDITOR-TREASURER					
067174	5/20/2015	0515PPD02	2011TAHOE	\$35.75	TITLE/PLATES-PD
067080	5/11/2015	0515PPD02	2015	\$1,682.70	TAX,LICENSE-VEHICLE
Search Name STEARNS CNTY AUDITOR-TREASURER				\$1,718.45	
Search Name STEARNS CNTY HWY DEPARTMENT					
		0515ADM02	135-15	\$4,964.91	TH 15 DIVERGING DIAMOND
Search Name STEARNS CNTY HWY DEPARTMENT				\$4,964.91	
Search Name STEARNS ELECTRIC ASSOCIATION					
067169	5/15/2015	0515PPD02	10191700	\$287.00	STREET LIGHTS
067169	5/15/2015	0515PPD02	10191800	\$238.00	STREET LIGHTS
067169	5/15/2015	0515PPD02	10248200	\$20.00	CIVIL DEFENSE
067169	5/15/2015	0515PPD02	10441600	\$135.00	STREET LIGHTS
067169	5/15/2015	0515PPD02	10459401	\$33.14	ELEC-POOL
067169	5/15/2015	0515PPD02	10461600	\$31.74	COMPOST SITE
067169	5/15/2015	0515PPD02	10491600	\$48.32	STREET LIGHTS

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
067169	5/15/2015	0515PPD02	10545000	\$24.90	STREET LIGHTS
067169	5/15/2015	0515PPD02	10545100	\$33.38	STREET LIGHTS
067169	5/15/2015	0515PPD02	10545200	\$18.44	STREET LIGHTS
067169	5/15/2015	0515PPD02	10545300	\$23.42	STREET LIGHTS
067169	5/15/2015	0515PPD02	10545400	\$13.46	STREET LIGHTS
067169	5/15/2015	0515PPD02	10628400	\$24.81	CIVIL DEFENSE
067169	5/15/2015	0515PPD02	10648700	\$42.81	STREET LIGHTS
067169	5/15/2015	0515PPD02	10690800	\$96.00	STREET LIGHTS
067169	5/15/2015	0515PPD02	10690900	\$71.49	STREET LIGHTS
067169	5/15/2015	0515PPD02	10691000	\$84.25	STREET LIGHTS
067169	5/15/2015	0515PPD02	10691100	\$44.09	STREET LIGHTS
067169	5/15/2015	0515PPD02	10710600	\$99.00	STREET LIGHTS
067169	5/15/2015	0515PPD02	10878900	\$2,760.00	ELEC-PLANT
067169	5/15/2015	0515PPD02	10900900	\$66.00	STREET LIGHTS
067169	5/15/2015	0515PPD02	11244800	\$1,538.18	ELEC-WELLS 15&16
067169	5/15/2015	0515PPD02	5463910	\$75.91	ELEC-LIFT STATION
067169	5/15/2015	0515PPD02	6401510	\$1,615.61	STREET LIGHTS
Search Name STEARNS ELECTRIC ASSOCIATION				\$7,424.95	
Search Name STEIN, BOB					
		0515ADM02	107 15TH AV S	\$60.44	REIMB-OVERPAY UTIL
Search Name STEIN, BOB				\$60.44	
Search Name STREICHER S					
		0515PD02	I1150203	\$1,115.64	TRAINING SUPPLIES
Search Name STREICHER S				\$1,115.64	
Search Name SUMMIT COMPANIES					
		0515ADM02	1506-2	\$532.95	BERNICKS ARENA
Search Name SUMMIT COMPANIES				\$532.95	
Search Name THE STANDARD					
		0515ADM02	160-155531-1JUN	\$108.97	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$1,717.78	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$598.14	EMPLOYEE CONTR TO INS-JUNE
		0515ADM02	160-155531-1JUN	\$172.75	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$111.28	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$144.84	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$214.44	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$365.09	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$69.60	EMPLOYEE DENTAL INS-JUNE
		0515ADM02	160-155531-1JUN	\$484.67	EMPLOYEE DENTAL INS-JUNE
Search Name THE STANDARD				\$3,987.56	
Search Name TOTAL ADMIN SERVICES CORP					
002539E	5/12/2015	0515PPD02	05-08-2015	\$144.41	05/08 MED FLEX CONTR
002539E	5/12/2015	0515PPD02	05-08-2015	\$185.18	05/08 DAYCARE FLEX CONTR
002539E	5/12/2015	0515PPD02	05-08-2015	\$2,201.45	05/08 HSA FLEX CONTR
Search Name TOTAL ADMIN SERVICES CORP				\$2,531.04	
Search Name TRAUT WELLS INC					
		0515PW02	276713	\$23.00	TESTING
		0515PW02	276996	\$46.00	TESTING
		0515PW02	277008	\$46.00	TESTING
		0515PW02	277013	\$46.00	TESTING

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0515PW02	277021	\$46.00	TESTING
Search Name TRAUT WELLS INC				\$207.00	
Search Name UNITED WAY OF CENTRAL MN					
		0515ADM02	05-2015	\$28.00	PAYROLL DEDUCTION-MAY
Search Name UNITED WAY OF CENTRAL MN				\$28.00	
Search Name US BANK (CREDIT CARD)					
		0515ADM02	1627	\$0.25	PARKING FEES
		0515ADM02	1627	\$70.00	WORKSHOP REGISTRATION
		0515ADM02	1627	\$2.00	PARKING FEES
		0515ADM02	1627	\$7.00	PARKING FEES
		0515ADM02	1627	\$2.80	PARKING FEES
		0515ADM02	1627	\$66.31	50TH AVE SUPPLIES
		0515ADM02	2111	\$99.00	WEBSITE HOSTING
		0515ADM02	2111	\$51.70	EMPLOYEE RECOGNITION
		0515ADM02	2111	\$24.00	SURVEY MONKEY
		0515ADM02	2111	\$51.70	EMPLOYEE RECOGNITION
		0515ADM02	2111	\$51.71	EMPLOYEE RECOGNITION
		0515ADM02	2111	\$195.00	CC SWIPER
		0515ADM02	2111	\$195.00	CC SWIPER
		0515ADM02	2111	\$51.70	EMPLOYEE RECOGNITION
		0515ADM02	2111	\$50.00	EMPLOYEE RECOGNITION
		0515ADM02	2111	\$75.00	EMPLOYEE RECOGNITION
		0515ADM02	2111	\$1.40	BEACON SITE
		0515ADM02	2111	\$5.00	TRANSFER BIG FILES
		0515PW02	7165	\$266.50	POOL CERT TRNG
		0515PW02	7165	\$76.14	REPAIRS-FD VECHICLE
		0515PW02	7165	\$96.58	REPAIRS-PLANT
		0515PW02	7165	\$429.49	PHONE EQUIP
		0515PW02	7165	\$23.65	DRAWER SLIDES
		0515PW02	7165	\$29.74	EMPLOYEE RECOGNITION
		0515PW02	7165	\$25.00	EMPLOYEE RECOGNITION
		0515PD02	7173	\$4.00	TLO TRANSUNION
		0515PD02	7173	\$51.80	SHREDDING SERV
		0515PD02	7173	\$21.80	SHREDDING-HALL
		0515PD02	7173	\$435.12	PPCT TRNG-7917,7908,7918
		0515PD02	7173	\$12.00	SC TIMES SUBS
Search Name US BANK (CREDIT CARD)				\$2,471.39	
Search Name VERIZON WIRELESS					
067173	5/19/2015	0515PPD02	9744860771	\$35.01	PHONE SERV
067173	5/19/2015	0515PPD02	9744860771	\$35.01	PHONE SERV
067173	5/19/2015	0515PPD02	9744860771	\$47.94	PHONE SERV
067173	5/19/2015	0515PPD02	9744860771	\$961.61	PHONE SERV
067173	5/19/2015	0515PPD02	9745133510	\$10.02	PCRS READER BOARD
Search Name VERIZON WIRELESS				\$1,089.59	
Search Name WACOSA					
		0515ADM02	00026178	\$241.90	HALL CLEANING-APRIL
Search Name WACOSA				\$241.90	
Search Name WALETZKO MASONRY INC					
		0515ADM02	1506-2	\$8,410.00	BERNICKS ARENA
Search Name WALETZKO MASONRY INC				\$8,410.00	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name WEX BANK					
067171	5/18/2015	0515PPD02	40816211	\$12.00	FUELS CARDS
Search Name WEX BANK				\$12.00	
Search Name WINKELMAN BUILDING CORPORATION					
		0515ADM02	1506-2	\$6,797.80	BERNICKS ARENA
Search Name WINKELMAN BUILDING CORPORATION				\$6,797.80	
Search Name XCEL ENERGY					
		0515PW02	455625254	\$9,623.96	STREET LIGHTS
Search Name XCEL ENERGY				\$9,623.96	
Search Name ZIEGLER INC.					
		0515PW02	PC080433728	\$132.65	REPAIRS-LS GEN
		0515PW02	PC080433850	\$492.13	REPAIRS-PLANT GEN
Search Name ZIEGLER INC.				\$624.78	
				\$204,254.51	

Voucher Payments-Fund Summary

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

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$117,142.63
YOUTH PROGRAMS	\$1,304.76
BEAUTIFICATION	\$742.67
LODGING TAX	\$2,474.75
SALES TAX EXTENSION	\$24,700.75
PUBLIC IMPROVEMENT REVOLVING	\$11,235.00
PD EQUIPMENT FUND	\$1,923.00
PW EQUIPMENT FUND	\$3,013.21
STREET FUND	\$12,764.91
WATER FUND	\$23,342.09
SEWER FUND	\$3,685.74
STORMWATER FUND	\$1,925.00
	<hr/>
	\$204,254.51

RESOLUTION NO. _____

RESOLUTION ACCEPTING DONATIONS

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

\$750 from Grandview Estates LLC toward Music in the Park

\$500 from Sartell Community Gardeners to Public Works Equipment Fund

\$100 from Coborn's, Inc. toward a new drug display board for educational purposes

\$1,083 from Central MN Com. Foundation for DARE

\$1,500 from Walmart for PBT's and supplies

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

ADOPTED BY THE SARTELL CITY COUNCIL THIS 26th DAY OF MAY, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6c
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Agenda Section: **Consent**

Item: **Performance Measures Resolution**

RECOMMENDATION: Approval of attached Performance Measures Resolution.

PREVIOUS COUNCIL ACTION: The Sartell City Council has adopted required Performance Measures every year since 2011 and you have also completed required surveys each year. A summary of the December 2014 survey results are attached.

BACKGROUND: To continue participation in this program, you are required to adopt the annual confirming resolution in the format attached. We also publish the survey results on the City's website and your annual budget process looks at trends that might help you when looking at budget priorities.

BUDGET/FISCAL IMPACT: The State's incentives for us to participate in the program are some exemption from levy limits and payment of a relatively small amount of "performance measures aid" - we receive a little over \$2,000 per year for participation. The League of MN Cities has been conducting the survey work at no charge to us and staff time has been fairly minimal in meeting the requirements so the benefits have exceeded the cost.

ATTACHMENTS: Required Resolution.

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

RESOLUTION NO. _____

Councilmember _____ introduced the following resolution and moved for its adoption:

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

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

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

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

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

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

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

WHEREUPON, said resolution was declared duly passed and adopted this 26th day of May, 2015.

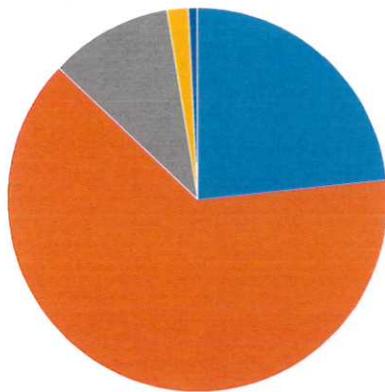
MAYOR

CITY ADMINISTRATOR

SEAL

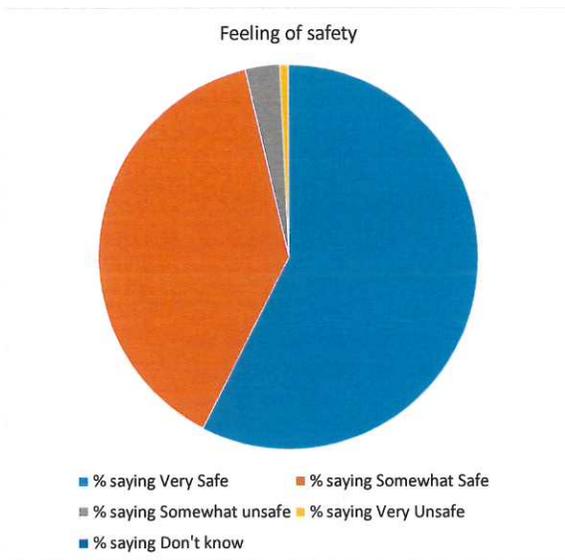
How would you rate the overall appearance of the city?	
# saying Excellent	63
# saying Good	172
# saying Fair	28
# saying Poor	5
# saying Don't know	2
Total Responses	270
% saying Excellent	23%
% saying Good	64%
% saying Fair	10%
% saying Poor	2%
% saying Don't know	1%

Overall appearance of city



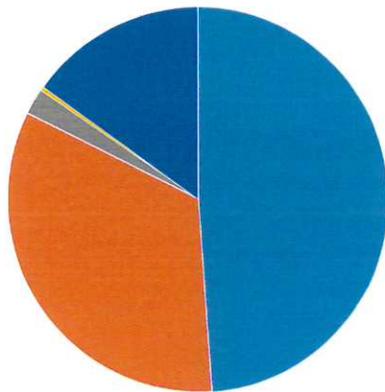
- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you describe your overall feeling of safety in the city?	
# saying Very Safe	157
# saying Somewhat Safe	106
# saying Somewhat unsafe	8
# saying Very Unsafe	2
# saying Don't know	0
Total Responses	273
% saying Very Safe	58%
% saying Somewhat Safe	39%
% saying Somewhat unsafe	3%
% saying Very Unsafe	1%
% saying Don't know	0%



How would you rate the overall quality of fire protection services in the city?	
# saying Excellent	133
# saying Good	91
# saying Fair	6
# saying Poor	1
# saying Don't know	41
Total Responses	272
% saying Excellent	49%
% saying Good	33%
% saying Fair	2%
% saying Poor	0%
% saying Don't know	15%

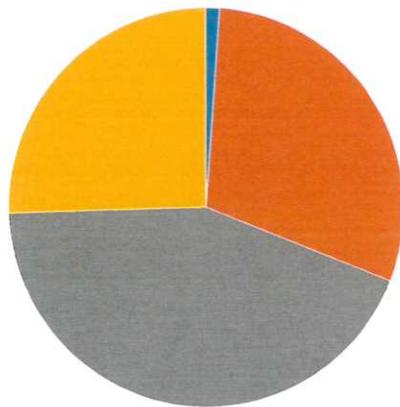
Quality of fire protection



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you rate the overall condition of city streets?	
# saying Excellent	3
# saying Good	81
# saying Fair	118
# saying Poor	69
# saying Don't know	0
Total Responses	271
% saying Excellent	1%
% saying Good	30%
% saying Fair	44%
% saying Poor	25%
% saying Don't know	0%

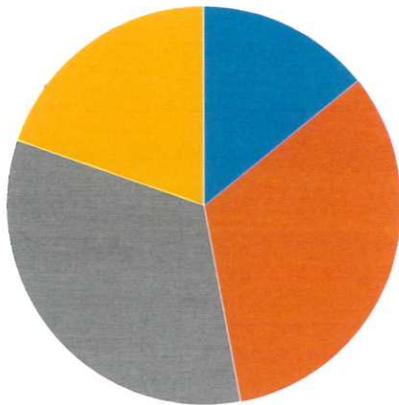
Overall condition of city streets



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you rate the overall quality of snowplowing on city streets?	
# saying Excellent	39
# saying Good	90
# saying Fair	91
# saying Poor	54
# saying Don't know	0
Total Responses	274
% saying Excellent	14%
% saying Good	33%
% saying Fair	33%
% saying Poor	20%
% saying Don't know	0%

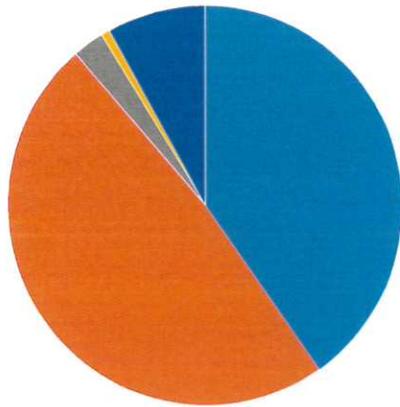
Overall quality of snowplowing



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

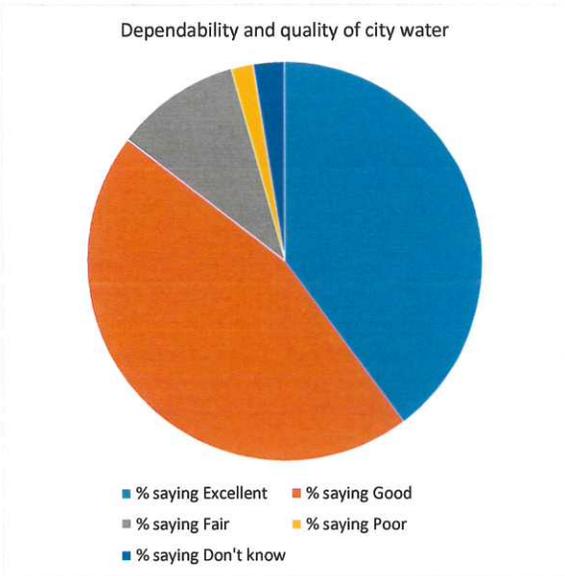
How would you rate the dependability and overall quality of city sanitary sewer service?	
# saying Excellent	110
# saying Good	132
# saying Fair	7
# saying Poor	2
# saying Don't know	22
Total Responses	273
% saying Excellent	40%
% saying Good	48%
% saying Fair	3%
% saying Poor	1%
% saying Don't know	8%

Dependability and quality of city sewer



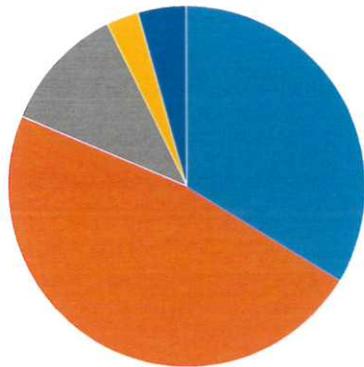
- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you rate the dependability and overall quality of the city water supply?	
# saying Excellent	109
# saying Good	125
# saying Fair	28
# saying Poor	5
# saying Don't know	7
Total Responses	274
% saying Excellent	40%
% saying Good	46%
% saying Fair	10%
% saying Poor	2%
% saying Don't know	3%



How would you rate the overall quality of city recreational programs and facilities (e.g. parks, trails, park facilities, etc.)?	
# saying Excellent	92
# saying Good	130
# saying Fair	31
# saying Poor	8
# saying Don't know	12
Total Responses	273
% saying Excellent	34%
% saying Good	48%
% saying Fair	11%
% saying Poor	3%
% saying Don't know	4%

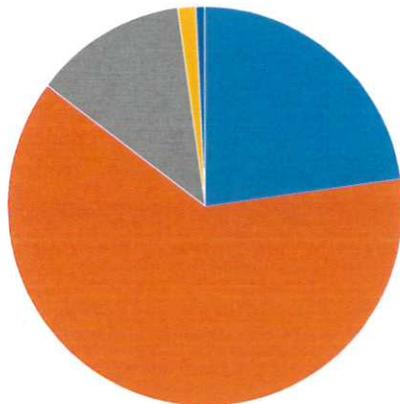
Overall quality of city rec programs and facilities



- % saying Excellent ■ % saying Good
- % saying Fair ■ % saying Poor
- % saying Don't know

How would you rate the overall quality of services provided by the city?	
# saying Excellent	62
# saying Good	170
# saying Fair	34
# saying Poor	4
# saying Don't know	2
Total Responses	272
% saying Excellent	23%
% saying Good	63%
% saying Fair	13%
% saying Poor	1%
% saying Don't know	1%

Overall quality of city services



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6d
Agenda Section: Consent	Item: Insurance Renewal	
<p>RECOMMENDATION: Approval of insurance renewal consistent with past years without waiver of statutory limits and with no excess liability coverage.</p> <p>BACKGROUND: Staff recommends no changes to your insurance coverages this year. I am attaching an outline from the League of Cities showing the statutory limit outline and options.</p> <p>BUDGET/FISCAL IMPACT: The final savings aren't known until your renewal is calculated, but it was estimated at \$25,000 in prior year waivers and so even if excess liability coverage costs declined this year for Sartell, we estimate annual savings are \$15,000 or more.</p> <p>ATTACHMENTS: Waiver form and LMC information/outline.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the attached waiver form implementing the City's decision not to waive monetary limits on municipal tort liability. If item is removed from consent agenda, separate motion is requested approving insurance renewal as proposed.</p>		



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Sartell
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 5-26-15

Signature Mary Desjovanni

Position City Administrator

Questions and Answers Liability Coverage Limit Increase

What's being changed in the LMCIT liability coverage limits?

There are two changes.

- 1) The basic liability coverage limit is increased from \$1.5 million to \$2 million per occurrence.
- 2) The annual aggregate limits that apply to several specific types of liability are increased from \$2 million to \$3 million per year. This affects coverage for claims for products liability, failure to supply utilities, data security breaches, damage caused by electromagnetic fields, limited pollution, and mold. There are also annual aggregate limits on the land use / special risk coverage (\$1 million), and on coverage for claims arising from activities of outside organizations (\$100,000). These annual aggregate limits don't change.

More Information

Read more about LMCIT's Liability Coverage Options at <http://lmc.org/page/1/P-C-Coverages.jsp>.

When do the changes take effect?

The changes will apply at the city's first renewal after November 15, 2014.

Why did the LMCIT Board decide to make these changes?

The reason is to give member cities better protection. The statutory liability limit caps the city's liability for many types of claims. But some liability claims aren't covered by the statutory limit, so the city's potential liability is unlimited. Claims under the federal civil rights laws are probably the biggest example, but there are a few others as well. The new \$2 million per occurrence coverage limit gives the city better protection for these types of claims, and makes it less likely the city could end up with liability exceeding its coverage limit.

That's also why the various aggregate limits were increased – to give member cities better protection. The higher limits make it less likely the city could run out of coverage if there were a major incident in which many people were injured.

Do the higher coverage limits mean that the city can now be sued for larger amounts?

For the vast majority of LMCIT members, the answer is no. This is because for LMCIT members the statutory liability limits remain in effect unless the city has explicitly chosen to waive the statutory limits. Only about 18% of LMCIT members do so. So for most member cities, even though the city's liability coverage now has a \$2 million limit, the city's liability is still limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence. In other words, the new, higher coverage limits would only come into play on those types of claims that aren't covered by the statutory liability limit.

For cities that do choose to waive the statutory limits, the change will mean the city can now be sued for greater dollar amounts. When the city chooses the "waiver" option, the city waives the protection of the statutory limits, up to the amount of coverage the city has. So someone with a claim against a city that has waived the statutory limits would now be able to recover up to \$2 million. Of course, that claimant would have to show that s/he actually did suffer that much damage.

Our city carries the optional excess liability coverage. How does this change affect us?

There are three effects, all of them positive, for the city that carries the optional excess liability coverage.

- 1) The total coverage limit the city has available will now be greater. For example, suppose the city carries \$1 million of excess coverage. Formerly, that \$1 million of coverage would sit on top of the old \$1.5 million primary limit, so the total limit available was \$2.5 million. Now that \$1 million of excess coverage will sit above the \$2 million per occurrence primary limit, for a total of \$3 million.
- 2) The city will now have better protection for claims relating to mold or to failure to supply utilities. The excess liability coverage doesn't apply to those types of claims, so under the old coverage even if the city carries the excess liability coverage, the city still only had \$2 million of coverage for those claims per year. Now the city will have \$3 million of coverage per year for those claims.
- 3) The excess coverage is now less expensive. Formerly, the excess coverage would come into play on a claim that exceeds \$1.5 million; now, a claim would need to exceed \$2 million for the excess coverage to come into play. That means there's less risk that a claim will hit the excess coverage; and because the risk is less, the cost is less.

So our premium for excess liability coverage will go down at our next renewal?

For many cities it will, but not necessarily for all. The premiums for excess liability coverage are based on the city's premium for the primary liability coverage. Even though premium rates for the primary liability coverage are decreasing 4%, an individual city's primary liability coverage premium could still increase for any of several reasons: if the city's exposures (gross expenditures, number of employees, number of police officers, number of households, number of sewer connections) have increased; if the city's experience rating has increased; or if the city's liability premium is still increasing because of the transition to the new rating system. If the city's primary liability premium increases for any of these reasons, it's possible the excess liability premium could increase as well.

LMCIT Liability Coverage Options
Coverage Written or Renewed On or After November 15, 2014

Coverage structure if the city:	On a liability claim to which the statutory limits apply:		On a liability claim to which the statutory limits do not apply:
	This is the maximum amount a single claimant could recover on an occurrence.	This is the maximum total amount that all claimants could recover on a single occurrence.	This is the maximum amount of damages which LMCIT would pay on the city's behalf for a single occurrence, regardless of the number of claimants.
Does not have excess coverage & Does not waive the statutory limits	\$500,000	\$1,500,000	\$2,000,000
Does not have excess coverage & Waives the statutory limits	\$2,000,000	\$2,000,000	\$2,000,000
Has \$1,000,000 of excess coverage & Does not waive the statutory limits	\$500,000	\$1,500,000	\$3,000,000
Has \$1,000,000 of excess coverage & Waives the statutory limits	\$3,000,000	\$3,000,000	\$3,000,000

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6e
Agenda Section: Consent	Item: Delinquent Accounts	
<p>RECOMMENDATION: Call public hearing on delinquent accounts for June 8, 2015 at 7:00 pm.</p> <p>PREVIOUS COUNCIL ACTION: The City generally assesses delinquent accounts once or twice per year and they are then assessed on next year's tax rolls in accordance with MN Statutes.</p> <p>BACKGROUND: The City is sometimes unable to collect on delinquent accounts for things like administrative fines, utility services, or other City services billed to the customer and remaining unpaid. We have very few of these items and we use the assessment process for those that remain unpaid. For example, we currently have 7 such accounts and some of those may be paid prior to final assessment.</p> <p>BUDGET/FISCAL IMPACT: This is another tool that allows us to recover all City costs, so while it is very few accounts, it maintains our budget to the extent all fees are paid as billed.</p> <p>ATTACHMENTS: Resolution Calling Hearing.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Resolution calling the hearing. If item is removed from Consent, separate motion is requested approving the attached Resolution.</p>		

Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION NO. _____
CALLING HEARING ON
DELINQUENT ACCOUNTS**

WHEREAS, the City Code provides for the City to certify delinquent accounts to the County Auditor for collection along with taxes; and

WHEREAS, there are unpaid accounts owed to the City and, prior to certifying such accounts to the County for collection, the City desires to give affected property owners the opportunity to be heard on this matter.

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

1. The Council will consider certifying delinquent accounts to the County Auditor for collection along with taxes.

2. A hearing will be held on such proposed assessments on the 8th day of June, 2015, in the Council Chambers of the City Hall at 7:00 PM or as soon thereafter as possible, and the clerk shall give mailed notice of such hearing to affected property owners.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 26th DAY OF MAY, 2015.

Mayor

ATTEST:

Administrator

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6f
Agenda Section: Consent Agenda	Item: Calling Public Hearing on Abatement Bonds	
<p>RECOMMENDATION: Approval of attached Resolution Calling Public Hearing</p> <p>BACKGROUND: Tonight you are only asked to call a public hearing by adopting the attached Resolution. I have included background information for reference, but the discussion of that information will be held at the public hearing.</p> <p>BUDGET/FISCAL IMPACT: Your financial management plan already contemplated this required levy increase for streets so this is not a revised impact projection. Actual tax impacts of any of your financial plans for 2016 won't be known until your tax capacity is realized, but you have a number of financial plan areas to consider in setting final budget and levy. Bond rates are currently near historic lows, so the bonding climate is very favorable for this project.</p> <p>ATTACHMENTS: Recommended Resolution and Ehlers memo.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Resolution. If item is removed from Consent, separate motion is requested approving attached Resolution.</p>		

RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY
TAX ABATEMENTS FOR THE 2015 PINECONE ROAD PROJECT

WHEREAS, *Minnesota Statutes*, Sections 469.1812 through 469.1815, both inclusive (the "Act"), authorize the City of Sartell Minnesota (the "City"), upon satisfaction of certain conditions, to utilize property tax abatement of all or a part of the taxes levied by the City on certain property; and

WHEREAS, the City is contributing funds for certain public improvements to be constructed along Pinecone Road which benefit certain parcels of property in the City. To fund the City's share of these costs, the City plans to issue General Obligation Tax Abatement Bonds in an amount not to exceed \$5,500,000 and to utilize property tax abatements from parcel numbers

92.56523.0001	92.56523.0002	92.56570.0500
92.56577.0051	92.56577.0053	92.56717.0791
92.57113.0190	92.56532.0001	92.57049.0030
92.57049.0061	92.57049.0062	92.57113.0568
92.57113.0518	92.57113.0500	92.57044.0340
92.57044.0341	92.56717.0752	92.57113.0519
92.57113.0570	92.57113.0569	92.57113.0527
92.56569.0150	92.56569.0165	92.56569.0160
92.56569.0210	92.56900.0111	92.56569.0220
92.57044.0397	92.57044.0398	92.57044.0361
92.57044.0360	92.56569.0434	92.56579.0800
92.57044.0382	92.57044.0389	92.57044.0388
92.57044.0387	92.57044.0386	92.57044.0385
92.56569.0215	92.56579.0648	92.56579.0598

WHEREAS, the Act requires the City to hold a public hearing prior to adoption of a resolution granting any property tax abatements:

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

i) Hearing. A public hearing on the consideration of adopting a property tax abatement will be held at the time and place set forth in the Notice of Hearing attached hereto as Exhibit A and hereby made a part hereof.

ii) Notice. The City Clerk is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be given one publication in a newspaper of general circulation in the City at least 10 days but not more than 30 days before the hearing. The newspaper must be one of general interest and readership in the City, and must be published at least once per week.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 26th day of May, 2015.

Mayor

Attest:

City Administrator/Clerk

EXHIBIT A

CITY OF SARTELL

NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS
FOR THE 2015 PINECONE ROAD PROJECT

NOTICE IS HEREBY GIVEN that the City Council of the City of Sartell Minnesota, will hold a public hearing at a meeting of the Council beginning at 7:00 p.m., C.T., on June 8, 2015 to be held in the Council Chambers at the City Hall, 125 Pinecone Road North, in Sartell, Minnesota, on the proposal that the City abate property taxes levied by the City on the property identified as tax parcel numbers:

92.56523.0001	92.56523.0002	92.56570.0500
92.56577.0051	92.56577.0053	92.56717.0791
92.57113.0190	92.56532.0001	92.57049.0030
92.57049.0061	92.57049.0062	92.57113.0568
92.57113.0518	92.57113.0500	92.57044.0340
92.57044.0341	92.56717.0752	92.57113.0519
92.57113.0570	92.57113.0569	92.57113.0527
92.56569.0150	92.56569.0165	92.56569.0160
92.56569.0210	92.56900.0111	92.56569.0220
92.57044.0397	92.57044.0398	92.57044.0361
92.57044.0360	92.56569.0434	92.56579.0800
92.57044.0382	92.57044.0389	92.57044.0388
92.57044.0387	92.57044.0386	92.57044.0385
92.56569.0215	92.56579.0648	92.56579.0598

The total amount of the taxes proposed to be abated by the City on the property for up to fifteen years is estimated to be \$300,000 initially, increasing to not more than \$420,000 per year or \$5,500,000 in total. The City Council will consider the property tax abatement for certain public improvements to be constructed along Pinecone Road within the City.

All interested persons may appear at the June 8, 2015 public hearing and present their views orally or in writing. Anyone needing reasonable accommodations should contact City Hall at 320-253-2171.

M | To: Mary Degiovanni, City of Sartell
E | From: Mark Ruff, Ehlers
| Date: May 20, 2015
M | Re: Proposed G.O. Abatement Bonds for Pinecone Road

You have requested that Ehlers provide background on the proposed use of general obligation (G.O.) tax abatements for Pinecone Road. Generally, many cities have found tax abatement bonds to be a low cost and efficient method of funding public improvements where special assessments are not a viable funding source.

Minnesota Statutes, Sections 469.1812 to 469.1815 offers a tool for cities, towns, counties, and school districts to finance economic development and redevelopment efforts and to finance public infrastructure. The technique is similar to but is simpler than tax increment financing.

Under tax abatement, cities, towns, counties, and/or school districts are each authorized to rebate or redirect their portion of a parcel's taxes for up to 20 years. The term "abatement" is misleading, as the tax is not forgiven or abated. The property owner pays the tax as any other property, but the amount levied by the participating jurisdiction is applied to pay the debt service on bonds issued by the political subdivision (or returned to a business/developer, similar to "pay as you go" tax increment).

The governing body of each political subdivision that proposes to utilize property tax abatement must make findings that the abatement:

- (a) will produce benefits to the political subdivision at least equal to the costs; and
- (b) is in the public interest because it will:
 - (1) increase or preserve tax base;
 - (2) provide employment opportunities in the political subdivision;
 - (3) provide or help acquire or construct public facilities;
 - (4) help redevelop or renew blighted areas;
 - (5) help provide access to services for residents of the political subdivision; or
 - (6) finance or provide public infrastructure;

The governing body of any political subdivision proposing to utilize property tax abatement must adopt an abatement resolution after a public hearing. Notice of the public hearing must be published in a newspaper of general circulation in the political subdivision at least once more than ten (10) days but less than thirty (30) days before the public hearing. The public hearing notice must identify the parcels that are related to and benefited by the proposed improvements. There is no requirement for individual property owner notifications nor do the properties need to approve the financing since it will not affect their individual tax bill.

Each political subdivision must add to its levy the total estimated amount of all current year abatements granted. This ensures that after the abatement is taken into account, the total general levy

for the needs of the political subdivision remains the same. The levy has typically been outside any levy limits that apply to the political subdivision.

There are limits on the use of the tool. The total amount of annual abatements must not exceed 10% of the City's tax capacity. For Sartell, this amount is more than \$1,300,000. The 2015 proposed abatement project is expected to be between \$5,000,000 and \$5,500,000 and will utilize \$300,000 in tax abatements to pay principal on G.O. Abatement Bonds in the early part of the bond, increasing to slightly more than \$400,000 in the later part of the obligation. The City has utilized tax abatements one time previously, in 2012, for another public improvement funded by a bond issue. The 2012 obligation requires an abatement of \$120,000 per year through taxes payable 2017. Therefore, the City will retain the ability to use approximately \$900,000 in tax abatements on other projects in the future. This amount will grow as the tax base grows. The abatement bonds themselves do not count against the City's net debt limit.

Unlike tax increments, the City must budget for the tax abatements within its general fund levy. For this bond, the tax abatement property tax levy would commence for taxes payable in 2016.

We do find that this tool is an efficient means of funding a project like Pinecone Road but it is limited by state statute. Therefore we recommend that the City use it when a project is high on the list of priorities and other methods are not cost effective. Please let us know if you have any questions or comments.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6g
Agenda Section: Consent Agenda	Item: Calling Public Hearing on Code Amendment	
<p>RECOMMENDATION: Call for Public Hearing.</p> <p>BACKGROUND: Staff has been working on complete updates to Titles 1 and 2 of your City Code, but those are still a work in progress and we would like to go ahead and revise the Code section related to your regular meetings. We have followed the model for other cities who do not specify a time in their City Code, but rather set the framework instead and then adopt an annual meeting schedule.</p> <p>BUDGET/FISCAL IMPACT: None – tonight’s action only calls a public hearing.</p> <p>ATTACHMENTS: Recommended Public Hearing Notice and Ordinance language.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as call for the public hearing. If item is removed from Consent, separate motion is requested calling the public hearing.</p>		

**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, June 8, 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 Council Meetings.

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: May 29, 2015

ORDINANCE NO.

ORDINANCE AMENDING TITLE 1 OF THE CODE OF ORDINANCES
RELATING TO COUNCIL MEETINGS

Chapter 5 of Title 1 of the Code of Ordinances is hereby amended to read as follows:

1-5-4 CITY COUNCIL MEETINGS:

- A. Regular Meetings: Regular meetings of the City Council shall be held at least once each month, at a date and time as established by the City Council on the second and fourth Mondays of each calendar month at seven o'clock (7:00) P.M. unless otherwise specified. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place, unless otherwise specified. All meetings, including special and adjourned meetings, shall be held in the City Hall, unless otherwise specified.
- B. Special Meetings: The Mayor or any two (2) members of the City Council may call a special meeting of the City Council upon notice as required by Minnesota Statutes. at least three days written notice to each member of the Council. This notice shall be either delivered personally to each member or shall be left at such member's usual place of residence with some responsible person or by electronic notification at such member's established and identified electronic mailbox address. (1981 Code § 201.01; 1997 Code)
- C. Emergency Meetings. Notice of emergency meetings shall be given as required by M.S. Section 471.705, Subd. 1c(c), as it may be amended from time to time.
- D. Initial Meeting: On the first regular business day in January of each year the Council shall: At the first regular City Council meeting in January of each year, the City Council shall:
1. Designate the depositories of the City funds;
 2. Designate the official newspaper;
 3. Choose one of the Council members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies;
 4. Appoint such officers and employees and such members of boards, commissions and committees as the Council deems may be necessary.
- ~~D. Public Meetings: All Council meetings, including special and adjourned meetings and meetings of Council committees, shall be open to the public as determined by applicable statutory provisions. (1981 Code § 201.01)~~

This ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council of Sartell on the 8th day of June, 2015.

MAYOR

ATTEST:

City Administrator

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Fire Dept.	Meeting Date: May 26, 2015	Agenda Item No. 6h
Agenda Section: Consent	Item: Fire Department Policies & Chief Posting	
<p>RECOMMENDATION: Administration and Fire Dept. policies committee recommend approval of attached changes to be incorporated into Policies & Procedures and Chief position will be posted internally for selection process to allow time for Chief Heim and the future Chief to transition.</p> <p>PREVIOUS COUNCIL ACTION: In October of 2014, the Council approved the new officer selection system and we said policies language would be brought back once the Department appointed committee worked through their final recommended language changes, including recommendations for how the Fire Chief position is selected. Final language recommendation has been reviewed by City Attorney and is attached for Council approval.</p> <p>BACKGROUND: The City Council sets policies for all City personnel, including the Fire Department. The Department's policies committee reviews proposals to give the Council input and recommends the attached changes for Council adoption. We will then proceed with posting the Fire Chief position to allow plenty of transition time between the Council's Chief selection and Chief Heim's retirement.</p> <p>BUDGET/FISCAL IMPACT: None.</p> <p>ATTACHMENTS: Policies Update.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Polices update and Chief posting. If item is removed from Consent, separate motion is requested approving recommendation.</p>		



Sartell Fire Department

Policies & Procedures

Adopted by the Sartell City Council on December 11, 2006

As amended on April 13, 2009

As amended on May 23, 2011

As amended on September 24, 2012

As amended on February 24, 2014

As amended on May 26, 2015

I. INTRODUCTION

A. Scope of Policies and Procedures

These Policies and Procedures, after adoption and approval by the City of Sartell shall be the controlling Policies and Procedures of the Sartell Fire Department and supersede any and all inconsistent or conflicting prior rule, regulation, bylaw, policy or any other directive whether written or verbal. All such existing rules, regulations, bylaws, policies or directives shall automatically become null and void upon the effective date of these Policies and Procedures. It is not the intent of these Policies and Procedures to replace or supersede the Department's Standard Operating Guidelines.

All firefighters shall familiarize themselves with and abide by all Sartell Fire Department Policies and Procedures, City Policies and Procedures, City Ordinances, general rules, regulations, pertinent Minnesota State Fire Code sections, and Minnesota Law concerning the Sartell Fire Department, hereinafter referred to as the Department.

If, after adoption and approval by the City of Sartell, any of these Policies and Procedures is found to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such Policies and Procedures shall be voided. The voided provision(s) may be revised at the sole discretion of the City of Sartell. All other provisions of these Policies and Procedures shall continue to remain in effect.

The City of Sartell reserves the right to revise, supplement or rescind any provision(s) of these Policies and Procedures at its sole discretion. These Policies and Procedures are not meant to be, and shall not be construed as conferring any contractual rights or benefits to any firefighter covered by them.

B. Mission Statement

The Mission of the Sartell Fire Department is to save lives and property by providing our area with fire suppression, emergency services when called upon, and public fire safety education, to the best of our ability, in a professional manner.

C. Definitions

Unless the context clearly indicates otherwise, the words, combination of words, terms, and phrases as used in these Rules and Regulations shall have the meaning set forth in the following subdivisions.

1. *Active Service Credit*: Accrued time during a twelve (12) month period during which the firefighter meets all requirements of active status. A firefighter on inactive status due to an approved leave of absence shall not earn active service credit, and such inactive status may affect the individual's pension status in accordance with current Relief Association bylaws.
2. *Active Status*: Compliance with the minimum requirements for training and response to calls and maintenance of all department standards for fitness for duty.
3. *City*: The City of Sartell acting through the City Council or its designated representative(s).
4. *City Designated Representative(s)*: The City Administrator or other designated representative(s) authorized by the City Council to act on its behalf.

5. *Firefighter*: Any appointed volunteer including any officer of the Department and any person on probationary status.
6. *First Responder*: A member of the Department who successfully completed the necessary course work, is certified, and meets the requirements of the Minnesota Emergency Services Regulatory Board qualifications.
7. *Inactive Status*: Non-compliance with minimum requirement for training and/or response to calls and/or maintenance of departmental standards for fitness for duty. Inactive status does not qualify a firefighter for active service credit.
8. *Officer*: A firefighter who has been appointed to a position of supervisory authority and responsibility and is required to perform supervisory duties as assigned by the Chief. "Officer" shall include the Chief and any other designated supervisory position as authorized by the City.
9. *Place of Residence*: The domicile where a firefighter lives and is or would be eligible to become a registered voter and at which the individual would be allowed to declare homestead property (if the individual owns the property and meets other eligibility requirements) for real estate tax purposes.
10. *Probationary Status*: A newly appointed firefighter is on a probationary status beginning from date of appointment until completion of the required period of twelve (12) months following the completion of the required Firefighter I course. During probationary status a firefighter shall comply with all requirements of active status. The time served as a probationary firefighter shall count as credit for years of service regarding the Relief Association.
11. *Regular Status*: A firefighter who has successfully completed the probationary period shall be considered to have achieved regular status as a member of the Department.
12. *Response Time Requirement*: All firefighters on active status (including those on probation) are required to be able to respond by arrival at the fire station to which assigned, from their residence, within eight (8) minutes of initial sounding of the fire alarm. This response time requirement of eight (8) minutes shall be determined by the City and will be timed under optimal conditions and while the firefighter is abiding by all applicable speed laws and traffic regulations.

Special approval of potential firefighters living outside of the response area and firefighters moving out of the response area may be granted by the City Council. Such approvals shall be made on a case by case basis.

II. FIRE DEPARTMENT ORGANIZATION

A. Authorization

The organization of the Department shall be as authorized by the City.

B. Required Training for new firefighters:

To be an active member of the Department the individual must have completed an approved NFPA

1001 **State certified** Firefighter I and **Hazmat Ops** course within the first one (1) year of employment and be at a minimum a Minnesota certified First Responder and **Firefighter II** within the first two (2) years of employment.

C. Minimum Requirements for Maintaining Active Status

1. All firefighters shall meet minimum requirements as established by the City in order to maintain active status. These requirements are found within the job descriptions. Such requirements are subject to change at the discretion of the City.
2. The minimum requirements for maintaining active status are as follows:
 - a. Qualifying response attendance at thirty-five percent (35%) of all emergency calls averaged out over a two (2) year period;
 - b. Attendance at ten (10) training nights per year;
 - i. Any missing training nights after the two (2) allowed must be approved by a chief officer prior to the training. Without this approval the absence will be considered unapproved and will require that the training be made up.
 - ii. Missing training hours must be made up by April 30th of the following year with outside training from a recognized training institution and be verified with a course certificate or by attending the make-up drill offered in April.
 - c. Attendance at ten (10) monthly meetings per year;
 - i. Any missing meetings after the two (2) allowed must be approved by a chief officer prior to the training. Without this approval the absence will be considered unapproved.
 - d. Maintain at a minimum a Minnesota First Responder certification.
 - e. Health and fitness requirements as established by the City.
3. The Chief shall provide an annual report concerning attendance at training sessions and emergency calls. This record shall include data on individual firefighters.

D. Chain of Command and Staffing

Under the direction of the City, the Department shall be administered by the Chief and such other officers as provided for in these Policies and Procedures or as otherwise established by the City.

The Department shall have as many firefighters as the City shall deem necessary and feasible.

A reduction or increase in staffing of the Department shall be determined by the City at its sole discretion. In making such determination, the City may consider relevant data and information, which may include the recommendation of the Chief.

The Chain of Command for the Department shall be as follows:

Chief
First Assistant Chief
Second Assistant Chief

First Captain
Second Captain
Third Captain
Fire Marshal
Training Officer
Safety Officer

E. Daily Administration and Operations

The Chief will report as directed to the City or its designee and the City Administrator. The Chief shall carry out administrative and supervisory duties under the direction of the City or its designee.

The Assistant Chiefs are of equal rank and report directly to the Chief. The Captains are also of equal rank and report directly to the Chief. The terms "First", "Second" and "Third" applied to Assistant Chiefs and Captains denote their selection term in the respective positions held.

In the absence of the Chief greater than three (3) days, the First Assistant Chief shall assume the full authority and responsibility of the Chief. In the absence of both the Chief and the First Assistant Chief, the Second Assistant Chief shall assume the authority and responsibility and so on down the chain of command.

All personnel shall follow the designated chain of command. If problems or questions arise, they should be referred first to the Safety Officer, Training Officer, or Captain of assigned squad. If the issue is not resolved at this level, the problem will be directed to one of the Assistant Chiefs. If the issue is not resolved at that level, the Assistant Chief will refer the matter to the Chief. Any member of the department may present a matter or issue they believe has not been satisfactorily resolved through the chain of command to the City Administrator.

F. Emergency Response, Command and Control

1. When responding to emergencies, personnel shall obey ALL traffic laws and speed limits.
2. The senior officer or firefighter who is first to arrive at an emergency shall assume command of operations as Incident Commander in accordance with the National Incident Management System (NIMS) Incident Command System (ICS). Other arriving personnel shall report to the Incident Commander.
3. Upon arrival of an officer, the Incident Commander shall report known facts of the situation and the actions taken.
4. That officer shall assume responsibility as Incident Commander for operations at the scene of the emergency, but may, at the officer's discretion, allow the initial Incident Commander to maintain command of the operations under the officer's supervision.
5. Other officers who arrive at the emergency scene later shall report to the Incident Commander and shall defer to that officer.
6. Firefighters and officers who arrive at the emergency scene shall stay with their unit and shall avoid separation from that unit unless so ordered. Fire equipment operators shall stand by their unit

unless ordered to do otherwise by the Incident Commander.

7. In the event of a major fire or other emergency, the Incident Commander shall designate a command post and shall advise the dispatcher of the location of the command post.

G. Legal Authority and Responsibilities of the Chief or Incident Commander

1. The Chief shall have the authority to order inspections of all premises and to obtain search warrants in the manner prescribed by Minnesota Statute.

2. The Chief or Fire Marshal has the authority to issue a stop work order to any business or construction site if the determination is made that there is work being done in violation of the Minnesota State Fire Code or work is being done in an unsafe manner under Minnesota State Fire Code.

3. The Chief shall have the authority and responsibility to investigate or direct the investigation of each fire as required by Minnesota Statute and Minnesota State Fire Code resulting in destruction or damage within the corporate limits of the City and Township. Premises entered for such investigation will be governed by Minnesota Statute.

4. The Chief or Incident commander while on scene at an emergency involving the protection of life and/or property shall have the authority to direct the scene in the manner prescribed by Minnesota State Fire Code.

1. 5. Complaints directed at the Chief, any officer, or member regarding violations of state law, fire code or local ordinances pertaining to real property shall be classified in accordance with the MN Data Practices Act.

2. 6. The Chief will review and investigate any application for pyrotechnic displays under Sartell City Ordinance.

7. The Fire Marshal along with the Police Chief will take the appropriate steps to ensure the integrity of the Dama boxes within the city at any point any key is lost under Sartell City Ordinance.

8. The Chief will serve as an ex officio member and secretary of the Fire Code Board of Appeals under Sartell City Ordinance.

III SELECTION AND APPOINTMENT OF FIREFIGHTERS

A. Purpose

The purpose of this section is to establish a uniform and equitable system for the selection of firefighters for the Sartell Fire Department. Firefighters are held to a high standard by society, and the City desires that its residents, property owners and visitors have the utmost confidence in the integrity, competence and reliability of its firefighters. These policies and procedures are designed to ensure that a fair and effective process is followed in the selection of firefighters.

B. Non-Discrimination

It is the policy of the City of Sartell to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status in regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters or officers. It is the responsibility of all City officials and Department officers to ensure the implementation of this policy.

C. Selection/Appointment Responsibilities

Subject to the discretion of the City Council or its Designee, the Department has primary responsibility for performing such selection components as application review, representation at oral interviews, and physical agility testing. The City Council or City Council Designee is considered the final appointing Authority.

D. Application Submission

All individuals interested in being considered for a firefighter position must complete an application form provided by the City. Applications may be obtained at the City Hall. Applicants must submit a complete application form by the application deadline in order to be considered for the position.

E. Minimum Requirements

All applicants shall be required to meet minimum qualification requirements. Those who do not meet the minimum requirements in the job description will not be considered for appointment.

F. Application Review

1. Application Scoring Committee

~~The Chief, Asst. Chief or designee and two (2) members of the Fire Department selected by the Fire Chief will serve as the Scoring Committee and will score the applications using the scoring criteria adopted by the City.~~

At the regular meeting of the Department in January of each year, a majority of the members shall choose an Application Scoring Committee consisting of two (2) non-officer members of the Fire Department (one having served on the Department 2-10 years and the other having served more than 10 years) and one (1) officer and one (1) alternate, who may be either a firefighter or officer. The Application Scoring Committee will score the applications for new firefighters using the scoring criteria approved by the City Administrator. An individual can only serve two (2) consecutive years on the same committee unless there are not other qualified firefighters willing to serve on such committee.

Application scores for new firefighters will be weighted at forty-five (45) percent.

G. Oral Interviews

The top application scores of those applicants who met the minimum requirements will be interviewed, with the final number of interviewees to be determined by the Fire Chief based upon current and pending needs of the Department.

1. Interview Committee

~~A committee will interview and score the applicant interviews. This committee will be made up of at least two (2) firefighters and two (2) officers selected by the Department and approved by the Fire Chief (one of these officers shall be the Chief or one of the Assistant Chiefs).~~

At the regular meeting of the Department in January of each year, a majority of the members shall choose an Interview Committee consisting of the Chief, two (2) non-officer members of the Fire Department (one having served on the Department 2-10 years and the other having served more than 10 years) and one (1) Captain or Chief Officer. The Interview Committee will interview the recommended applicants for firefighter using the interview questions approved by the City Administrator. An individual can only serve two (2) consecutive years on the same committee unless there are not other qualified firefighters willing to serve on such committee.

2. Scored Oral Interview.

~~Each applicant will be scored on a 100 point total interview evaluation using interview questions adopted by the City.~~ Following completion of all interviews, the Interview Committee will meet and, by consensus, agree on the applicant scores based on an evaluation of the applicants' response to the interview questions and overall qualifications.

Oral Interview scores for new firefighters will be weighted at fifty-five (55) percent.

H. Conditional Offers of Appointments

The ~~Oral~~ Interview Committee will total the written application and oral interview scores together for each applicant. The top applicant's names will be submitted along with a recommendation from the Interview Committee to the City Council. The City Council will select from the list of candidates. A conditional appointment offer will be granted to the selected applicant(s).

If any selected candidate does not meet further qualifications or refuses the job, the Interview Committee will again make a recommendation to the Council to select from the remaining list of interviewed applicants or to take new applications and re-start the review and selection process.

Once a conditional job offer has been made, the candidate will undergo the following:

1. A background check to be completed by the Sartell Police Department;
 2. A response time check;
 3. Medical evaluation from a doctor chosen by the City and at the City's expense;
 4. A drug screening from a facility chosen by the City and at the City's expense; and
 5. A physical agility test to be performed by the Department.
- I. Background/Reference Check

The Police Chief or Designee will conduct a background check for every new appointed firefighter

pursuant to Minnesota Statute. The candidate will provide appropriate releases to the Police Department as part of the application process.

J. Health and Fitness Requirements

1. Offers of employment are made contingent upon passing a medical evaluation by a physician selected by the City. The examining physician shall submit a written report concerning the applicants' health and fitness for duty to the City Administrator. In addition, the examining physician shall indicate whether or not the applicant is able to perform all essential functions of the job under the work conditions described and given the physical requirements noted in the job description.
2. All probationary firefighters and regular firefighters may be required on a periodic or "as needed" basis to undergo, at the City's expense an examination(s) to determine health and fitness for continued duty.
3. If, as a result of such examination(s) a firefighter is determined not to be fit for duty, the firefighter's condition and City and Township service needs shall be assessed to consider possible reasonable accommodations or temporary light duty assignment for the firefighter. If, for reasons of business necessity and undue hardship the City is unable to provide temporary light duty assignment, the firefighter may be placed on inactive status or terminated. If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance Minnesota Statute.

K. Response Time Requirements

All firefighters are required to be able to respond by arrival at the fire station within eight (8) minutes of the initial page from their place of residence. This response time requirement shall be determined by the City and will be timed under optimal conditions and while the firefighter is abiding by all applicable traffic laws and speed limits.

3. The City Council may, at its discretion, consider a waiver from this response time requirement. Such consideration shall require the presentation to the City of relevant facts and extenuating circumstances by the firefighter or applicant and/or Chief. Following a finding that no undue hardship or hazard will result to the citizens of the City and Township, the City Council may waive the required response time or adjust it for the specified case under consideration.

L. Rescinding a Conditional Offer of Appointment

If the results of the background/reference check, the medical examination, drug screening, physical agility test, or response time requirements indicate that a candidate should not be hired for the position, the Chief and/or Police Chief is to notify the City Council or Designee. The City Council or Designee will be responsible for making the decision to rescind the conditional offer of appointment.

M. Orientation Meeting

Candidates who have successfully completed the background/reference check, the medical examination, drug screening, physical agility test, and response time requirements will meet with the Chief or Designee for a firefighter orientation meeting to further discuss position duties, performance expectations, training requirements, City Personnel Policy & Guidelines, and the Department's Policies and Procedures, and Standard Operating Guidelines.

IV SELECTION AND APPOINTMENT OF OFFICERS

A. Purpose

The purpose of this section is to establish a uniform and equitable system for the appointment of officers for the Sartell Fire Department. The officers shall be comprised of the following positions: Chief, two (2) Assistant Chiefs, three (3) Captains, Training Officer, Safety Officer, and Secretary/Treasurer, or as otherwise determined necessary and appropriate by the City Council. Although the Fire Marshal position is an officer of the Sartell Fire Department when said employee opts to and is approved to serve as an appointed firefighter with a priority for daytime response, it is not subject to this appointment process because the Fire Marshal is a regular employee of the City.

B. Selection/Appointment Responsibilities

Subject to the discretion of the City Council or its Designee, the Department has responsibility for performing such selection components as Application **Scoring** Committee members and ~~Oral~~ Interview Committee members. ~~The Police Chief is a member of the Application Committee and the Oral Interview Committee. The City Personnel Committee will have a representative on the Application Committee and the Oral Interview Committee.~~ The City Council or City Council Designee is considered the final appointing Authority.

C. Appointment Terms

All officer position terms will expire on **December 31st** ~~the date indicated below, and thereafter~~ every three (3) years. The positions will be on tiered basis with only three (3) positions selected each year. **Incumbent officers have until October 1st of the year in which their term expires to notify the Secretary/Treasurer of their intent to re-apply for the current position.**

Chief	December 31, 2012
First Assistant Chief	December 31, 2013
Second Assistant Chief	December 31, 2011
First Captain	December 31, 2012
Second Captain	December 31, 2013
Third Captain	December 31, 2011
Training Officer	December 31, 2012
Safety Officer	December 31, 2013
Secretary/Treasurer	December 31, 2011

D. Application Submission

All individuals (**including incumbents**) interested in being considered for an officer position must complete an application form provided by the City. Applying for officer positions will take place from October 5th 1st – October 20th 15th prior to the end of each term, **unless an officer position is vacated sooner as outlined below.** A position posting labeled “Internal Posting” shall be placed by the Secretary/Treasurer in the fire station **no later than October 5th (or such other timeline as set by the City Administrator in the event of a position vacancy as outlined below)** listing the open positions, **whether or not the incumbent is re-applying for the current position,** and their most current minimum requirements. All applicants must meet the minimum requirements for any position being applied for.

Applications may be obtained at the City Hall. Applicants must submit a complete application form by the application deadline in order to be considered for the position.

E. Application Review

~~1. Application Scoring Committee~~

~~a. In scoring all officer positions except the Chief, the City Administrator or designee and two (2) members of the Fire Department selected by the Fire Chief will serve as the Scoring Committee and will score the applications using the scoring criteria adopted by the City as part of these Policy & Procedures.~~

~~b. In the scoring of the Chief position, the City Administrator or designee, the Police Chief or designee, will serve as the Scoring Committee and will score the applications using the scoring criteria adopted by the City as part of these Policy & Procedures.~~

1. ~~Preliminary Screening~~ **Application Evaluation**

For all officer positions, the Application Scoring Committee will review the initial applications for completeness and compliance with minimum requirements established for the position applied for. If the application is incomplete on its face or discloses that the applicant does not meet the minimum requirements, the application shall be rejected. **For all officer positions other than Chief, it the applicant meets the minimums, the application will be scored by the Application Scoring Committee, except for Interview-Operational Knowledge section, and delivered to the Interview Committee for final scoring and recommendation to the Fire Chief and City Council.** ~~The Application Scoring Committee may waive the requirement for providing physical copies of documents requested in the application if deemed appropriate.~~

2. ~~Application Evaluation~~ **Incumbents**

~~The training and education of each applicant will be rated based upon the application materials submitted based on the Officer Application form found in Appendix B. The training and education rating will be done on a 100 point scale.~~

~~Application scores will be weighted at forty (40) percent.~~

If only the incumbent officer submits an application, the scoring ~~and interview~~ processes are suspended and only a recommendation for reappointment from the Fire Chief to the City Council is required **except in the case of the Fire Chief position, which process is outlined below.** If there is only one applicant that is not the incumbent seeking reappointment, the application is scored only to assure that the applicant meets the minimum requirements, **and a recommendation for appointment from the Fire Chief to the City Council is required, except in the case of the Fire Chief position, which process is outlined below.** ~~the oral interview is conducted to assure the applicant achieves the minimum required score for oral interview for appointment consideration by the Council.~~

If there are no applications received for the officer position, the Fire Chief may recommend and the City Council may reappoint the incumbent subject to the incumbent being willing to continue serving in the officer position and fulfilling the required duties.

F. Oral Interviews

1. ~~Oral Interview Committees~~

a. ~~— In interviewing all positions except the Chief, a committee shall be comprised of the Police Chief or designee, one (1) firefighter from the Department, one (1) officer from the Department of a position higher than that being applied for will be appointed by the Department at a regular meeting, and one (1) member of the City Personnel Committee selected by the City Administrator.~~

b. ~~— In the interviewing of the Chief position, the committee will include the Police Chief, all members of the City Personnel Committee if available and an outside consultant or representative selected by the City if desired.~~

2. ~~Scored Oral Interview.~~

The Interview Committee will **select ten (10) possible** ~~be provided with a list of pre-determined~~ interview questions **in topic areas related to Fire Department policies & procedures, standard operating guidelines, or ICS** to be asked of all **officer applicants other than the Chief position applicants, and such list of questions will be finalized no later than July 1st of each year.** ~~Each applicant will be scored on a 100 point total interview evaluation.~~ Following completion of **application scoring by the Applicant Scoring Committee, the Interview Committee will complete the final oral interviews and score each applicant based on their evaluation of the applicants' responses** ~~all interviews, the interview committee will meet and, by consensus, agree on the applicants scores based on an evaluation of the applicants' response to the interview questions and overall qualifications.~~

~~Oral Interview scores will be weighted at sixty (60) percent.~~

G. Offers of Appointments

The ~~Oral interview~~ **Interview** Committee will total the application and oral interview scores together for each applicant. ~~The top three (3) applicant's names will be and submitted along with a recommendation from the Interview Committee to the Fire Chief who will make a recommendation to the City Council. The City Council will select from the list of three (3) make the final determination on whether to offer the position to the recommended candidate or to refer the appointment for further consideration by the City Personnel Committee. An appointment offer will be granted to the selected applicant.~~

If the appointed refuses the job, the City Council will select another candidate from the remaining ~~top (2) candidates and the next from the list so that up to three (3) names are again brought for consideration. The Interview Committee will again make a recommendation to the Council.~~

H. Vacated Officer Positions

A vacated position shall be posted by the Secretary/Treasurer and a ~~thirty (30)~~ **fifteen (15) day** period shall be established **by the City Administrator** for applying for the position. The selection process will be the same as outlined above. If several positions are open, the higher ranking position will be filled first. The positions shall be filled as soon as practical.

I. **Fire Chief Selection.** The position of Fire Chief will be selected using the application form approved by the City with the Application Scoring Committee first reviewing the applications to ensure minimum qualifications are met and then sending qualifying

applications to the City Administrator. The City Administrator will deliver the completed applications, applicant response/attendance rates, and the most recent leadership ranking results for the qualifying applicants to the City Interview Committee. The leadership ranking results will determine 40% of the applicants' overall score. The City Interview committee will interview the Chief candidate(s) using questions determined by such Committee. Following completion of all interviews, the City Interview Committee will meet and, by consensus, agree on the applicant scores based on an evaluation of the applicants' responses to the interview questions and overall qualifications. City Interview Committee scores for the Chief will determine 60% of the applicants' overall score.

The City Interview Committee will consist of at least two (2) representatives from the City Council, the City Administrator, the Police Chief, and such other Committee members as the City Personnel Committee may appoint. The City Interview Committee will make a recommendation on the Chief appointment to the City Council, who will make the final decision on such appointment.

V. PROBATIONARY PERIODS

A. Initial Appointment as Probationary Firefighter

The initial appointment by the City of any applicant to the Department shall be as a probationary firefighter. A satisfactorily performing probationary firefighter shall actively serve on the Department from their hire date and continue for twelve (12) months after the completion of the required Firefighter I course.

B. Training Requirements for Probationary Firefighters

1. During the probation period, the probationary firefighter shall receive training and guidance to assist and enable effective adjustment in order to achieve regular firefighter status. A probationary firefighter must satisfactorily complete the Department's required course of instruction for probationary firefighters during the probationary period.

a. The Personnel Committee of the City may waive the required training and/or course of instruction if the applicant has otherwise or elsewhere successfully completed the same or equivalent training or instruction as determined by the ~~Chief Personnel Committee~~.

b. At any time during the probationary period, the Personnel Committee may require an applicant to begin and successfully complete any portion or all of any such training or instruction previously waived if determined necessary and appropriate.

2. Each probationary firefighter shall undergo an evaluation periodically by the Chief or designated officer of a Captain rank or higher. Each evaluation shall be discussed with the probationary firefighter and shall include, but not be limited to, an understanding of the work, the quality and quantity thereof, and the probationary firefighter's ability to follow orders, dependability, initiative, work objectives and progress. ~~The Chief shall review each evaluation with the City Administrator.~~

3. If, during the probationary period, the firefighter does not meet the standards for the position or is otherwise determined to be not fit for duty, the probationary firefighter may be terminated by the City at its discretion, with or without the recommendations of the Chief.

If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance with Minnesota Statute.

4. ~~Upon the Chief's written report to the City indicating that a probationary firefighter has successfully completed all job-relevant minimum requirements and has complied with all Fire Department Policies and Procedures, the City at its discretion, may appoint the individual from probationary firefighter to regular firefighter status.~~

C. Probationary Period for Officer Positions

1. Officers shall serve a probationary period of ~~twelve (12)~~ **six (6)** months commencing with appointment by the City. ~~During the probationary period, the officer shall receive periodic evaluations by a superior officer, or in the case of the Chief, by the Personnel Committee of the City. Each evaluation shall be discussed with the probationary officer and shall cover, but not be limited to, an understanding of the work, the quality and quantity thereof, and the probationary officer's ability to follow and to give orders and work direction, dependability, initiative, work objectives and progress.~~

2. This probationary period only applies for the first appointment to a position. Any subsequent reappointments shall not require a probationary period.

3. If during the probationary period the probationary officer does not meet the performance standards for the position, the probationary officer may be returned to the position of firefighter at the discretion of the Chief, but with prior approval from the City Council.

VI. TEMPORARY LIMITED DUTY ASSIGNMENT

1. The City Administrator or City Designated Representative(s) shall have the authority to assign probationary and regular firefighters to temporary limited duty assignments as deemed necessary and recommended by the Chief in order to protect the health, safety or welfare of a firefighter(s), the Department or the public.

2. In making such determination the City Administrator or City Designated Representative(s) may require that a firefighter undergo, at the expense of the City, an examination(s) to determine health and fitness for continued duty. The City Administrator or City Designated Representative(s) shall consider relevant information concerning a firefighter's condition and the City's service needs in determining whether temporary light-duty assignment is feasible.

~~3.~~ A temporary light-duty assignment of more than sixty (60) days shall require approval of the City Council. If such continuation of a temporary light-duty assignment is not approved, the firefighter may be placed on inactive status or terminated. If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance with Minnesota Statute.

4. Each firefighter has the obligation to inform the Chief and City Administrator of a temporary disability, which may impede the firefighter's safe and effective performance of firefighting duties. Failure to report a known disability or other impediment may jeopardize a firefighter's continued

active status.

VII. LEAVE OF ABSENCE

A. Requesting a Leave of Absence

Any probationary or regular firefighter may request a leave of absence from active status because of personal, family, military, or medical reasons. Such request shall be in writing and shall be presented to the Chief. The Chief shall consider the request and shall make a recommendation to the City Administrator, who ~~Council, which~~ shall approve or reject the request based on consideration of the facts and circumstances of the request, and City service needs.

1. Personal Leave of Absence

- a. An initial personal leave of absence shall not exceed ninety (90) days except in case of medical reasons or if otherwise required by law.
- b. At the end of ninety (90) days the firefighter may request an extension of the leave of absence. Such request for an extension shall be in writing. Each request shall be considered by the City on a case-by-case basis.
- c. City property such as keys and pagers may be required to be returned for the duration of the leave by the Chief or City Administrator.

2. Medical Leave of Absence

- a. All requests for medical leave of absence shall be made to the City and shall be accompanied by a written statement from a physician stating that the probationary or regular firefighter is not able to perform all essential job duties of the firefighter position. The physician's statement shall include the estimated period of time for which the firefighter's condition is expected to continue.
 - i. The City may request a second medical examination and verification by a physician of the City's choosing. Such examination, if required, shall be at the City's expense.
 - ii. The City may require the firefighter's physician to provide additional information and prognosis at reasonable intervals.
 - iii. Medical leave of absence may, at the discretion of the City, be granted for a continuous period of up to one (1) year. At the end of one (1) year if the firefighter is unable to return to active duty, the firefighter may request an extension of medical leave. Such request for an extension shall be accompanied by additional information provided by the firefighter's physician. Each request shall be considered by the City on a case-by-case basis.
 - iv. City property such as keys and pagers may be required to be returned for the duration of the leave by the Chief or City Administrator.

b. Return from a Medical Leave of Absence

A firefighter who returns to duty from a medical leave of absence in excess of ninety (90) calendar

days may, at the discretion of the City and as a precondition to returning to duty, be required to undergo a medical examination at the City's expense in order to determine the firefighter's fitness for duty and ability to perform all essential job functions.

3. Military Leave of Absence

a. Any member who goes into the armed forces shall be granted a military leave of absence as required by law. During military leave the firefighter will be on inactive status. The City may appoint another firefighter to fill any vacancy on the Department until the member on military leave returns.

b. City property such as keys and pagers will be required to be returned for the duration of the leave to the Chief or City Administrator.

B. Involuntary Leave of Absence

1. The City Administrator shall have the authority to impose an immediate involuntary leave of absence on a firefighter for reasons of concern for the health and/or fitness for duty of a firefighter. Such determination shall also be made in consideration of the safety and welfare of the firefighter, the Department and the public.

2. The firefighter upon whom an involuntary leave of absence has been imposed shall have the right to appeal, within fifteen (15) calendar days of placement on involuntary leave of absence to the City Council.

3. The written notice of appeal shall be filed with the City Administrator. If the firefighter seeks a medical opinion in preparation for the hearing, the City shall assume the expense of the examination and medical report.

4. The timely filed appeal shall be considered by the City Council at its next regular scheduled meeting held no sooner than seven (7) calendar days nor more than thirty (30) calendar days from receipt of the written appeal.

5. City property such as keys and pagers may be required to be returned for the duration of the leave by the Chief or City Administrator.

VIII. CERTIFICATION OF ACTIVE STATUS

4. Annually the Chief shall prepare and present an oral and written report to the Board of Trustees of the Sartell Fire Department Relief Association.

5. The report shall contain the names of the members of the Department, each member's active service accrued for the year for which the report is being made, and the names and active service of any members who had a break in service due to a leave of absence or due to inactive status during the year. The report shall not contain information related to the reason for the leave of absence or the break in service.

6. After the report has been made, the Chief shall post the written report in the fire hall. Each member shall review their individual certification. A member who wishes to appeal a certification of active service must file a written appeal with the City within

thirty (30) calendar days of the certification. The City Council shall review the appeal within sixty (60) calendar days of having received the written intent to appeal and shall make a final determination as to the member's accrued active service.

7. After the report has been posted for thirty (30) calendar days, the certification shall be deemed to be final and shall be certified as such, in writing by the Chief, to the secretary of the Sartell Fire Department Relief Association.

IX. QUALIFYING COMPENSATION REQUIREMENTS

- A. In order for a response to an emergency call to be considered a qualifying response for nominal compensation and active status determination, the member must respond to the fire station and either gear up to the full capacity of a responding firefighter or be assigned in the capacity of station standby by the officer in command. Response on-scene will also constitute a qualifying response in the following circumstances:

1. Assessment of scene by Chief, an Assistant Chief, a Captain, or Safety Officer
2. As requested by law enforcement for on-site medical assistance or other scene assistance request
3. As the first or only responder until trained and geared-up personnel respond

X. PERFORMANCE EXPECTATIONS

- A. Performance Expectations

Disciplinary action may be imposed by, the Chief, the City Administrator, or the City designated representative(s), for performance failure including but not limited to the following:

1. Insubordination;
2. Failure to comply with Department Policies and Procedures;
3. Failure to comply with Department Standard Operating Guidelines as determined by the Fire Chief;
4. Failure to comply with OSHA rules, safety rules, regulations, and procedures;
5. Incompetence or inefficiency in performance of duties of a firefighter;
6. Misconduct;
7. Conviction of a criminal offense detrimental to the fire service;
8. Violation of any Federal, State, or Municipal law detrimental to the fire service.
9. Physical or mental defect which hinder the firefighter in the continued performance of their duties as a firefighter;
10. Appearance at meetings or on duty under the influence of drugs or alcohol.
11. Use of insulting, indecent, or improper language, or conduct themselves in a manner unbecoming of this Department;
12. Wanton and willful negligence in the handling and control of municipal property;
13. Taking any fee, gift, or other valuable item in the course of his/her work or in

connection with it, from any citizen for his/her personal use, when such gift, fee or other item is given in expectation of receiving a favor or better treatment than that accorded others;

14. Inducing or attempting to induce an officer or firefighter of the municipality to commit an unlawful act or to act in violation of any reasonable official regulation or order;
15. Unauthorized action at the scene of an emergency.

B. Disciplinary Action

1. Disciplinary action will follow with the Department's chain of command. Any officer that witnesses or is brought to the attention of an action that merits disciplinary action will complete a disciplinary ~~form~~ report within five (5) business days of the action. This ~~form~~ report will document the incident and will be signed by the officer filling out the report and the firefighter whom the report is written about. A copy of the report will be forwarded to the Chief and the City Administrator and will be placed in the firefighter's permanent record.

2. Disciplinary action may be in one or more of the following forms:

- a. Verbal reprimand;
- b. Written reprimand;
 - d. Suspension;
 - e. Termination

3. Disciplinary action may begin at any step at the discretion of the City Administrator or City designated representative(s).

4. Any suspension or termination shall require action by the City Council and discharge of a veteran in accordance with MN Statute Chapter 197.

C. Appeal of Disciplinary Action

8. A member of the Department may appeal disciplinary action by written notice to the City Council within fifteen (15) calendar day of the discipline having been imposed. The written notice of appeal shall be filed with the City Administrator.

The timely filed appeal shall be heard by the City Council at a meeting held in compliance with statutory open meeting law requirements and Veterans Preference requirements but no sooner than seven (7) calendar days nor more than thirty (30) calendar days from receipt of the written appeal.

D. The minimum requirements for maintaining active status are as found in Section II.C. herein.

XI. TRAINING SESSIONS, DEPARTMENT MEETINGS, AND OTHER DUTIES

A. Training Sessions

1. Training sessions (drills) will be regularly scheduled on the third Tuesday of each month to commence at 6:00 p.m. unless otherwise announced. Additional and special drills may be scheduled and held as circumstances may require. Although the particular subject matter involved may

occasionally entail drills having a longer duration, the duration of each drill will be based upon an hour unit of time and with a minimum duration of two (2) hours.

9. 2. Training requirements shall consist of attaining and maintaining requirements set forth in sections 4 and 5 of NFPA 1001 Firefighter Professional Qualifications, 2002 Edition as amended (Firefighter I and Firefighter II) **and Fire Responder Certification.**

3. The Training Officer shall be responsible for maintaining adequate and competent attendance records for all training activities, Department meetings, and emergency responses. Each firefighter shall sign-in on an attendance record for each function or activity.

4. **Make up training drills will be scheduled by the Training Officer or his/her designee on a monthly basis.** ~~Two (2) make-up drills will be conducted, if necessary, during the months of April and September unless otherwise announced. The training will be conducted by the Training Officer or his/her designee. The training will consist of the same drills used at the regularly scheduled training session.~~

B. Department Meetings

Regular Department meetings shall occur monthly on the third Tuesday of each month at such a time as decided upon by the members of the Department.

1. Special Department meetings may be called by the Chief at the request of five (5) members of the Department for purposes of Department business. Such meetings shall consist only of business pertaining to that purpose.

2. All Department meetings shall follow Rules of Order as adopted by the Department.

3. Order of Business

- a. Roll call (sign in);
- b. Reading of the minutes of the previous meeting;
- c. Secretary/Treasurer's report;
- d. Communications and presentation of bills and actions on same;
- e. Report of committees;
- f. Old business;
- g. New business;
- h. Review of month's incidents;
- i. Open discussion; and
- j. Adjournment.

C. Other Duties

1. Truck Checks

All members will complete a truck check during the weeks assigned to them. A current list of weekly assignments shall be posted in the communications office at all times.

2. Squad Drill

Quarterly squad drills will be conducted. The Assistant Chief or Captain assigned to each squad will schedule and conduct these drills with guidance from the Training Officer.

- a. Any missing quarterly drills must be approved prior to the training by the assigned squad officer. Without this approval the absence will be considered unapproved.

3. Notification of Availability

Any firefighter or officer must indicate that they are unavailable for calls if they will be unavailable for two (2) or more consecutive nights by pegging "out" on the board by the dispatch office.

Any firefighter or officer that knows that they will be unavailable for greater than one (1) week must notify a chief officer in writing at least one (1) week before they become unavailable and peg "out" on the board by the dispatch office.

All firefighters and officers should peg "in" on the board by the dispatch office as soon as possible once they become available again for calls.

XII. ALCOHOL & DRUG POLICY

The purpose of this policy is to clarify the use of alcohol and drugs, legal and illegal, as they pertain to the firefighter responding to emergencies and participating in Department functions. The Department maintains a zero tolerance policy on the use of illegal drugs. Any member using illegal drugs is prohibited from responding to any emergency or participating in any Department function.

A. Responding to an Emergency

1. A firefighter who has consumed two (2) or more alcoholic beverages in the previous four (4) hours shall not respond to any emergency calls.
2. A firefighter who has used any illegal drugs during the preceding twenty-four (24) hours shall not respond to any emergency calls.
3. Upon arriving at the fire hall in response to an emergency call, a firefighter shall immediately inform the officer in charge of any of the following conditions:
 - a. If the firefighter has consumed alcohol during the preceding four (4) hour period, and the amount consumed in that period.
 - b. If the firefighter is using any prescription or non-prescribed medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery.

A firefighter who fails to comply with this requirement is subject to disciplinary action.

4. A firefighter who has consumed any alcohol in the preceding four (4) hour period, or who is using a prescription or non-prescription medication that is making them drowsy shall not perform any

of the functions listed below, but will instead be assigned to other duties.

- a. Drive any vehicle;
- b. Use SCBA;
- c. Enter a structure fire;
- d. Provide emergency medical assistance or first aid; and
- e. Have any contact with the public.

5. The officer in charge shall restrict the activities of any firefighter as deemed appropriate if the officer in charge reasonably believes or suspects that the firefighter may be unable for any reason to safely and properly perform the duties of a firefighter.

6. Any firefighter during an emergency response observes any indication that another firefighter is under the influence or impaired by alcohol or drugs shall immediately report those observations to the safety officer if present, or the officer in charge. Such indications include:

- a. Odor of alcohol on the breath;
- b. Slurred speech;
- c. Unsteady gait; and/or
- d. Disorientation.

7. If the officer in charge has a reasonable suspicion that a firefighter may be under the influence of alcohol and/or drugs during an emergency response shall immediately relieve the firefighter of duty and place them in a safe place. The officer shall document the time, date, observed behavior, witness, what was done, and substance of any conversation conducted with the firefighter. This recorded information shall be promptly forwarded to the Chief and the City Administrator.

8. Every effort shall be made to secure the safety of the firefighter under the influence or impaired by alcohol and/or drugs including necessary medical treatment and/or transportation to a medical facility or home if required.

B. Department Functions

1. The Department maintains a no-tolerance policy regarding the use of alcohol and/or illegal drugs while participating in all Department functions unless otherwise specified herein including but not limited to:

- a. Training and meeting activities;
- b. Open houses & public education functions; and
- c. Any activity where the firefighter is representing the Department, either officially or unofficially.

2. If the firefighter has consumed any substance that may impair physical or mental judgment, the firefighter shall not participate in training or any other Department activity.

3. In any case of a scheduled social event sponsored by the City or Department that may involve consumption of alcohol by a substantial percentage of Department members, the Chief shall arrange in advance for emergency response.

XIII. POLICIES AND PROCEDURES REVIEW

Periodically a committee shall be convened to review and propose changes to these Policies and Procedures. This committee shall consist of two (2) firefighters, two (2) fire officers and a representative of the City.

All proposed changes shall be brought to the Department for review during a regularly scheduled Department meeting. All proposed changes shall be brought to the City Council for their review and approval. No changes can be made to these Policies and Procedures without City Council approval. Once approved by the Council, the proposed change shall become part of these Policies and Procedures.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Community Development and Administration	Meeting Date: May 26, 2015	Agenda Item No. 6i
Agenda Section: Consent	Item: Approval of Appraisal Quote	

RECOMMENDATION:

Approval of the appraisal cost quote for 136 County Road 120 from Guggenberger Appraisal Services.

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

The City has \$500,000 of State funds for the acquisition of additional property to add to Sauk River Regional Park. In order to purchase any additional property using State dollars, an appraisal is required. Realtor Steve Feneis and Council member Steve Hennes have had discussions with the owners of the property located at 136 County Road 120 and we all agree the required appraisal in a logical next step. Staff recommends hiring Guggenberger Appraisal Services at a cost of \$1,250 from your Park Fund 211.

BUDGET/FISCAL IMPACT:

\$1,250 from Park Fund 211 – no general fund or levy impacts.

ATTACHMENTS:

ACTION REQUESTED:

Consent agenda approval serves as approval of the appraisal quote by Guggenberger. If the item is removed from Consent, separate motion is requested approving appraisal quote.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Community Development	Meeting Date: May 26, 2015	Agenda Item No. 6j
Agenda Section: Consent	Item: Noise Exemption	

RECOMMENDATION:

Approval of the noise exemption request submitted by Sartell Summerfest for the outdoor concert event scheduled for June 13, 2015.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

The Council has routinely approved the noise exemption request for this event.

BACKGROUND:

As in prior years, the Sartell Summerfest will be providing outdoor entertainment on June 13, 2015 from 5 pm to 12:30 am. Our current noise ordinance does not allow any audible outdoor noises past 11 pm. The exemption would allow the outdoor music to play from 11 pm to 12:30 pm. All the property owners within the direct vicinity of the event have been notified.

BUDGET/FISCAL IMPACT:

NA

ATTACHMENTS:

NA

ACTION REQUESTED:

Consent agenda approval serves as approval of the noise exemption request submitted by Sartell Summerfest. If the item is removed from Consent, separate motion is requested approving the noise exemption.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration, Engineering	Meeting Date: May 26, 2015	Agenda Item No. 8a
Agenda Section: Old Business	Item: Pinecone Road Improvements 2015	
<p>RECOMMENDATION: Approval of Resolution No. 40-15 Awarding the Pinecone Road Phase 1 project to J.R. Ferche, Inc. in the amount of \$2,918,742.82.</p> <p>BOARDS/COMMISSION/COMMITTEE RECOMMENDATION:</p> <p>PREVIOUS COUNCIL ACTION: Council passed resolution No. 33-15 in April 13, 2015 approving the plans and specifications and authorized placing the ad for bid.</p> <p>BACKGROUND: The bids for this project included a base bid that required a completion date of August 31, 2015 and an alternate bid which allowed for an extended completion date to October 15, 2015. The bid was set up to award based on the Base Bid or the Alternate Bid at the council's discretion. The goal was to investigate if a significant savings would be realized by extending the completion date.</p> <p>Five Bids were received and opened on May 19th, 2015. JR Ferche Inc. of Rice, MN was the low bidder in the amount of \$2,918,724.82. JR Ferche did not provide a discount for the Alternate Bid which extended the completion date for the roadway paving. Therefore the completion date is August 28th, 2015.</p> <p>The second low bid was from RL Larson Excavating, Inc. with the base bid of \$3,160, 975.95 and a deduction of \$90,000 for the Alternate Bid for a grand total of \$3,070,975.95. The alternate bid did not change the overall low price.</p> <p>We are therefore recommending the contract be awarded to JR Ferche, Inc. in the amount of \$2,918, 742.82.</p> <p>BUDGET/FISCAL IMPACT: \$2,918,742.82 Construction Cost. <u>\$ 232,000.00</u> Construction Admin, Observation and Staking \$3,150,742.82</p> <p>ATTACHMENTS: Resolution No. 40-15, Bid Tabulation.</p>		

Council member _____ introduced the following resolution and moved its adoption:

RESOLUTION No: 40-15

A RESOLUTION TO ENTER INTO A CONTRACT FOR THE 2015 PINECONE ROAD PHASE 1 IMPROVEMENTS

WHEREAS, the city council on April 13, 2015 passed Resolution No. 33-15, approving the plans and specifications and authorizing WSB & Associates, Inc. to place the ad for bid for the 2015 Pinecone Road Phase 1 Improvements; and

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

WHEREAS, bids were received on May 19, 2015 from five (5) contractors including, J.R. Ferche, Inc., R.L. Larson Excavating, Inc., Tri-City Paving, Inc., Landwher Construction, Inc., and Knife River Corporation.

WHEREAS, the bids were tabulated and checked for accuracy and J.R. Ferche, Inc. of Rice, MN provided the low bid in the amount of \$2,918,742.82

NOW THEREFORE IT BE RESOLVED, The Mayor and City Administrator are authorized to enter into a contract with J.R. Ferche, Inc, of Rice, MN in accordance with the plans and specifications for the 2015 Pinecone Road Phase 1 Improvements.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 26th day of May, 2015.

Mayor

ATTEST:

Administrator

SEAL

BID TABULATION SUMMARY

PROJECT:

Pinecone Road (2nd Street to S. of 7th Street)

LOCATION:

Stearns County, City of Sartell, MN

WSB PROJECT NO.: 2174-57

City of Sartell Project No. 20-15-01C

Bids Opened: Tuesday, May 19, 2015 at 11:00 a.m.

Contractor	Bid Security (5%)	Addendum No. 1	Addendum No. 2	Addendum No. 3	Addendum No. 4	Addendum No. 5	Base Bid	Bid Alternate	Base Bid + Bid Alternate
1 J.R. Ferche, Inc.	X	X	X	X	X	X	\$2,918,724.82	\$0.00	\$2,918,724.82
2 R.L. Larson Excavating, Inc.	X	X	X	X	X	X	\$3,160,975.95	-\$90,000.00	\$3,070,975.95
3 Tri-City Paving, Inc.	X	X	X	X	X	X	\$3,296,149.60	\$0.00	\$3,296,149.60
4 Landwehr Construction, Inc.	X	X	X	X	X	X	\$3,347,416.35	-\$1.00	\$3,347,415.35
5 Knife River Corporation	X	X	X	X	X	X	\$4,113,266.34	\$0.00	\$4,113,266.34
Engineer's Opinion of Cost:							\$2,892,410.70	-\$10,000.00	\$2,882,410.70

I hereby certify that this is a true and correct tabulation of the bids as received on May 19, 2015.



Andrew Plowman, PE

Denotes corrected figure

5/19/2015



**WSB
Project Bid Abstract**

Project Name: SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N **Sartell Project No.:** 20-15-01C

Client: City of Sartell
Bid Opening: 05/19/2015 11:00 AM

Project No.: 02174-57

Owner: St. Cloud

 Denotes corrected figure

Line No.	Item	Units	Quantity	Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
Base Bid												
1	2021.501	MOBILIZATION	LS	1	\$250,000.00	\$250,000.00	\$100,000.00	\$100,000.00	\$450,000.00	\$450,000.00	\$18,000.00	\$18,000.00
2	2104.501	REMOVE SEWER PIPE (STORM)	L F	431	\$10.00	\$4,310.00	\$10.00	\$4,310.00	\$10.00	\$4,310.00	\$25.50	\$10,990.50
3	2104.501	REMOVE CURB & GUTTER	L F	4875	\$3.50	\$17,062.50	\$2.50	\$12,187.50	\$4.00	\$19,500.00	\$3.00	\$14,625.00
4	2104.501	REMOVE WATER MAIN	L F	37	\$10.00	\$370.00	\$30.00	\$1,110.00	\$10.00	\$370.00	\$22.00	\$814.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	17550	\$0.50	\$8,775.00	\$0.35	\$6,142.50	\$1.00	\$17,550.00	\$3.00	\$52,650.00
6	2104.503	REMOVE CONCRETE WALK	S F	1408	\$2.00	\$2,816.00	\$1.00	\$1,408.00	\$4.00	\$5,632.00	\$2.00	\$2,816.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	80	\$10.00	\$800.00	\$5.00	\$400.00	\$15.00	\$1,200.00	\$3.50	\$280.00
8	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	32208	\$3.00	\$96,624.00	\$1.65	\$53,143.20	\$2.50	\$80,520.00	\$1.90	\$61,195.20
9	2104.509	REMOVE HYDRANT	EACH	1	\$300.00	\$300.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$653.82	\$653.82
10	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	8	\$500.00	\$4,000.00	\$350.00	\$2,800.00	\$300.00	\$2,400.00	\$400.00	\$3,200.00
11	2104.509	REMOVE SIGN TYPE C	EACH	19	\$65.00	\$1,235.00	\$30.00	\$570.00	\$28.00	\$532.00	\$25.00	\$475.00
12	2104.509	REMOVE SIGNAL SYSTEM	EACH	1	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00	\$4,120.91	\$4,120.91
13	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	782	\$4.00	\$3,128.00	\$4.00	\$3,128.00	\$3.00	\$2,346.00	\$4.00	\$3,128.00
14	2104.523	SALVAGE ELECTRONIC MESSAGE SIGN	EACH	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
15	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$100.00	\$200.00	\$60.00	\$120.00	\$50.00	\$100.00
16	2105.501	COMMON EXCAVATION	C Y	4370	\$10.00	\$43,700.00	\$19.00	\$83,030.00	\$20.00	\$87,400.00	\$10.00	\$43,700.00
17	2105.507	SUBGRADE EXCAVATION	C Y	1185	\$12.00	\$14,220.00	\$9.20	\$10,902.00	\$10.00	\$11,850.00	\$7.00	\$8,295.00
18	2105.522	SELECT GRANULAR BORROW (CV)	C Y	1007	\$16.00	\$16,112.00	\$14.00	\$14,098.00	\$16.00	\$16,112.00	\$13.25	\$13,342.75
19	2112.501	SUBGRADE PREPARATION	RDST	60	\$400.00	\$24,000.00	\$510.00	\$30,600.00	\$700.00	\$42,000.00	\$180.00	\$10,800.00
20	2123.501	COMMON LABORERS	HOURL	40	\$60.00	\$2,400.00	\$80.00	\$3,200.00	\$90.00	\$3,600.00	\$50.00	\$2,000.00
21	2123.509	DOZER	HOURL	40	\$150.00	\$6,000.00	\$125.00	\$5,000.00	\$150.00	\$6,000.00	\$100.00	\$4,000.00
22	2123.510	10 CU YD TRUCK	HOURL	40	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$100.00	\$4,000.00
23	2123.514	3.0 CU YD FRONT END LOADER	HOURL	40	\$140.00	\$5,600.00	\$125.00	\$5,000.00	\$185.00	\$7,400.00	\$100.00	\$4,000.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	80	\$130.00	\$10,400.00	\$125.00	\$10,000.00	\$110.00	\$8,800.00	\$50.00	\$4,000.00

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
25	2130.501	WATER	MGAL	50	\$20.00	\$1,000.00	\$30.00	\$1,500.00	\$60.00	\$3,000.00	\$10.00	\$500.00
26	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	2088	\$24.00	\$50,112.00	\$23.48	\$49,026.24	\$30.00	\$62,640.00	\$25.00	\$52,200.00
27	2215.501	FULL DEPTH RECLAMATION (TRAIL)	S Y	4842	\$2.00	\$9,684.00	\$3.00	\$14,526.00	\$2.50	\$12,105.00	\$2.00	\$9,684.00
28	2301.504	CONCRETE PAVEMENT 7.0"	S Y	27064	\$42.00	\$1,136,688.00	\$47.50	\$1,285,540.00	\$43.30	\$1,171,871.20	\$55.00	\$1,488,520.00
29	2301.504	CONCRETE PAVEMENT 7.0" HIGH EARLY	S Y	1292	\$80.00	\$103,360.00	\$60.00	\$77,520.00	\$52.30	\$67,571.60	\$61.00	\$78,812.00
30	2301.504	CONCRETE PAVEMENT 7.0" (SPECIAL)	S Y	806	\$80.00	\$64,480.00	\$85.00	\$68,510.00	\$63.60	\$51,261.60	\$98.00	\$78,988.00
31	2301.602	1" DOWEL BAR	EACH	7764	\$6.00	\$46,584.00	\$9.20	\$71,428.80	\$8.10	\$62,888.40	\$8.50	\$65,994.00
32	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	500	\$70.00	\$35,000.00	\$70.00	\$35,000.00	\$70.00	\$35,000.00	\$68.00	\$34,000.00
33	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	375	\$64.00	\$24,000.00	\$65.00	\$24,375.00	\$59.00	\$22,125.00	\$60.00	\$22,500.00
34	2502.521	4" PE PIPE DRAIN	L F	5500	\$20.00	\$110,000.00	\$5.80	\$31,900.00	\$10.00	\$55,000.00	\$10.00	\$55,000.00
35	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	522	\$36.00	\$18,792.00	\$35.00	\$18,270.00	\$44.00	\$22,968.00	\$40.00	\$20,880.00
36	2503.541	24" RC PIPE SEWER DES 3006 CL III	L F	551	\$50.00	\$27,550.00	\$44.00	\$24,244.00	\$54.50	\$30,029.50	\$43.00	\$23,693.00
37	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	3	\$600.00	\$1,800.00	\$1,200.00	\$3,600.00	\$2,000.00	\$6,000.00	\$1,000.00	\$3,000.00
38	2504.601	IRRIGATION SERVICE	LS	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$2,600.00	\$2,600.00
39	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$500.00	\$500.00
40	2504.602	HYDRANT	EACH	1	\$3,800.00	\$3,800.00	\$4,500.00	\$4,500.00	\$4,250.00	\$4,250.00	\$3,800.00	\$3,800.00
41	2504.602	ADJUST GATE VALVE & BOX	EACH	3	\$400.00	\$1,200.00	\$300.00	\$900.00	\$250.00	\$750.00	\$175.00	\$525.00
42	2504.602	6" GATE VALVE & BOX	EACH	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$1,400.00	\$1,400.00	\$1,500.00	\$1,500.00
43	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	40	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$52.00	\$2,080.00	\$80.00	\$3,200.00
44	2504.608	DUCTILE IRON FITTINGS	LB	50	\$6.00	\$300.00	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$6.50	\$325.00
45	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	L F	77.83	\$300.00	\$23,349.00	\$350.00	\$27,240.50	\$410.00	\$31,910.30	\$250.00	\$19,457.50
46	2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	L F	19.15	\$500.00	\$9,575.00	\$550.00	\$10,532.50	\$390.00	\$7,468.50	\$450.00	\$8,617.50
47	2506.503	RECONSTRUCT DRINAGE STRUCTURE	EACH	3	\$1,500.00	\$4,500.00	\$350.00	\$1,050.00	\$2,000.00	\$6,000.00	\$1,000.00	\$3,000.00
48	2506.516	CASTING ASSEMBLY	EACH	25	\$600.00	\$15,000.00	\$750.00	\$18,750.00	\$535.00	\$13,375.00	\$735.00	\$18,375.00
49	2506.522	ADJUST FRAME & RING CASTING (STORM)	EACH	6	\$400.00	\$2,400.00	\$300.00	\$1,800.00	\$100.00	\$600.00	\$450.00	\$2,700.00
50	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	1	\$900.00	\$900.00	\$300.00	\$300.00	\$300.00	\$300.00	\$1,000.00	\$1,000.00
51	2521.501	4" CONCRETE WALK SPECIAL	S F	9268	\$8.00	\$74,144.00	\$8.00	\$74,144.00	\$7.00	\$64,876.00	\$7.00	\$64,876.00
52	2521.501	6" CONCRETE WALK	S F	1726	\$5.00	\$8,630.00	\$13.00	\$22,438.00	\$11.00	\$18,986.00	\$8.50	\$14,671.00
53	2521.511	2" BITUMINOUS WALK	S F	27602	\$2.00	\$55,204.00	\$1.06	\$29,258.12	\$0.95	\$26,221.90	\$2.80	\$77,285.60
54	2521.511	3" BITUMINOUS WALK	S F	24118	\$3.50	\$84,413.00	\$3.00	\$72,354.00	\$2.05	\$49,441.90	\$3.80	\$91,648.40
55	2531.501	CONCRETE CURB & GUTTER DESIGN B612	L F	238	\$10.00	\$2,380.00	\$30.00	\$7,140.00	\$26.55	\$6,318.90	\$25.00	\$5,950.00
56	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	6260	\$12.00	\$75,120.00	\$20.00	\$125,200.00	\$18.70	\$117,062.00	\$18.00	\$112,680.00
57	2531.501	CONCRETE CURB & GUTTER DESIGN S518	L F	330	\$15.00	\$4,950.00	\$35.00	\$11,550.00	\$30.60	\$10,098.00	\$30.00	\$9,900.00
58	2531.618	TRUNCATED DOMES	S F	741	\$40.00	\$29,640.00	\$48.00	\$35,568.00	\$44.00	\$32,604.00	\$60.00	\$44,460.00
59	2545.511	LIGHTING UNIT TYPE A	EACH	7	\$6,500.00	\$45,500.00	\$11,200.00	\$78,400.00	\$10,600.00	\$74,200.00	\$11,000.00	\$77,000.00

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
60	2545.511	LIGHTING UNIT TYPE B	EACH	6	\$4,000.00	\$24,000.00	\$7,600.00	\$45,600.00	\$7,210.00	\$43,260.00	\$8,000.00	\$48,000.00
61	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	13	\$1,000.00	\$13,000.00	\$700.00	\$9,100.00	\$670.00	\$8,710.00	\$1,000.00	\$13,000.00
62	2545.523	2" NON-METALLIC CONDUIT	L F	1300	\$3.00	\$3,900.00	\$4.00	\$5,200.00	\$3.85	\$5,005.00	\$4.00	\$5,200.00
63	2545.523	3" NON-METALLIC CONDUIT	L F	600	\$7.00	\$4,200.00	\$7.00	\$4,200.00	\$6.40	\$3,840.00	\$7.00	\$4,200.00
64	2545.523	4" NON-METALLIC CONDUIT	L F	5300	\$5.00	\$26,500.00	\$12.50	\$66,250.00	\$12.55	\$66,515.00	\$13.00	\$68,900.00
65	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	9200	\$0.75	\$6,900.00	\$1.00	\$9,200.00	\$0.85	\$7,820.00	\$1.00	\$9,200.00
66	2545.541	SERVICE CABINET TYPE L1	EACH	1	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$4,565.00	\$4,565.00	\$4,500.00	\$4,500.00
67	2545.545	EQUIPMENT PAD B	EACH	1	\$1,000.00	\$1,000.00	\$800.00	\$800.00	\$700.00	\$700.00	\$1,000.00	\$1,000.00
68	2545.553	HANDHOLE	EACH	13	\$500.00	\$6,500.00	\$900.00	\$11,700.00	\$885.00	\$11,505.00	\$1,000.00	\$13,000.00
69	2545.602	SERVICE EQUIPMENT	EACH	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$300.00	\$300.00	\$500.00	\$500.00
70	2563.601	TRAFFIC CONTROL	LS	1	\$80,000.00	\$80,000.00	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$35,000.00	\$35,000.00
71	2564.531	SIGN PANELS TYPE C	S F	276	\$30.00	\$8,280.00	\$50.00	\$13,800.00	\$40.80	\$11,260.80	\$40.00	\$11,040.00
72	2564.531	SIGN PANELS TYPE D	S F	60	\$40.00	\$2,400.00	\$50.00	\$3,000.00	\$40.80	\$2,448.00	\$40.00	\$2,400.00
73	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$200.00	\$400.00	\$200.00	\$400.00	\$175.00	\$350.00
74	2564.537	INSTALL ELECTRONIC MESSAGE SIGN	EACH	1	\$3,000.00	\$3,000.00	\$7,500.00	\$7,500.00	\$710.00	\$710.00	\$7,000.00	\$7,000.00
75	2573.502	SILT FENCE, TYPE MS	L F	3432	\$2.00	\$6,864.00	\$2.00	\$6,864.00	\$2.00	\$6,864.00	\$2.00	\$6,864.00
76	2573.530	STORM DRAIN INLET PROTECTION	EACH	60	\$250.00	\$15,000.00	\$185.00	\$11,100.00	\$100.00	\$6,000.00	\$125.00	\$7,500.00
77	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	4	\$1,000.00	\$4,000.00	\$750.00	\$3,000.00	\$600.00	\$2,400.00	\$1,000.00	\$4,000.00
78	2574.525	BOULEVARD TOPSOIL BORROW	C Y	392	\$28.00	\$10,976.00	\$22.00	\$8,624.00	\$30.00	\$11,760.00	\$25.00	\$9,800.00
79	2575.505	SODDING TYPE SALT TOLERANT	S Y	2850	\$3.00	\$8,550.00	\$5.40	\$15,390.00	\$5.30	\$15,105.00	\$5.20	\$14,820.00
80	2575.570	RAPID STABILIZATION METHOD 3	ACRE	0.7	\$1,500.00	\$1,050.00	\$2,000.00	\$1,400.00	\$2,000.00	\$1,400.00	\$1,950.00	\$1,365.00
81	2582.501	PAVT MSSG (LT ARROW) POLY PREF-GR IN	EACH	53	\$450.00	\$23,850.00	\$550.00	\$29,150.00	\$435.00	\$23,055.00	\$600.00	\$31,800.00
82	2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	1	\$450.00	\$450.00	\$550.00	\$550.00	\$435.00	\$435.00	\$500.00	\$500.00
83	2582.501	PAVT MSSG (THRU ARROW)POLY PREF-GR IN	EACH	3	\$320.00	\$960.00	\$550.00	\$1,650.00	\$435.00	\$1,305.00	\$500.00	\$1,500.00
84	2582.501	PAVT MSSG (LT-THRU ARROW)POLY PREF-GR IN	EACH	8	\$550.00	\$4,400.00	\$900.00	\$7,200.00	\$840.00	\$6,720.00	\$1,000.00	\$8,000.00
85	2582.501	PAVT MSSG (RT-THRU ARROW)POLY PREF-GR IN	EACH	4	\$500.00	\$2,000.00	\$900.00	\$3,600.00	\$840.00	\$3,360.00	\$1,000.00	\$4,000.00
86	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	L F	2150	\$0.40	\$860.00	\$0.88	\$1,892.00	\$1.05	\$2,257.50	\$1.98	\$4,257.00
87	2582.502	4" BROKEN LINE WHITE-EPOXY-GR IN	L F	518	\$0.75	\$388.50	\$0.88	\$455.84	\$1.05	\$543.90	\$1.98	\$1,025.64
88	2582.502	4" DOTTED LINE WHITE - EPOXY (GR IN)	L F	706	\$0.60	\$423.60	\$3.80	\$2,682.80	\$5.10	\$3,600.60	\$1.98	\$1,397.88
89	2582.502	8" DOTTED LINE WHITE-EPOXY-GR IN	L F	206	\$8.00	\$1,648.00	\$6.50	\$1,339.00	\$11.25	\$2,317.50	\$3.00	\$618.00
90	2582.502	4" SOLID LINE YELLOW-EPOXY-GR IN	L F	12193	\$0.70	\$8,535.10	\$0.90	\$10,973.70	\$1.05	\$12,802.65	\$1.98	\$24,142.14
91	2582.502	4" BROKEN LINE YELLOW-EPOXY-GR IN	L F	9808	\$1.00	\$9,808.00	\$0.22	\$2,157.76	\$0.45	\$4,413.60	\$1.98	\$19,419.84
92	2582.502	4" DBLE SOLID LINE YELLOW-EPOXY- GR IN	L F	172	\$5.00	\$860.00	\$0.88	\$151.36	\$2.05	\$352.60	\$3.96	\$681.12
Total Base Bid:						\$2,892,410.70		\$2,918,724.82		\$3,160,975.95		\$3,134,008.80
BID ALTERNATE												
Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
93	2016.621	CONTRACT TIME EXTENSION	LS	1	(\$10,000.00)	(\$10,000.00)	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	\$0.00	\$0.00
Total BID ALTERNATE:						(\$10,000.00)		\$0.00		(\$90,000.00)		\$0.00
Total Base Bid:						\$2,892,410.70		\$2,918,724.82		\$3,160,975.95		\$3,134,008.80
Total BID ALTERNATE:						(\$10,000.00)		\$0.00		(\$90,000.00)		\$0.00
Totals for Project 02174-57						\$2,882,410.70		\$2,918,724.82		\$3,070,975.95		\$3,134,008.80
% of Estimate for Project 02174-57								1.26%		6.54%		8.73%

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		Landwehr Construction, Inc.		Knife River		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
Base Bid										
1	2021.501	MOBILIZATION	LS	1	\$250,000.00	\$250,000.00	\$235,000.00	\$235,000.00	\$300,000.00	\$300,000.00
2	2104.501	REMOVE SEWER PIPE (STORM)	L F	431	\$10.00	\$4,310.00	\$8.00	\$3,448.00	\$25.72	\$11,085.32
3	2104.501	REMOVE CURB & GUTTER	L F	4875	\$3.50	\$17,062.50	\$3.50	\$17,062.50	\$4.00	\$19,500.00
4	2104.501	REMOVE WATER MAIN	L F	37	\$10.00	\$370.00	\$13.00	\$481.00	\$22.19	\$821.03
5	2104.503	REMOVE BITUMINOUS WALK	S F	17550	\$0.50	\$8,775.00	\$0.55	\$9,652.50	\$1.00	\$17,550.00
6	2104.503	REMOVE CONCRETE WALK	S F	1408	\$2.00	\$2,816.00	\$1.50	\$2,112.00	\$2.00	\$2,816.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	80	\$10.00	\$800.00	\$15.00	\$1,200.00	\$8.00	\$640.00
8	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	32208	\$3.00	\$96,624.00	\$2.25	\$72,468.00	\$3.20	\$103,065.60
9	2104.509	REMOVE HYDRANT	EACH	1	\$300.00	\$300.00	\$750.00	\$750.00	\$659.42	\$659.42
10	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	8	\$500.00	\$4,000.00	\$350.00	\$2,800.00	\$403.43	\$3,227.44
11	2104.509	REMOVE SIGN TYPE C	EACH	19	\$65.00	\$1,235.00	\$29.00	\$551.00	\$25.00	\$475.00
12	2104.509	REMOVE SIGNAL SYSTEM	EACH	1	\$10,000.00	\$10,000.00	\$6,500.00	\$6,500.00	\$4,120.91	\$4,120.91
13	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	782	\$4.00	\$3,128.00	\$4.00	\$3,128.00	\$3.65	\$2,854.30
14	2104.523	SALVAGE ELECTRONIC MESSAGE SIGN	EACH	1	\$1,000.00	\$1,000.00	\$3,800.00	\$3,800.00	\$2,694.18	\$2,694.18
15	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$58.00	\$116.00	\$50.00	\$100.00
16	2105.501	COMMON EXCAVATION	C Y	4370	\$10.00	\$43,700.00	\$9.00	\$39,330.00	\$8.00	\$34,960.00
17	2105.507	SUBGRADE EXCAVATION	C Y	1185	\$12.00	\$14,220.00	\$10.00	\$11,850.00	\$14.00	\$16,590.00
18	2105.522	SELECT GRANULAR BORROW (CV)	C Y	1007	\$16.00	\$16,112.00	\$12.00	\$12,084.00	\$18.00	\$18,126.00
19	2112.501	SUBGRADE PREPARATION	RDST	60	\$400.00	\$24,000.00	\$195.00	\$11,700.00	\$190.00	\$11,400.00
20	2123.501	COMMON LABORERS	HOUR	40	\$60.00	\$2,400.00	\$70.00	\$2,800.00	\$75.00	\$3,000.00
21	2123.509	DOZER	HOUR	40	\$150.00	\$6,000.00	\$220.00	\$8,800.00	\$180.00	\$7,200.00
22	2123.510	10 CU YD TRUCK	HOUR	40	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$95.00	\$3,800.00
23	2123.514	3.0 CU YD FRONT END LOADER	HOUR	40	\$140.00	\$5,600.00	\$180.00	\$7,200.00	\$180.00	\$7,200.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	80	\$130.00	\$10,400.00	\$100.00	\$8,000.00	\$50.00	\$4,000.00
25	2130.501	WATER	MGAL	50	\$20.00	\$1,000.00	\$28.50	\$1,425.00	\$50.00	\$2,500.00
26	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	2088	\$24.00	\$50,112.00	\$27.00	\$56,376.00	\$32.50	\$67,860.00
27	2215.501	FULL DEPTH RECLAMATION (TRAIL)	S Y	4842	\$2.00	\$9,684.00	\$1.80	\$8,715.60	\$2.00	\$9,684.00
28	2301.504	CONCRETE PAVEMENT 7.0"	S Y	27064	\$42.00	\$1,136,688.00	\$59.00	\$1,596,776.00	\$82.22	\$2,225,202.08
29	2301.504	CONCRETE PAVEMENT 7.0" HIGH EARLY	S Y	1292	\$80.00	\$103,360.00	\$69.00	\$89,148.00	\$86.00	\$111,112.00
30	2301.504	CONCRETE PAVEMENT 7.0" (SPECIAL)	S Y	806	\$80.00	\$64,480.00	\$110.00	\$88,660.00	\$145.00	\$116,870.00
31	2301.602	1" DOWEL BAR	EACH	7764	\$6.00	\$46,584.00	\$9.75	\$75,699.00	\$9.00	\$69,876.00
32	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	500	\$70.00	\$35,000.00	\$75.00	\$37,500.00	\$79.44	\$39,720.00
33	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	375	\$64.00	\$24,000.00	\$64.00	\$24,000.00	\$76.00	\$28,500.00
34	2502.521	4" PE PIPE DRAIN	L F	5500	\$20.00	\$110,000.00	\$3.50	\$19,250.00	\$5.55	\$30,525.00

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.					Engineers Estimate		Landwehr Construction, Inc.		Knife River	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
35	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	522	\$36.00	\$18,792.00	\$30.00	\$15,660.00	\$40.34	\$21,057.48
36	2503.541	24" RC PIPE SEWER DES 3006 CL III	L F	551	\$50.00	\$27,550.00	\$40.00	\$22,040.00	\$43.37	\$23,896.87
37	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	3	\$600.00	\$1,800.00	\$1,900.00	\$5,700.00	\$1,008.57	\$3,025.71
38	2504.601	IRRIGATION SERVICE	LS	1	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00	\$2,622.28	\$2,622.28
39	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$504.28	\$504.28
40	2504.602	HYDRANT	EACH	1	\$3,800.00	\$3,800.00	\$4,300.00	\$4,300.00	\$3,832.56	\$3,832.56
41	2504.602	ADJUST GATE VALVE & BOX	EACH	3	\$400.00	\$1,200.00	\$300.00	\$900.00	\$176.50	\$529.50
42	2504.602	6" GATE VALVE & BOX	EACH	1	\$1,000.00	\$1,000.00	\$2,250.00	\$2,250.00	\$1,512.85	\$1,512.85
43	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	40	\$100.00	\$4,000.00	\$60.00	\$2,400.00	\$80.69	\$3,227.60
44	2504.608	DUCTILE IRON FITTINGS	LB	50	\$6.00	\$300.00	\$13.00	\$650.00	\$6.56	\$328.00
45	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	L F	77.83	\$300.00	\$23,349.00	\$200.00	\$15,566.00	\$245.44	\$19,102.60
46	2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	L F	19.15	\$500.00	\$9,575.00	\$325.00	\$6,223.75	\$428.64	\$8,208.46
47	2506.503	RECONSTRUCT DRINAGE STRUCTURE	EACH	3	\$1,500.00	\$4,500.00	\$1,400.00	\$4,200.00	\$902.67	\$2,708.01
48	2506.516	CASTING ASSEMBLY	EACH	25	\$600.00	\$15,000.00	\$710.00	\$17,750.00	\$741.30	\$18,532.50
49	2506.522	ADJUST FRAME & RING CASTING (STORM)	EACH	6	\$400.00	\$2,400.00	\$325.00	\$1,950.00	\$453.86	\$2,723.16
50	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	1	\$900.00	\$900.00	\$400.00	\$400.00	\$796.77	\$796.77
51	2521.501	4" CONCRETE WALK SPECIAL	S F	9268	\$8.00	\$74,144.00	\$8.00	\$74,144.00	\$6.80	\$63,022.40
52	2521.501	6" CONCRETE WALK	S F	1726	\$5.00	\$8,630.00	\$9.00	\$15,534.00	\$11.35	\$19,590.10
53	2521.511	2" BITUMINOUS WALK	S F	27602	\$2.00	\$55,204.00	\$1.00	\$27,602.00	\$1.25	\$34,502.50
54	2521.511	3" BITUMINOUS WALK	S F	24118	\$3.50	\$84,413.00	\$2.80	\$67,530.40	\$2.55	\$61,500.90
55	2531.501	CONCRETE CURB & GUTTER DESIGN B612	L F	238	\$10.00	\$2,380.00	\$26.00	\$6,188.00	\$26.00	\$6,188.00
56	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	6260	\$12.00	\$75,120.00	\$17.40	\$108,924.00	\$18.30	\$114,558.00
57	2531.501	CONCRETE CURB & GUTTER DESIGN S518	L F	330	\$15.00	\$4,950.00	\$26.00	\$8,580.00	\$30.00	\$9,900.00
58	2531.618	TRUNCATED DOMES	S F	741	\$40.00	\$29,640.00	\$57.00	\$42,237.00	\$43.00	\$31,863.00
59	2545.511	LIGHTING UNIT TYPE A	EACH	7	\$6,500.00	\$45,500.00	\$12,000.00	\$84,000.00	\$10,384.29	\$72,690.03
60	2545.511	LIGHTING UNIT TYPE B	EACH	6	\$4,000.00	\$24,000.00	\$8,250.00	\$49,500.00	\$7,068.29	\$42,409.74
61	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	13	\$1,000.00	\$13,000.00	\$800.00	\$10,400.00	\$655.00	\$8,515.00
62	2545.523	2" NON-METALLIC CONDUIT	L F	1300	\$3.00	\$3,900.00	\$4.35	\$5,655.00	\$3.77	\$4,901.00
63	2545.523	3" NON-METALLIC CONDUIT	L F	600	\$7.00	\$4,200.00	\$7.20	\$4,320.00	\$6.28	\$3,768.00
64	2545.523	4" NON-METALLIC CONDUIT	L F	5300	\$5.00	\$26,500.00	\$14.10	\$74,730.00	\$12.28	\$65,084.00
65	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	9200	\$0.75	\$6,900.00	\$0.95	\$8,740.00	\$0.81	\$7,452.00
66	2545.541	SERVICE CABINET TYPE L1	EACH	1	\$3,000.00	\$3,000.00	\$5,130.00	\$5,130.00	\$4,474.52	\$4,474.52
67	2545.545	EQUIPMENT PAD B	EACH	1	\$1,000.00	\$1,000.00	\$790.00	\$790.00	\$687.95	\$687.95
68	2545.553	HANDHOLE	EACH	13	\$500.00	\$6,500.00	\$995.00	\$12,935.00	\$867.71	\$11,280.23
69	2545.602	SERVICE EQUIPMENT	EACH	1	\$1,000.00	\$1,000.00	\$328.00	\$328.00	\$284.44	\$284.44

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.					Engineers Estimate		Landwehr Construction, Inc.		Knife River	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
70	2563.601	TRAFFIC CONTROL	LS	1	\$80,000.00	\$80,000.00	\$29,000.00	\$29,000.00	\$40,000.00	\$40,000.00
71	2564.531	SIGN PANELS TYPE C	S F	276	\$30.00	\$8,280.00	\$46.00	\$12,696.00	\$40.00	\$11,040.00
72	2564.531	SIGN PANELS TYPE D	S F	60	\$40.00	\$2,400.00	\$46.00	\$2,760.00	\$40.00	\$2,400.00
73	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$205.00	\$410.00	\$175.00	\$350.00
74	2564.537	INSTALL ELECTRONIC MESSAGE SIGN	EACH	1	\$3,000.00	\$3,000.00	\$8,000.00	\$8,000.00	\$6,933.40	\$6,933.40
75	2573.502	SILT FENCE, TYPE MS	L F	3432	\$2.00	\$6,864.00	\$2.20	\$7,550.40	\$1.90	\$6,520.80
76	2573.530	STORM DRAIN INLET PROTECTION	EACH	60	\$250.00	\$15,000.00	\$200.00	\$12,000.00	\$200.00	\$12,000.00
77	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	4	\$1,000.00	\$4,000.00	\$1,100.00	\$4,400.00	\$425.00	\$1,700.00
78	2574.525	BOULEVARD TOPSOIL BORROW	C Y	392	\$28.00	\$10,976.00	\$35.00	\$13,720.00	\$19.80	\$7,761.60
79	2575.505	SODDING TYPE SALT TOLERANT	S Y	2850	\$3.00	\$8,550.00	\$5.50	\$15,675.00	\$5.20	\$14,820.00
80	2575.570	RAPID STABILIZATION METHOD 3	ACRE	0.7	\$1,500.00	\$1,050.00	\$2,500.00	\$1,750.00	\$1,950.00	\$1,365.00
81	2582.501	PAVT MSSG (LT ARROW) POLY PREF-GR IN	EACH	53	\$450.00	\$23,850.00	\$570.00	\$30,210.00	\$500.00	\$26,500.00
82	2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	1	\$450.00	\$450.00	\$570.00	\$570.00	\$500.00	\$500.00
83	2582.501	PAVT MSSG (THRU ARROW)POLY PREF-GR IN	EACH	3	\$320.00	\$960.00	\$570.00	\$1,710.00	\$500.00	\$1,500.00
84	2582.501	PAVT MSSG (LT-THRU ARROW)POLY PREF-GR IN	EACH	8	\$550.00	\$4,400.00	\$945.00	\$7,560.00	\$825.00	\$6,600.00
85	2582.501	PAVT MSSG (RT-THRU ARROW)POLY PREF-GR IN	EACH	4	\$500.00	\$2,000.00	\$945.00	\$3,780.00	\$825.00	\$3,300.00
86	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	L F	2150	\$0.40	\$860.00	\$0.90	\$1,935.00	\$0.78	\$1,677.00
87	2582.502	4" BROKEN LINE WHITE-EPOXY-GR IN	L F	518	\$0.75	\$388.50	\$0.90	\$466.20	\$0.78	\$404.04
88	2582.502	4" DOTTED LINE WHITE - EPOXY (GR IN)	L F	706	\$0.60	\$423.60	\$4.00	\$2,824.00	\$3.50	\$2,471.00
89	2582.502	8" DOTTED LINE WHITE-EPOXY-GR IN	L F	206	\$8.00	\$1,648.00	\$6.65	\$1,369.90	\$5.80	\$1,194.80
90	2582.502	4" SOLID LINE YELLOW-EPOXY-GR IN	L F	12193	\$0.70	\$8,535.10	\$0.90	\$10,973.70	\$0.78	\$9,510.54
91	2582.502	4" BROKEN LINE YELLOW-EPOXY-GR IN	L F	9808	\$1.00	\$9,808.00	\$0.20	\$1,961.60	\$0.16	\$1,569.28
92	2582.502	4" DBLE SOLID LINE YELLOW-EPOXY- GR IN	L F	172	\$5.00	\$860.00	\$0.90	\$154.80	\$0.78	\$134.16
Total Base Bid:						\$2,892,410.70		\$3,347,416.35		\$4,113,266.34
BID ALTERNATE										
93	2016.621	CONTRACT TIME EXTENSION	LS	1	(\$10,000.00)	(\$10,000.00)	(\$1.00)	(\$1.00)	\$0.00	\$0.00
Total BID ALTERNATE:						(\$10,000.00)		(\$1.00)		\$0.00
Total Base Bid:						\$2,892,410.70		\$3,347,416.35		\$4,113,266.34
Total BID ALTERNATE:						(\$10,000.00)		(\$1.00)		\$0.00
Totals for Project 02174-57						\$2,882,410.70		\$3,347,415.35		\$4,113,266.34
% of Estimate for Project 02174-57								16.13%		42.70%

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

Certified By:

License No. 44200

Date: May 19, 2015

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 8b
Agenda Section: Old Business	Item: Refuse Hauling	
<p>RECOMMENDATION: None - Council discussion and input.</p> <p>PREVIOUS COUNCIL ACTION: Council asked staff to work with refuse haulers on ideas to address concerns about the impacts of multiple haulers serving the City.</p> <p>BACKGROUND: Staff and the City Attorney have reviewed a number of options and suggestions and I have included refuse hauler feedback as received:</p> <p>Further limit the number of licensed haulers, but grandfathering in current: Need change to clarify whether license would transfer in event of sale of one of the current haulers. Also one suggestion that need a minimum number of customers to have a license.</p> <p>Restrict dates of refuse collection: Wednesdays and Thursdays are most common dates.</p> <p>Move all collection to one side of street or alley: Could try in specific areas rather than City wide. Residents may have more concerns than refuse haulers.</p> <p>Other suggestions: Refuse hauler requested we address spacing of containers if we revise requirements language so they are not being knocked over due to proximity.</p> <p>BUDGET/FISCAL IMPACT: None.</p> <p>ATTACHMENTS: DRAFT Resolution for discussion; other changes would be in the form of Ordinance changes requiring public hearing.</p> <p>COUNCIL ACTION REQUESTED: Discussion and direction to staff on Council preferences.</p>		

RESOLUTION NO. _____

**RESOLUTION SETTING NUMBER OF LICENSES
TO BE ISSUED TO REFUSE COLLECTORS**

WHEREAS, Title 4, Chapter 7, Section 5F of the Sartell Code of Ordinances states that the Council shall fix by resolution the number of refuse collector licenses to be issued; and

WHEREAS, in 2008 the Council set the number of licenses to be four (4) but has now determined that it is in the City's interest to decrease that number.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That the City will issue no more than two (2) licenses to individual refuse collectors in the City of Sartell. Current license holders are grandfathered in so they can continue to renew their licenses, but the allowed number will decrease each time a current hauler does not renew or is denied renewal or has their license revoked pursuant to City Code until the two (2) license limit is reached at which time the two (2) license limit will apply.

ADOPTED BY THE SARTELL CITY COUNCIL THIS _____TH DAY OF _____, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

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SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration, Police & Public Works	Meeting Date: May 26, 2015	Agenda Item No. 9a
Agenda Section: New Business	Item: Park Boundaries	

RECOMMENDATION: City staking of Park boundaries; discussion of other practices.

BACKGROUND: Among other important duties, we would like some focus by our Community Service Officer in enforcing Park boundaries and our first step in that would be placing more Park boundary signs in key areas notifying neighbors of the boundary lines. She would then inform property owners that encroachments need to be eliminated. In addition, one of our past practices has been to allow adjoining property owners to cut wood from Northside Park and we need Council direction on that past practice. After talking with the City attorney and our insurance agent, there would be a number of recommended steps we should take to limit liability from such a practice and to be fair to all residents. But staff would like Council input before we put any time or effort into coming up with systems to allow for volunteer wood cutting in City parks.

BUDGET/FISCAL IMPACT: None.

ATTACHMENTS: None.

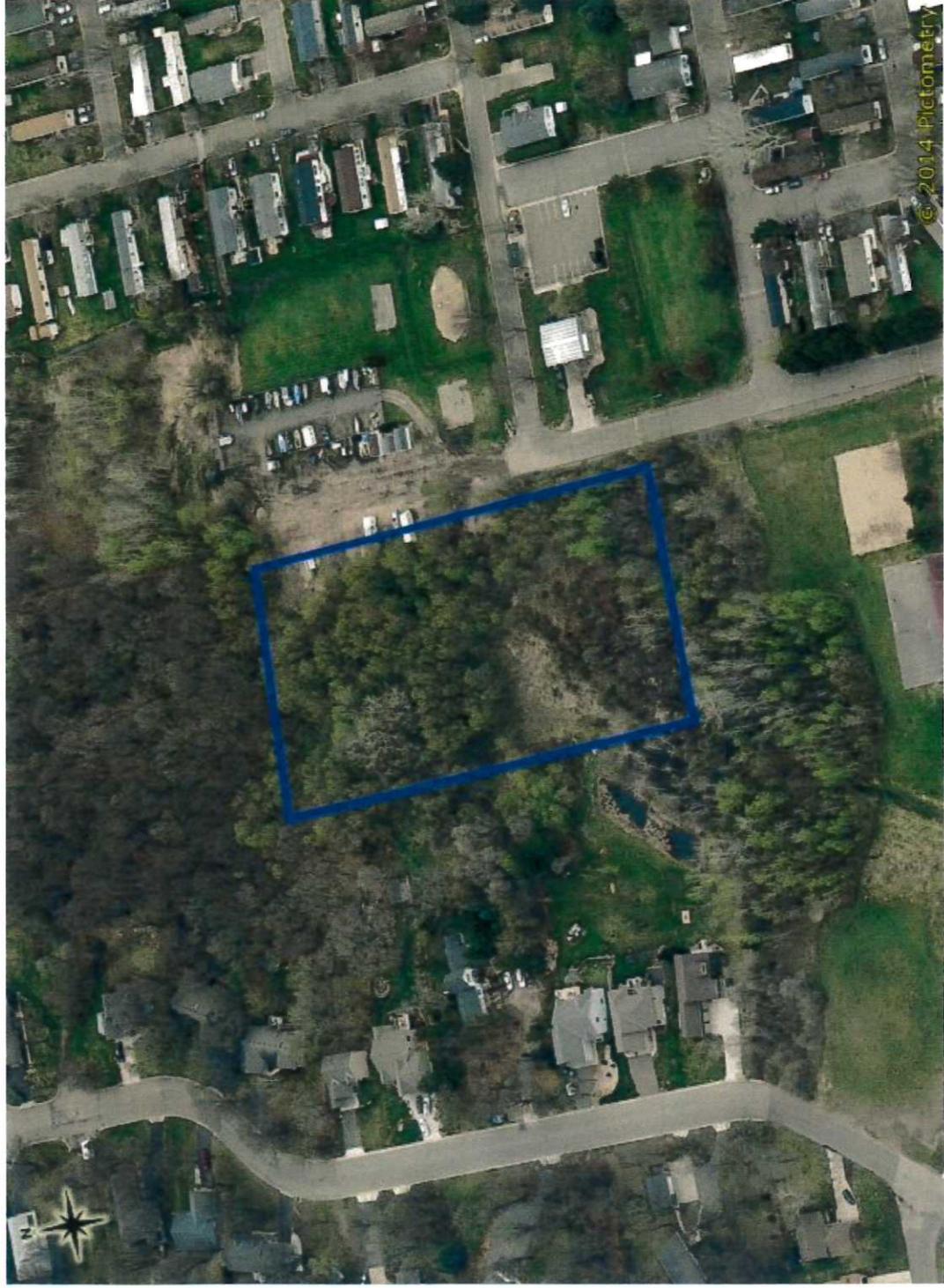
COUNCIL ACTION REQUESTED: Discussion of the past practices and best future practices for Park boundary enforcement, but no action required tonight if you prefer to wait to allow time for public feedback on wood cutting issue. Staff will proceed to add staking of Park boundaries in areas where CSO is finding encroachment issues.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 9b
Agenda Section: New Business	Item: Consider Purchase of Property	
<p>BACKGROUND: The owner of some property adjacent to Val Smith Park is interested in selling the land to the City. Council will consider this in closed session.</p> <p>BUDGET/FISCAL IMPACT: To be determined based on Council interest level and negotiations.</p> <p>ATTACHMENTS: Property map.</p> <p>COUNCIL ACTION REQUESTED: Discussion of possible purchase terms in closed session.</p>		

Koshiol Property





May 2015

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 12:30 SSC Bd. MTG @ SSC ctr. 6:30 PC MTG	5	6 4-8 PM SCHOOL PLANNING COMMITTEE	7	8	9
10	11 7 PM CITY COUNCIL	12 11:30 -CHAMBER @ THE WATERS CHURCH	13 4-8 PM SCHOOL PLANNING COMMITTEE	14 5 pm APO Executive Bd	15	16
17	18	19 NOON—WALK IN SAUK RIVER PARK 4PM METRO BUS BD MTG. 7 AM EDC	20 9 AM SALT @ PD 6:30 PARK COMM	21	22	23
24	25 MEMORIAL DAY CITY HALL CLOSED Ceremony at Veterans Park at 9 am	26 7 PM CITY COUN- CIL MEETING	27	28 7 pm APO Policy Board Annual Meeting	29	30
31						

Sartell

June 2015

SUN	MON	TUE	WED	THU	FRI	SAT
	1 12:30 pm SSC Bd. Mtg. @ SSC Ctr. 6:30 pm. Planning Mtg	2	3	4	5	6
7	8 7 pm Council Mtg.	9 11:30 CHAMBER @ THE WATERS CHURCH	10	11 5 pm APO Exec Bd	12	13
14	15	16 9 AM METRO BUS BD. MTG 7 am EDC Mtg.	17 9 a.m. SALT @ PD	18	19	20
21	22	23	24	25	26	27
28	29	30 5:30 pm Area Cities Mtg @ St. Joe				

AGENDA
SARTELL CITY COUNCIL
Tuesday, May 26, 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

5. APPROVAL OF CITY COUNCIL MINUTES

- a. May 11, 2015 – Regular Meeting

6. CONSENT AGENDA

- a. Approval of voucher payments
- b. Acceptance of Donations
- c. Adoption of Performance Measures Resolution
- d. Approval of Insurance Renewal
- e. Calling public hearing on Delinquent Accounts
- f. Calling public hearing on Abatement Bonds
- g. Calling public hearing on Ordinance Amending Title 1 of City Code
- h. Approval of Fire Dept Policies & Procedures and Fire Chief posting
- i. Approval of Appraisal Work
- j. Approval of Noise Exemption

7. PUBLIC HEARINGS

8. OLD BUSINESS

- a. Resolution Awarding Pinecone Road bid
- b. Refuse Hauling

9. NEW BUSINESS

- a. Park Boundaries
- b. Consideration of purchase agreement terms to purchase real property (discussion to be conducted in closed session)

10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

May 11, 2015

CITY COUNCIL MEETING
MINUTES OF MAY 11, 2015

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on May 11, 2015 in the Council Chambers of Sartell City Hall. Acting Mayor David Peterson called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Council members: Braig-Lindstrom, Hennes, Lynch, Peterson
ABSENT: Mayor Nicoll
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
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

John Unger and Bret and Jon Thayer, all of Sartell, presented the Council with an invitation to the Sartell Leos Recognition Ceremony on Sunday, May 17, 2015 at 7 pm at Celebration Church.

Matt Westland, 415 6th Avenue South talked about the upcoming Providence development and suggested the Council consider the 15th Street connector street before this new development approval.

APPROVAL OF CITY COUNCIL MINUTES

- a. April 27, 2015 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. April Building Permit Activity Report – Acceptance
- b. April Inspections Activity Report – Acceptance
- c. April Technology Report – Acceptance
- d. Approval of voucher payments
- e. Approval of Job Description updates
- f. Resolution Accepting Donations

A MOTION WAS MADE BY COUNCILMEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEMS A-F. THE MOTION CARRIED UNANIMOUSLY.

May 11, 2015

PUBLIC HEARINGS

**a. Rezoning, Preliminary Plat – Providence
(Requested Action by Developer to Postpone Public Hearing to June 8, 2015)**

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING THE REQUEST BY THE DEVELOPER TO POSTPONE THE REZONING AND PRELIMINARY PLAT REQUEST UNTIL THE JUNE 8TH 2015 COUNCIL MEETING. THE MOTION CARRIED UNANIMOUSLY.

b. Rezoning – 332 4th Avenue South

Anita Rasmussen, Community Development Director, presented the request to rezone the property at 332 4th Avenue South from I-1 to B-2 in order to accommodate a fitness business.

Acting Mayor Peterson opened the public hearing at 7:08 p.m. The following comments were made, although comments do not reflect entire statement made:

Chad Strom, 422 5th Avenue South, questioned if any of the trees in the buffer area would be removed and Anita said they would be using the existing building so no site plan changes were presented.

No other comments were made, Acting Mayor Peterson closed the hearing at 7:09 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING RESOLUTION 38-15 ADOPTING THE FINDINGS OF FACT RELATING TO A REZONING REQUEST FROM I-1 TO B-2. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM ADOPTING ORDINANCE AND SUMMARY ORDINANCE 15-07 APPROVING REZONING OF A CERTAIN PROPERTY FROM I-1 TO B-2. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Final Plat and Development Agreement Avalon 9

Anita Rasmussen, Community Development Director, presented the final plat and Development Agreement of Avalon Plat 9 and explained the conditions for approval.

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT FOR AVALON 9 WITH CONDITIONS AS STATED ON RESOLUTION 39-15. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENTS REPORTS

a. Police Department

Chief Hughes presented his monthly report and updated the Council and public on the upcoming City garage sale day and Senior Shred Day.

May 11, 2015

b. Fire Department

The Fire Department Report was included with the Council's packet for review.

c. Public Works

Director Borders presented his report and Council member Hennes noted the success of the earth day event.

d. City Engineer

Engineer Nielson presented his monthly report and updated the Council on the road closure on Pinecone Road which started May 11th and is expected to run through Friday, May 15th.

e. Planning & Community Development Director

Planning and Community Development Director Rasmussen presented her monthly report. Rasmussen then discussed an earlier meeting held with the developers of Providence. She requested input from the Council regarding setbacks and transportation concerns within the development, mainly connecting roads to neighboring developments. After discussion, consensus of the Council was in agreement of the need for east/west connecting roads to neighboring developments for safety reasons of emergency vehicles as well as the possible future extension of 15th Street North. Council suggested keeping with the City standards for setbacks. Rasmussen confirmed the City will meet the 60 day rule for review approval with this extension of time.

f. City Administrator

Administrator Degiovanni presented her monthly memorandum and confirmed that the community center planning was in the programming phase.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:15 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

Judy Molitor
Recording Secretary

David Peterson, Acting Mayor



May 2015

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 12:30 SSC Bd. MTG @ SSC ctr. 6:30 PC MTG	5	6 4-8 PM SCHOOL PLANNING COMMITTEE	7	8	9
10	11 7 PM CITY COUNCIL	12 11:30 -CHAMBER @ THE WATERS CHURCH	13 4-8 PM SCHOOL PLANNING COMMITTEE	14 5 pm APO Executive Bd	15	16
17	18	19 NOON—WALK IN SAUK RIVER PARK 4PM METRO BUS BD MTG. 7 AM EDC	20 9 AM SALT @ PD 6:30 PARK COMM	21	22	23
24	25 MEMORIAL DAY CITY HALL CLOSED Ceremony at Veterans Park at 9 am	26 7 PM CITY COUN- CIL MEETING	27	28 7 pm APO Policy Board Annual Meeting	29	30
31						

Sartell

June 2015

SUN	MON	TUE	WED	THU	FRI	SAT
	1 12:30 pm SSC Bd. Mtg. @ SSC Ctr. 6:30 pm. Planning Mtg	2	3	4	5	6
7	8 7 pm Council Mtg.	9 11:30 CHAMBER @ THE WATERS CHURCH	10	11 5 pm APO Exec Bd	12	13
14	15	16 9 AM METRO BUS BD. MTG 7 am EDC Mtg.	17 9 a.m. SALT @ PD	18	19	20
21	22	23	24	25	26	27
28	29	30 5:30 pm Area Cities Mtg @ St. Joe				

RESOLUTION NO. _____

RESOLUTION ACCEPTING DONATIONS

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

\$750 from Grandview Estates LLC toward Music in the Park

\$500 from Sartell Community Gardeners to Public Works Equipment Fund

\$100 from Coborn's, Inc. toward a new drug display board for educational purposes

\$1,083 from Central MN Com. Foundation for DARE

\$1,500 from Walmart for PBT's and supplies

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

ADOPTED BY THE SARTELL CITY COUNCIL THIS 26th DAY OF MAY, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6c
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Agenda Section: **Consent**

Item: **Performance Measures Resolution**

RECOMMENDATION: Approval of attached Performance Measures Resolution.

PREVIOUS COUNCIL ACTION: The Sartell City Council has adopted required Performance Measures every year since 2011 and you have also completed required surveys each year. A summary of the December 2014 survey results are attached.

BACKGROUND: To continue participation in this program, you are required to adopt the annual confirming resolution in the format attached. We also publish the survey results on the City's website and your annual budget process looks at trends that might help you when looking at budget priorities.

BUDGET/FISCAL IMPACT: The State's incentives for us to participate in the program are some exemption from levy limits and payment of a relatively small amount of "performance measures aid" - we receive a little over \$2,000 per year for participation. The League of MN Cities has been conducting the survey work at no charge to us and staff time has been fairly minimal in meeting the requirements so the benefits have exceeded the cost.

ATTACHMENTS: Required Resolution.

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

RESOLUTION NO. _____

Councilmember _____ introduced the following resolution and moved for its adoption:

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

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

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

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

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

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

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

WHEREUPON, said resolution was declared duly passed and adopted this 26th day of May, 2015.

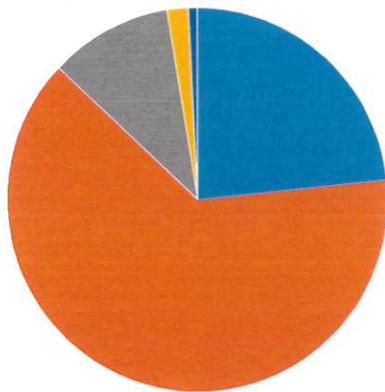
MAYOR

CITY ADMINISTRATOR

SEAL

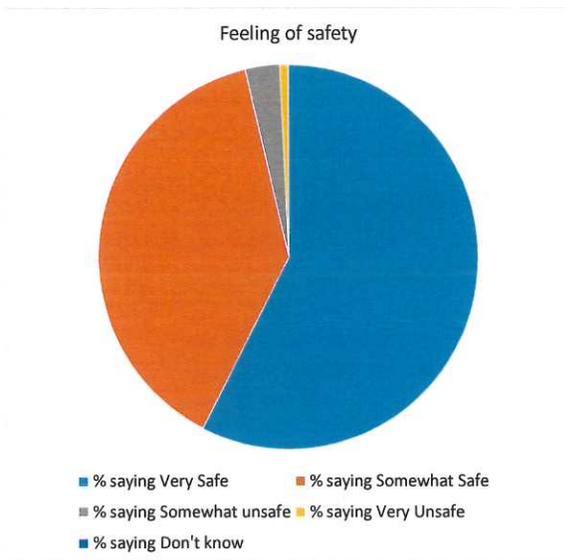
How would you rate the overall appearance of the city?	
# saying Excellent	63
# saying Good	172
# saying Fair	28
# saying Poor	5
# saying Don't know	2
Total Responses	270
% saying Excellent	23%
% saying Good	64%
% saying Fair	10%
% saying Poor	2%
% saying Don't know	1%

Overall appearance of city



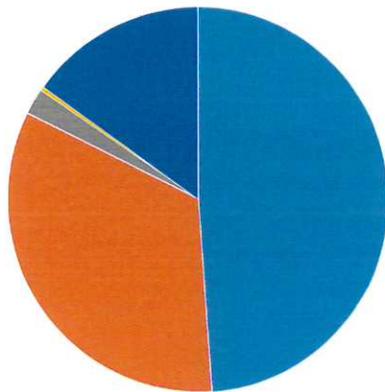
- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you describe your overall feeling of safety in the city?	
# saying Very Safe	157
# saying Somewhat Safe	106
# saying Somewhat unsafe	8
# saying Very Unsafe	2
# saying Don't know	0
Total Responses	273
% saying Very Safe	58%
% saying Somewhat Safe	39%
% saying Somewhat unsafe	3%
% saying Very Unsafe	1%
% saying Don't know	0%



How would you rate the overall quality of fire protection services in the city?	
# saying Excellent	133
# saying Good	91
# saying Fair	6
# saying Poor	1
# saying Don't know	41
Total Responses	272
% saying Excellent	49%
% saying Good	33%
% saying Fair	2%
% saying Poor	0%
% saying Don't know	15%

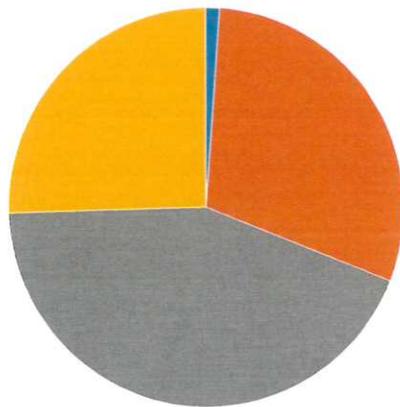
Quality of fire protection



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you rate the overall condition of city streets?	
# saying Excellent	3
# saying Good	81
# saying Fair	118
# saying Poor	69
# saying Don't know	0
Total Responses	271
% saying Excellent	1%
% saying Good	30%
% saying Fair	44%
% saying Poor	25%
% saying Don't know	0%

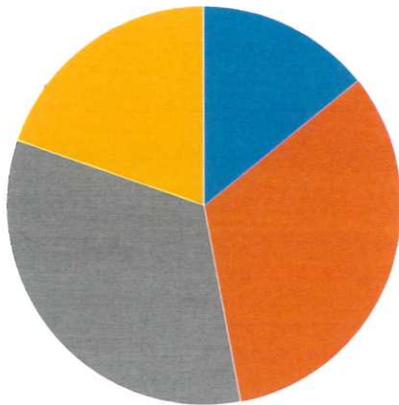
Overall condition of city streets



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

How would you rate the overall quality of snowplowing on city streets?	
# saying Excellent	39
# saying Good	90
# saying Fair	91
# saying Poor	54
# saying Don't know	0
Total Responses	274
% saying Excellent	14%
% saying Good	33%
% saying Fair	33%
% saying Poor	20%
% saying Don't know	0%

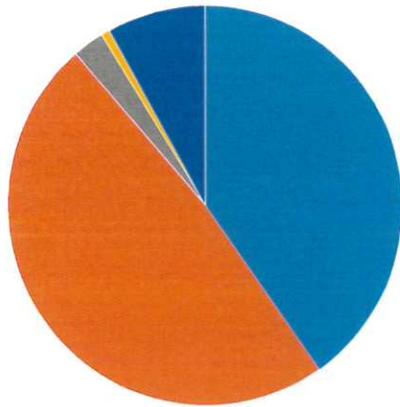
Overall quality of snowplowing



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

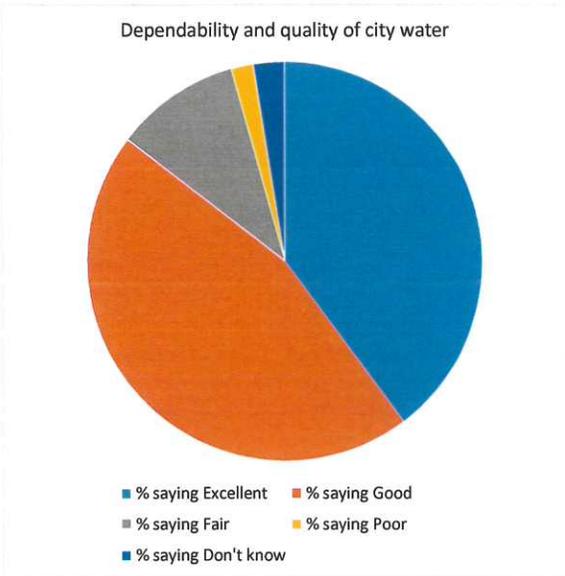
How would you rate the dependability and overall quality of city sanitary sewer service?	
# saying Excellent	110
# saying Good	132
# saying Fair	7
# saying Poor	2
# saying Don't know	22
Total Responses	273
% saying Excellent	40%
% saying Good	48%
% saying Fair	3%
% saying Poor	1%
% saying Don't know	8%

Dependability and quality of city sewer



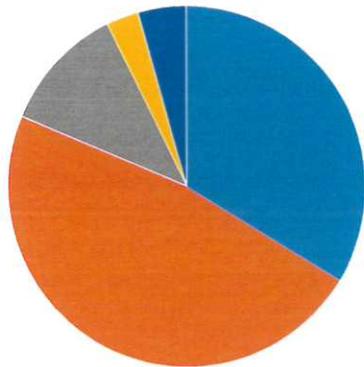
- % saying Excellent ■ % saying Good
- % saying Fair ■ % saying Poor
- % saying Don't know

How would you rate the dependability and overall quality of the city water supply?	
# saying Excellent	109
# saying Good	125
# saying Fair	28
# saying Poor	5
# saying Don't know	7
Total Responses	274
% saying Excellent	40%
% saying Good	46%
% saying Fair	10%
% saying Poor	2%
% saying Don't know	3%



How would you rate the overall quality of city recreational programs and facilities (e.g. parks, trails, park facilities, etc.)?	
# saying Excellent	92
# saying Good	130
# saying Fair	31
# saying Poor	8
# saying Don't know	12
Total Responses	273
% saying Excellent	34%
% saying Good	48%
% saying Fair	11%
% saying Poor	3%
% saying Don't know	4%

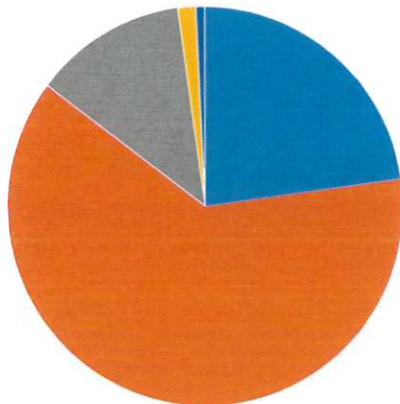
Overall quality of city rec programs and facilities



- % saying Excellent ■ % saying Good
- % saying Fair ■ % saying Poor
- % saying Don't know

How would you rate the overall quality of services provided by the city?	
# saying Excellent	62
# saying Good	170
# saying Fair	34
# saying Poor	4
# saying Don't know	2
Total Responses	272
% saying Excellent	23%
% saying Good	63%
% saying Fair	13%
% saying Poor	1%
% saying Don't know	1%

Overall quality of city services



- % saying Excellent
- % saying Good
- % saying Fair
- % saying Poor
- % saying Don't know

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6d
Agenda Section: Consent	Item: Insurance Renewal	
<p>RECOMMENDATION: Approval of insurance renewal consistent with past years without waiver of statutory limits and with no excess liability coverage.</p> <p>BACKGROUND: Staff recommends no changes to your insurance coverages this year. I am attaching an outline from the League of Cities showing the statutory limit outline and options.</p> <p>BUDGET/FISCAL IMPACT: The final savings aren't known until your renewal is calculated, but it was estimated at \$25,000 in prior year waivers and so even if excess liability coverage costs declined this year for Sartell, we estimate annual savings are \$15,000 or more.</p> <p>ATTACHMENTS: Waiver form and LMC information/outline.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the attached waiver form implementing the City's decision not to waive monetary limits on municipal tort liability. If item is removed from consent agenda, separate motion is requested approving insurance renewal as proposed.</p>		



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Sartell
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 5-26-15

Signature Mary Desjovanni

Position City Administrator

Questions and Answers Liability Coverage Limit Increase

What's being changed in the LMCIT liability coverage limits?

There are two changes.

- 1) The basic liability coverage limit is increased from \$1.5 million to \$2 million per occurrence.
- 2) The annual aggregate limits that apply to several specific types of liability are increased from \$2 million to \$3 million per year. This affects coverage for claims for products liability, failure to supply utilities, data security breaches, damage caused by electromagnetic fields, limited pollution, and mold. There are also annual aggregate limits on the land use / special risk coverage (\$1 million), and on coverage for claims arising from activities of outside organizations (\$100,000). These annual aggregate limits don't change.

More Information

Read more about LMCIT's Liability Coverage Options at <http://lmc.org/page/1/P-C-Coverages.jsp>.

When do the changes take effect?

The changes will apply at the city's first renewal after November 15, 2014.

Why did the LMCIT Board decide to make these changes?

The reason is to give member cities better protection. The statutory liability limit caps the city's liability for many types of claims. But some liability claims aren't covered by the statutory limit, so the city's potential liability is unlimited. Claims under the federal civil rights laws are probably the biggest example, but there are a few others as well. The new \$2 million per occurrence coverage limit gives the city better protection for these types of claims, and makes it less likely the city could end up with liability exceeding its coverage limit.

That's also why the various aggregate limits were increased – to give member cities better protection. The higher limits make it less likely the city could run out of coverage if there were a major incident in which many people were injured.

Do the higher coverage limits mean that the city can now be sued for larger amounts?

For the vast majority of LMCIT members, the answer is no. This is because for LMCIT members the statutory liability limits remain in effect unless the city has explicitly chosen to waive the statutory limits. Only about 18% of LMCIT members do so. So for most member cities, even though the city's liability coverage now has a \$2 million limit, the city's liability is still limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence. In other words, the new, higher coverage limits would only come into play on those types of claims that aren't covered by the statutory liability limit.

For cities that do choose to waive the statutory limits, the change will mean the city can now be sued for greater dollar amounts. When the city chooses the "waiver" option, the city waives the protection of the statutory limits, up to the amount of coverage the city has. So someone with a claim against a city that has waived the statutory limits would now be able to recover up to \$2 million. Of course, that claimant would have to show that s/he actually did suffer that much damage.

Our city carries the optional excess liability coverage. How does this change affect us?

There are three effects, all of them positive, for the city that carries the optional excess liability coverage.

- 1) The total coverage limit the city has available will now be greater. For example, suppose the city carries \$1 million of excess coverage. Formerly, that \$1 million of coverage would sit on top of the old \$1.5 million primary limit, so the total limit available was \$2.5 million. Now that \$1 million of excess coverage will sit above the \$2 million per occurrence primary limit, for a total of \$3 million.
- 2) The city will now have better protection for claims relating to mold or to failure to supply utilities. The excess liability coverage doesn't apply to those types of claims, so under the old coverage even if the city carries the excess liability coverage, the city still only had \$2 million of coverage for those claims per year. Now the city will have \$3 million of coverage per year for those claims.
- 3) The excess coverage is now less expensive. Formerly, the excess coverage would come into play on a claim that exceeds \$1.5 million; now, a claim would need to exceed \$2 million for the excess coverage to come into play. That means there's less risk that a claim will hit the excess coverage; and because the risk is less, the cost is less.

So our premium for excess liability coverage will go down at our next renewal?

For many cities it will, but not necessarily for all. The premiums for excess liability coverage are based on the city's premium for the primary liability coverage. Even though premium rates for the primary liability coverage are decreasing 4%, an individual city's primary liability coverage premium could still increase for any of several reasons: if the city's exposures (gross expenditures, number of employees, number of police officers, number of households, number of sewer connections) have increased; if the city's experience rating has increased; or if the city's liability premium is still increasing because of the transition to the new rating system. If the city's primary liability premium increases for any of these reasons, it's possible the excess liability premium could increase as well.

LMCIT Liability Coverage Options
Coverage Written or Renewed On or After November 15, 2014

Coverage structure if the city:	On a liability claim to which the statutory limits apply:		On a liability claim to which the statutory limits do not apply:
	This is the maximum amount a single claimant could recover on an occurrence.	This is the maximum total amount that all claimants could recover on a single occurrence.	This is the maximum amount of damages which LMCIT would pay on the city's behalf for a single occurrence, regardless of the number of claimants.
Does not have excess coverage & Does not waive the statutory limits	\$500,000	\$1,500,000	\$2,000,000
Does not have excess coverage & Waives the statutory limits	\$2,000,000	\$2,000,000	\$2,000,000
Has \$1,000,000 of excess coverage & Does not waive the statutory limits	\$500,000	\$1,500,000	\$3,000,000
Has \$1,000,000 of excess coverage & Waives the statutory limits	\$3,000,000	\$3,000,000	\$3,000,000

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6e
Agenda Section: Consent	Item: Delinquent Accounts	
<p>RECOMMENDATION: Call public hearing on delinquent accounts for June 8, 2015 at 7:00 pm.</p> <p>PREVIOUS COUNCIL ACTION: The City generally assesses delinquent accounts once or twice per year and they are then assessed on next year's tax rolls in accordance with MN Statutes.</p> <p>BACKGROUND: The City is sometimes unable to collect on delinquent accounts for things like administrative fines, utility services, or other City services billed to the customer and remaining unpaid. We have very few of these items and we use the assessment process for those that remain unpaid. For example, we currently have 7 such accounts and some of those may be paid prior to final assessment.</p> <p>BUDGET/FISCAL IMPACT: This is another tool that allows us to recover all City costs, so while it is very few accounts, it maintains our budget to the extent all fees are paid as billed.</p> <p>ATTACHMENTS: Resolution Calling Hearing.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Resolution calling the hearing. If item is removed from Consent, separate motion is requested approving the attached Resolution.</p>		

Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION NO. _____
CALLING HEARING ON
DELINQUENT ACCOUNTS**

WHEREAS, the City Code provides for the City to certify delinquent accounts to the County Auditor for collection along with taxes; and

WHEREAS, there are unpaid accounts owed to the City and, prior to certifying such accounts to the County for collection, the City desires to give affected property owners the opportunity to be heard on this matter.

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

1. The Council will consider certifying delinquent accounts to the County Auditor for collection along with taxes.

2. A hearing will be held on such proposed assessments on the 8th day of June, 2015, in the Council Chambers of the City Hall at 7:00 PM or as soon thereafter as possible, and the clerk shall give mailed notice of such hearing to affected property owners.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 26th DAY OF MAY, 2015.

Mayor

ATTEST:

Administrator

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6f
Agenda Section: Consent Agenda	Item: Calling Public Hearing on Abatement Bonds	
<p>RECOMMENDATION: Approval of attached Resolution Calling Public Hearing</p> <p>BACKGROUND: Tonight you are only asked to call a public hearing by adopting the attached Resolution. I have included background information for reference, but the discussion of that information will be held at the public hearing.</p> <p>BUDGET/FISCAL IMPACT: Your financial management plan already contemplated this required levy increase for streets so this is not a revised impact projection. Actual tax impacts of any of your financial plans for 2016 won't be known until your tax capacity is realized, but you have a number of financial plan areas to consider in setting final budget and levy. Bond rates are currently near historic lows, so the bonding climate is very favorable for this project.</p> <p>ATTACHMENTS: Recommended Resolution and Ehlers memo.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Resolution. If item is removed from Consent, separate motion is requested approving attached Resolution.</p>		

RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY
TAX ABATEMENTS FOR THE 2015 PINECONE ROAD PROJECT

WHEREAS, *Minnesota Statutes*, Sections 469.1812 through 469.1815, both inclusive (the "Act"), authorize the City of Sartell Minnesota (the "City"), upon satisfaction of certain conditions, to utilize property tax abatement of all or a part of the taxes levied by the City on certain property; and

WHEREAS, the City is contributing funds for certain public improvements to be constructed along Pinecone Road which benefit certain parcels of property in the City. To fund the City's share of these costs, the City plans to issue General Obligation Tax Abatement Bonds in an amount not to exceed \$5,500,000 and to utilize property tax abatements from parcel numbers

92.56523.0001	92.56523.0002	92.56570.0500
92.56577.0051	92.56577.0053	92.56717.0791
92.57113.0190	92.56532.0001	92.57049.0030
92.57049.0061	92.57049.0062	92.57113.0568
92.57113.0518	92.57113.0500	92.57044.0340
92.57044.0341	92.56717.0752	92.57113.0519
92.57113.0570	92.57113.0569	92.57113.0527
92.56569.0150	92.56569.0165	92.56569.0160
92.56569.0210	92.56900.0111	92.56569.0220
92.57044.0397	92.57044.0398	92.57044.0361
92.57044.0360	92.56569.0434	92.56579.0800
92.57044.0382	92.57044.0389	92.57044.0388
92.57044.0387	92.57044.0386	92.57044.0385
92.56569.0215	92.56579.0648	92.56579.0598

WHEREAS, the Act requires the City to hold a public hearing prior to adoption of a resolution granting any property tax abatements:

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

i) Hearing. A public hearing on the consideration of adopting a property tax abatement will be held at the time and place set forth in the Notice of Hearing attached hereto as Exhibit A and hereby made a part hereof.

ii) Notice. The City Clerk is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be given one publication in a newspaper of general circulation in the City at least 10 days but not more than 30 days before the hearing. The newspaper must be one of general interest and readership in the City, and must be published at least once per week.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 26th day of May, 2015.

Mayor

Attest:

City Administrator/Clerk

EXHIBIT A

CITY OF SARTELL

NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS
FOR THE 2015 PINECONE ROAD PROJECT

NOTICE IS HEREBY GIVEN that the City Council of the City of Sartell Minnesota, will hold a public hearing at a meeting of the Council beginning at 7:00 p.m., C.T., on June 8, 2015 to be held in the Council Chambers at the City Hall, 125 Pinecone Road North, in Sartell, Minnesota, on the proposal that the City abate property taxes levied by the City on the property identified as tax parcel numbers:

92.56523.0001	92.56523.0002	92.56570.0500
92.56577.0051	92.56577.0053	92.56717.0791
92.57113.0190	92.56532.0001	92.57049.0030
92.57049.0061	92.57049.0062	92.57113.0568
92.57113.0518	92.57113.0500	92.57044.0340
92.57044.0341	92.56717.0752	92.57113.0519
92.57113.0570	92.57113.0569	92.57113.0527
92.56569.0150	92.56569.0165	92.56569.0160
92.56569.0210	92.56900.0111	92.56569.0220
92.57044.0397	92.57044.0398	92.57044.0361
92.57044.0360	92.56569.0434	92.56579.0800
92.57044.0382	92.57044.0389	92.57044.0388
92.57044.0387	92.57044.0386	92.57044.0385
92.56569.0215	92.56579.0648	92.56579.0598

The total amount of the taxes proposed to be abated by the City on the property for up to fifteen years is estimated to be \$300,000 initially, increasing to not more than \$420,000 per year or \$5,500,000 in total. The City Council will consider the property tax abatement for certain public improvements to be constructed along Pinecone Road within the City.

All interested persons may appear at the June 8, 2015 public hearing and present their views orally or in writing. Anyone needing reasonable accommodations should contact City Hall at 320-253-2171.

M | To: Mary Degiovanni, City of Sartell
E | From: Mark Ruff, Ehlers
| Date: May 20, 2015
M | Re: Proposed G.O. Abatement Bonds for Pinecone Road

You have requested that Ehlers provide background on the proposed use of general obligation (G.O.) tax abatements for Pinecone Road. Generally, many cities have found tax abatement bonds to be a low cost and efficient method of funding public improvements where special assessments are not a viable funding source.

Minnesota Statutes, Sections 469.1812 to 469.1815 offers a tool for cities, towns, counties, and school districts to finance economic development and redevelopment efforts and to finance public infrastructure. The technique is similar to but is simpler than tax increment financing.

Under tax abatement, cities, towns, counties, and/or school districts are each authorized to rebate or redirect their portion of a parcel's taxes for up to 20 years. The term "abatement" is misleading, as the tax is not forgiven or abated. The property owner pays the tax as any other property, but the amount levied by the participating jurisdiction is applied to pay the debt service on bonds issued by the political subdivision (or returned to a business/developer, similar to "pay as you go" tax increment).

The governing body of each political subdivision that proposes to utilize property tax abatement must make findings that the abatement:

- (a) will produce benefits to the political subdivision at least equal to the costs; and
- (b) is in the public interest because it will:
 - (1) increase or preserve tax base;
 - (2) provide employment opportunities in the political subdivision;
 - (3) provide or help acquire or construct public facilities;
 - (4) help redevelop or renew blighted areas;
 - (5) help provide access to services for residents of the political subdivision; or
 - (6) finance or provide public infrastructure;

The governing body of any political subdivision proposing to utilize property tax abatement must adopt an abatement resolution after a public hearing. Notice of the public hearing must be published in a newspaper of general circulation in the political subdivision at least once more than ten (10) days but less than thirty (30) days before the public hearing. The public hearing notice must identify the parcels that are related to and benefited by the proposed improvements. There is no requirement for individual property owner notifications nor do the properties need to approve the financing since it will not affect their individual tax bill.

Each political subdivision must add to its levy the total estimated amount of all current year abatements granted. This ensures that after the abatement is taken into account, the total general levy

for the needs of the political subdivision remains the same. The levy has typically been outside any levy limits that apply to the political subdivision.

There are limits on the use of the tool. The total amount of annual abatements must not exceed 10% of the City's tax capacity. For Sartell, this amount is more than \$1,300,000. The 2015 proposed abatement project is expected to be between \$5,000,000 and \$5,500,000 and will utilize \$300,000 in tax abatements to pay principal on G.O. Abatement Bonds in the early part of the bond, increasing to slightly more than \$400,000 in the later part of the obligation. The City has utilized tax abatements one time previously, in 2012, for another public improvement funded by a bond issue. The 2012 obligation requires an abatement of \$120,000 per year through taxes payable 2017. Therefore, the City will retain the ability to use approximately \$900,000 in tax abatements on other projects in the future. This amount will grow as the tax base grows. The abatement bonds themselves do not count against the City's net debt limit.

Unlike tax increments, the City must budget for the tax abatements within its general fund levy. For this bond, the tax abatement property tax levy would commence for taxes payable in 2016.

We do find that this tool is an efficient means of funding a project like Pinecone Road but it is limited by state statute. Therefore we recommend that the City use it when a project is high on the list of priorities and other methods are not cost effective. Please let us know if you have any questions or comments.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 6g
Agenda Section: Consent Agenda	Item: Calling Public Hearing on Code Amendment	
<p>RECOMMENDATION: Call for Public Hearing.</p> <p>BACKGROUND: Staff has been working on complete updates to Titles 1 and 2 of your City Code, but those are still a work in progress and we would like to go ahead and revise the Code section related to your regular meetings. We have followed the model for other cities who do not specify a time in their City Code, but rather set the framework instead and then adopt an annual meeting schedule.</p> <p>BUDGET/FISCAL IMPACT: None – tonight’s action only calls a public hearing.</p> <p>ATTACHMENTS: Recommended Public Hearing Notice and Ordinance language.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as call for the public hearing. If item is removed from Consent, separate motion is requested calling the public hearing.</p>		

**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, June 8, 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 Council Meetings.

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: May 29, 2015

ORDINANCE NO.

ORDINANCE AMENDING TITLE 1 OF THE CODE OF ORDINANCES
RELATING TO COUNCIL MEETINGS

Chapter 5 of Title 1 of the Code of Ordinances is hereby amended to read as follows:

1-5-4 CITY COUNCIL MEETINGS:

- A. Regular Meetings: Regular meetings of the City Council shall be held at least once each month, at a date and time as established by the City Council on the second and fourth Mondays of each calendar month at seven o'clock (7:00) P.M. unless otherwise specified. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place, unless otherwise specified. All meetings, including special and adjourned meetings, shall be held in the City Hall, unless otherwise specified.
- B. Special Meetings: The Mayor or any two (2) members of the City Council may call a special meeting of the City Council upon notice as required by Minnesota Statutes. at least three days written notice to each member of the Council. This notice shall be either delivered personally to each member or shall be left at such member's usual place of residence with some responsible person or by electronic notification at such member's established and identified electronic mailbox address. (1981 Code § 201.01; 1997 Code)
- C. Emergency Meetings. Notice of emergency meetings shall be given as required by M.S. Section 471.705, Subd. 1c(c), as it may be amended from time to time.
- D. Initial Meeting: On the first regular business day in January of each year the Council shall: At the first regular City Council meeting in January of each year, the City Council shall:
1. Designate the depositories of the City funds;
 2. Designate the official newspaper;
 3. Choose one of the Council members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies;
 4. Appoint such officers and employees and such members of boards, commissions and committees as the Council deems may be necessary.
- ~~D. Public Meetings: All Council meetings, including special and adjourned meetings and meetings of Council committees, shall be open to the public as determined by applicable statutory provisions. (1981 Code § 201.01)~~

This ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council of Sartell on the 8th day of June, 2015.

MAYOR

ATTEST:

City Administrator

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Fire Dept.	Meeting Date: May 26, 2015	Agenda Item No. 6h
Agenda Section: Consent	Item: Fire Department Policies & Chief Posting	

RECOMMENDATION: Administration and Fire Dept. policies committee recommend approval of attached changes to be incorporated into Policies & Procedures and Chief position will be posted internally for selection process to allow time for Chief Heim and the future Chief to transition.

PREVIOUS COUNCIL ACTION: In October of 2014, the Council approved the new officer selection system and we said policies language would be brought back once the Department appointed committee worked through their final recommended language changes, including recommendations for how the Fire Chief position is selected. Final language recommendation has been reviewed by City Attorney and is attached for Council approval.

BACKGROUND: The City Council sets policies for all City personnel, including the Fire Department. The Department's policies committee reviews proposals to give the Council input and recommends the attached changes for Council adoption. We will then proceed with posting the Fire Chief position to allow plenty of transition time between the Council's Chief selection and Chief Heim's retirement.

BUDGET/FISCAL IMPACT: None.

ATTACHMENTS: Policies Update.

COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Policies update and Chief posting. If item is removed from Consent, separate motion is requested approving recommendation.



Sartell Fire Department

Policies & Procedures

Adopted by the Sartell City Council on December 11, 2006

As amended on April 13, 2009

As amended on May 23, 2011

As amended on September 24, 2012

As amended on February 24, 2014

As amended on May 26, 2015

I. INTRODUCTION

A. Scope of Policies and Procedures

These Policies and Procedures, after adoption and approval by the City of Sartell shall be the controlling Policies and Procedures of the Sartell Fire Department and supersede any and all inconsistent or conflicting prior rule, regulation, bylaw, policy or any other directive whether written or verbal. All such existing rules, regulations, bylaws, policies or directives shall automatically become null and void upon the effective date of these Policies and Procedures. It is not the intent of these Policies and Procedures to replace or supersede the Department's Standard Operating Guidelines.

All firefighters shall familiarize themselves with and abide by all Sartell Fire Department Policies and Procedures, City Policies and Procedures, City Ordinances, general rules, regulations, pertinent Minnesota State Fire Code sections, and Minnesota Law concerning the Sartell Fire Department, hereinafter referred to as the Department.

If, after adoption and approval by the City of Sartell, any of these Policies and Procedures is found to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such Policies and Procedures shall be voided. The voided provision(s) may be revised at the sole discretion of the City of Sartell. All other provisions of these Policies and Procedures shall continue to remain in effect.

The City of Sartell reserves the right to revise, supplement or rescind any provision(s) of these Policies and Procedures at its sole discretion. These Policies and Procedures are not meant to be, and shall not be construed as conferring any contractual rights or benefits to any firefighter covered by them.

B. Mission Statement

The Mission of the Sartell Fire Department is to save lives and property by providing our area with fire suppression, emergency services when called upon, and public fire safety education, to the best of our ability, in a professional manner.

C. Definitions

Unless the context clearly indicates otherwise, the words, combination of words, terms, and phrases as used in these Rules and Regulations shall have the meaning set forth in the following subdivisions.

1. *Active Service Credit*: Accrued time during a twelve (12) month period during which the firefighter meets all requirements of active status. A firefighter on inactive status due to an approved leave of absence shall not earn active service credit, and such inactive status may affect the individual's pension status in accordance with current Relief Association bylaws.
2. *Active Status*: Compliance with the minimum requirements for training and response to calls and maintenance of all department standards for fitness for duty.
3. *City*: The City of Sartell acting through the City Council or its designated representative(s).
4. *City Designated Representative(s)*: The City Administrator or other designated representative(s) authorized by the City Council to act on its behalf.

5. *Firefighter*: Any appointed volunteer including any officer of the Department and any person on probationary status.
6. *First Responder*: A member of the Department who successfully completed the necessary course work, is certified, and meets the requirements of the Minnesota Emergency Services Regulatory Board qualifications.
7. *Inactive Status*: Non-compliance with minimum requirement for training and/or response to calls and/or maintenance of departmental standards for fitness for duty. Inactive status does not qualify a firefighter for active service credit.
8. *Officer*: A firefighter who has been appointed to a position of supervisory authority and responsibility and is required to perform supervisory duties as assigned by the Chief. "Officer" shall include the Chief and any other designated supervisory position as authorized by the City.
9. *Place of Residence*: The domicile where a firefighter lives and is or would be eligible to become a registered voter and at which the individual would be allowed to declare homestead property (if the individual owns the property and meets other eligibility requirements) for real estate tax purposes.
10. *Probationary Status*: A newly appointed firefighter is on a probationary status beginning from date of appointment until completion of the required period of twelve (12) months following the completion of the required Firefighter I course. During probationary status a firefighter shall comply with all requirements of active status. The time served as a probationary firefighter shall count as credit for years of service regarding the Relief Association.
11. *Regular Status*: A firefighter who has successfully completed the probationary period shall be considered to have achieved regular status as a member of the Department.
12. *Response Time Requirement*: All firefighters on active status (including those on probation) are required to be able to respond by arrival at the fire station to which assigned, from their residence, within eight (8) minutes of initial sounding of the fire alarm. This response time requirement of eight (8) minutes shall be determined by the City and will be timed under optimal conditions and while the firefighter is abiding by all applicable speed laws and traffic regulations.

Special approval of potential firefighters living outside of the response area and firefighters moving out of the response area may be granted by the City Council. Such approvals shall be made on a case by case basis.

II. FIRE DEPARTMENT ORGANIZATION

A. Authorization

The organization of the Department shall be as authorized by the City.

B. Required Training for new firefighters:

To be an active member of the Department the individual must have completed an approved NFPA

1001 **State certified** Firefighter I and **Hazmat Ops** course within the first one (1) year of employment and be at a minimum a Minnesota certified First Responder and **Firefighter II** within the first two (2) years of employment.

C. Minimum Requirements for Maintaining Active Status

1. All firefighters shall meet minimum requirements as established by the City in order to maintain active status. These requirements are found within the job descriptions. Such requirements are subject to change at the discretion of the City.
2. The minimum requirements for maintaining active status are as follows:
 - a. Qualifying response attendance at thirty-five percent (35%) of all emergency calls averaged out over a two (2) year period;
 - b. Attendance at ten (10) training nights per year;
 - i. Any missing training nights after the two (2) allowed must be approved by a chief officer prior to the training. Without this approval the absence will be considered unapproved and will require that the training be made up.
 - ii. Missing training hours must be made up by April 30th of the following year with outside training from a recognized training institution and be verified with a course certificate or by attending the make-up drill offered in April.
 - c. Attendance at ten (10) monthly meetings per year;
 - i. Any missing meetings after the two (2) allowed must be approved by a chief officer prior to the training. Without this approval the absence will be considered unapproved.
 - d. Maintain at a minimum a Minnesota First Responder certification.
 - e. Health and fitness requirements as established by the City.
3. The Chief shall provide an annual report concerning attendance at training sessions and emergency calls. This record shall include data on individual firefighters.

D. Chain of Command and Staffing

Under the direction of the City, the Department shall be administered by the Chief and such other officers as provided for in these Policies and Procedures or as otherwise established by the City.

The Department shall have as many firefighters as the City shall deem necessary and feasible.

A reduction or increase in staffing of the Department shall be determined by the City at its sole discretion. In making such determination, the City may consider relevant data and information, which may include the recommendation of the Chief.

The Chain of Command for the Department shall be as follows:

Chief
First Assistant Chief
Second Assistant Chief

First Captain
Second Captain
Third Captain
Fire Marshal
Training Officer
Safety Officer

E. Daily Administration and Operations

The Chief will report as directed to the City or its designee and the City Administrator. The Chief shall carry out administrative and supervisory duties under the direction of the City or its designee.

The Assistant Chiefs are of equal rank and report directly to the Chief. The Captains are also of equal rank and report directly to the Chief. The terms "First", "Second" and "Third" applied to Assistant Chiefs and Captains denote their selection term in the respective positions held.

In the absence of the Chief greater than three (3) days, the First Assistant Chief shall assume the full authority and responsibility of the Chief. In the absence of both the Chief and the First Assistant Chief, the Second Assistant Chief shall assume the authority and responsibility and so on down the chain of command.

All personnel shall follow the designated chain of command. If problems or questions arise, they should be referred first to the Safety Officer, Training Officer, or Captain of assigned squad. If the issue is not resolved at this level, the problem will be directed to one of the Assistant Chiefs. If the issue is not resolved at that level, the Assistant Chief will refer the matter to the Chief. Any member of the department may present a matter or issue they believe has not been satisfactorily resolved through the chain of command to the City Administrator.

F. Emergency Response, Command and Control

1. When responding to emergencies, personnel shall obey ALL traffic laws and speed limits.
2. The senior officer or firefighter who is first to arrive at an emergency shall assume command of operations as Incident Commander in accordance with the National Incident Management System (NIMS) Incident Command System (ICS). Other arriving personnel shall report to the Incident Commander.
3. Upon arrival of an officer, the Incident Commander shall report known facts of the situation and the actions taken.
4. That officer shall assume responsibility as Incident Commander for operations at the scene of the emergency, but may, at the officer's discretion, allow the initial Incident Commander to maintain command of the operations under the officer's supervision.
5. Other officers who arrive at the emergency scene later shall report to the Incident Commander and shall defer to that officer.
6. Firefighters and officers who arrive at the emergency scene shall stay with their unit and shall avoid separation from that unit unless so ordered. Fire equipment operators shall stand by their unit

unless ordered to do otherwise by the Incident Commander.

7. In the event of a major fire or other emergency, the Incident Commander shall designate a command post and shall advise the dispatcher of the location of the command post.

G. Legal Authority and Responsibilities of the Chief or Incident Commander

1. The Chief shall have the authority to order inspections of all premises and to obtain search warrants in the manner prescribed by Minnesota Statute.

2. The Chief or Fire Marshal has the authority to issue a stop work order to any business or construction site if the determination is made that there is work being done in violation of the Minnesota State Fire Code or work is being done in an unsafe manner under Minnesota State Fire Code.

3. The Chief shall have the authority and responsibility to investigate or direct the investigation of each fire as required by Minnesota Statute and Minnesota State Fire Code resulting in destruction or damage within the corporate limits of the City and Township. Premises entered for such investigation will be governed by Minnesota Statute.

4. The Chief or Incident commander while on scene at an emergency involving the protection of life and/or property shall have the authority to direct the scene in the manner prescribed by Minnesota State Fire Code.

1. 5. Complaints directed at the Chief, any officer, or member regarding violations of state law, fire code or local ordinances pertaining to real property shall be classified in accordance with the MN Data Practices Act.

2. 6. The Chief will review and investigate any application for pyrotechnic displays under Sartell City Ordinance.

7. The Fire Marshal along with the Police Chief will take the appropriate steps to ensure the integrity of the Dama boxes within the city at any point any key is lost under Sartell City Ordinance.

8. The Chief will serve as an ex officio member and secretary of the Fire Code Board of Appeals under Sartell City Ordinance.

III SELECTION AND APPOINTMENT OF FIREFIGHTERS

A. Purpose

The purpose of this section is to establish a uniform and equitable system for the selection of firefighters for the Sartell Fire Department. Firefighters are held to a high standard by society, and the City desires that its residents, property owners and visitors have the utmost confidence in the integrity, competence and reliability of its firefighters. These policies and procedures are designed to ensure that a fair and effective process is followed in the selection of firefighters.

B. Non-Discrimination

It is the policy of the City of Sartell to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, status in regard to public assistance, age or disability. No person shall be discriminated against with regard to the selection of firefighters or officers. It is the responsibility of all City officials and Department officers to ensure the implementation of this policy.

C. Selection/Appointment Responsibilities

Subject to the discretion of the City Council or its Designee, the Department has primary responsibility for performing such selection components as application review, representation at oral interviews, and physical agility testing. The City Council or City Council Designee is considered the final appointing Authority.

D. Application Submission

All individuals interested in being considered for a firefighter position must complete an application form provided by the City. Applications may be obtained at the City Hall. Applicants must submit a complete application form by the application deadline in order to be considered for the position.

E. Minimum Requirements

All applicants shall be required to meet minimum qualification requirements. Those who do not meet the minimum requirements in the job description will not be considered for appointment.

F. Application Review

1. Application Scoring Committee

~~The Chief, Asst. Chief or designee and two (2) members of the Fire Department selected by the Fire Chief will serve as the Scoring Committee and will score the applications using the scoring criteria adopted by the City.~~

At the regular meeting of the Department in January of each year, a majority of the members shall choose an Application Scoring Committee consisting of two (2) non-officer members of the Fire Department (one having served on the Department 2-10 years and the other having served more than 10 years) and one (1) officer and one (1) alternate, who may be either a firefighter or officer. The Application Scoring Committee will score the applications for new firefighters using the scoring criteria approved by the City Administrator. An individual can only serve two (2) consecutive years on the same committee unless there are not other qualified firefighters willing to serve on such committee.

Application scores for new firefighters will be weighted at forty-five (45) percent.

G. Oral Interviews

The top application scores of those applicants who met the minimum requirements will be interviewed, with the final number of interviewees to be determined by the Fire Chief based upon current and pending needs of the Department.

1. Interview Committee

~~A committee will interview and score the applicant interviews. This committee will be made up of at least two (2) firefighters and two (2) officers selected by the Department and approved by the Fire Chief (one of these officers shall be the Chief or one of the Assistant Chiefs).~~

At the regular meeting of the Department in January of each year, a majority of the members shall choose an Interview Committee consisting of the Chief, two (2) non-officer members of the Fire Department (one having served on the Department 2-10 years and the other having served more than 10 years) and one (1) Captain or Chief Officer. The Interview Committee will interview the recommended applicants for firefighter using the interview questions approved by the City Administrator. An individual can only serve two (2) consecutive years on the same committee unless there are not other qualified firefighters willing to serve on such committee.

2. Scored Oral Interview.

~~Each applicant will be scored on a 100 point total interview evaluation using interview questions adopted by the City.~~ Following completion of all interviews, the Interview Committee will meet and, by consensus, agree on the applicant scores based on an evaluation of the applicants' response to the interview questions and overall qualifications.

Oral Interview scores for new firefighters will be weighted at fifty-five (55) percent.

H. Conditional Offers of Appointments

The ~~Oral~~ Interview Committee will total the written application and oral interview scores together for each applicant. The top applicant's names will be submitted along with a recommendation from the Interview Committee to the City Council. The City Council will select from the list of candidates. A conditional appointment offer will be granted to the selected applicant(s).

If any selected candidate does not meet further qualifications or refuses the job, the Interview Committee will again make a recommendation to the Council to select from the remaining list of interviewed applicants or to take new applications and re-start the review and selection process.

Once a conditional job offer has been made, the candidate will undergo the following:

1. A background check to be completed by the Sartell Police Department;
 2. A response time check;
 3. Medical evaluation from a doctor chosen by the City and at the City's expense;
 4. A drug screening from a facility chosen by the City and at the City's expense; and
 5. A physical agility test to be performed by the Department.
- I. Background/Reference Check

The Police Chief or Designee will conduct a background check for every new appointed firefighter

pursuant to Minnesota Statute. The candidate will provide appropriate releases to the Police Department as part of the application process.

J. Health and Fitness Requirements

1. Offers of employment are made contingent upon passing a medical evaluation by a physician selected by the City. The examining physician shall submit a written report concerning the applicants' health and fitness for duty to the City Administrator. In addition, the examining physician shall indicate whether or not the applicant is able to perform all essential functions of the job under the work conditions described and given the physical requirements noted in the job description.
2. All probationary firefighters and regular firefighters may be required on a periodic or "as needed" basis to undergo, at the City's expense an examination(s) to determine health and fitness for continued duty.
3. If, as a result of such examination(s) a firefighter is determined not to be fit for duty, the firefighter's condition and City and Township service needs shall be assessed to consider possible reasonable accommodations or temporary light duty assignment for the firefighter. If, for reasons of business necessity and undue hardship the City is unable to provide temporary light duty assignment, the firefighter may be placed on inactive status or terminated. If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance Minnesota Statute.

K. Response Time Requirements

All firefighters are required to be able to respond by arrival at the fire station within eight (8) minutes of the initial page from their place of residence. This response time requirement shall be determined by the City and will be timed under optimal conditions and while the firefighter is abiding by all applicable traffic laws and speed limits.

3. The City Council may, at its discretion, consider a waiver from this response time requirement. Such consideration shall require the presentation to the City of relevant facts and extenuating circumstances by the firefighter or applicant and/or Chief. Following a finding that no undue hardship or hazard will result to the citizens of the City and Township, the City Council may waive the required response time or adjust it for the specified case under consideration.

L. Rescinding a Conditional Offer of Appointment

If the results of the background/reference check, the medical examination, drug screening, physical agility test, or response time requirements indicate that a candidate should not be hired for the position, the Chief and/or Police Chief is to notify the City Council or Designee. The City Council or Designee will be responsible for making the decision to rescind the conditional offer of appointment.

M. Orientation Meeting

Candidates who have successfully completed the background/reference check, the medical examination, drug screening, physical agility test, and response time requirements will meet with the Chief or Designee for a firefighter orientation meeting to further discuss position duties, performance expectations, training requirements, City Personnel Policy & Guidelines, and the Department's Policies and Procedures, and Standard Operating Guidelines.

IV SELECTION AND APPOINTMENT OF OFFICERS

A. Purpose

The purpose of this section is to establish a uniform and equitable system for the appointment of officers for the Sartell Fire Department. The officers shall be comprised of the following positions: Chief, two (2) Assistant Chiefs, three (3) Captains, Training Officer, Safety Officer, and Secretary/Treasurer, or as otherwise determined necessary and appropriate by the City Council. Although the Fire Marshal position is an officer of the Sartell Fire Department when said employee opts to and is approved to serve as an appointed firefighter with a priority for daytime response, it is not subject to this appointment process because the Fire Marshal is a regular employee of the City.

B. Selection/Appointment Responsibilities

Subject to the discretion of the City Council or its Designee, the Department has responsibility for performing such selection components as Application **Scoring** Committee members and ~~Oral~~ Interview Committee members. ~~The Police Chief is a member of the Application Committee and the Oral Interview Committee. The City Personnel Committee will have a representative on the Application Committee and the Oral Interview Committee.~~ The City Council or City Council Designee is considered the final appointing Authority.

C. Appointment Terms

All officer position terms will expire on **December 31st** ~~the date indicated below, and thereafter~~ every three (3) years. The positions will be on tiered basis with only three (3) positions selected each year. **Incumbent officers have until October 1st of the year in which their term expires to notify the Secretary/Treasurer of their intent to re-apply for the current position.**

Chief	December 31, 2012
First Assistant Chief	December 31, 2013
Second Assistant Chief	December 31, 2011
First Captain	December 31, 2012
Second Captain	December 31, 2013
Third Captain	December 31, 2011
Training Officer	December 31, 2012
Safety Officer	December 31, 2013
Secretary/Treasurer	December 31, 2011

D. Application Submission

All individuals (**including incumbents**) interested in being considered for an officer position must complete an application form provided by the City. Applying for officer positions will take place from October 5th 1st – October 20th 15th prior to the end of each term, **unless an officer position is vacated sooner as outlined below.** A position posting labeled “Internal Posting” shall be placed by the Secretary/Treasurer in the fire station **no later than October 5th (or such other timeline as set by the City Administrator in the event of a position vacancy as outlined below)** listing the open positions, **whether or not the incumbent is re-applying for the current position,** and their most current minimum requirements. All applicants must meet the minimum requirements for any position being applied for.

Applications may be obtained at the City Hall. Applicants must submit a complete application form by the application deadline in order to be considered for the position.

E. Application Review

~~1. Application Scoring Committee~~

~~a. In scoring all officer positions except the Chief, the City Administrator or designee and two (2) members of the Fire Department selected by the Fire Chief will serve as the Scoring Committee and will score the applications using the scoring criteria adopted by the City as part of these Policy & Procedures.~~

~~b. In the scoring of the Chief position, the City Administrator or designee, the Police Chief or designee, will serve as the Scoring Committee and will score the applications using the scoring criteria adopted by the City as part of these Policy & Procedures.~~

1. ~~Preliminary Screening~~ **Application Evaluation**

For all officer positions, the Application Scoring Committee will review the initial applications for completeness and compliance with minimum requirements established for the position applied for. If the application is incomplete on its face or discloses that the applicant does not meet the minimum requirements, the application shall be rejected. **For all officer positions other than Chief, it the applicant meets the minimums, the application will be scored by the Application Scoring Committee, except for Interview-Operational Knowledge section, and delivered to the Interview Committee for final scoring and recommendation to the Fire Chief and City Council.** ~~The Application Scoring Committee may waive the requirement for providing physical copies of documents requested in the application if deemed appropriate.~~

2. ~~Application Evaluation~~ **Incumbents**

~~The training and education of each applicant will be rated based upon the application materials submitted based on the Officer Application form found in Appendix B. The training and education rating will be done on a 100 point scale.~~

~~Application scores will be weighted at forty (40) percent.~~

If only the incumbent officer submits an application, the scoring ~~and interview~~ processes are suspended and only a recommendation for reappointment from the Fire Chief to the City Council is required **except in the case of the Fire Chief position, which process is outlined below.** If there is only one applicant that is not the incumbent seeking reappointment, the application is scored only to assure that the applicant meets the minimum requirements, **and a recommendation for appointment from the Fire Chief to the City Council is required, except in the case of the Fire Chief position, which process is outlined below.** ~~the oral interview is conducted to assure the applicant achieves the minimum required score for oral interview for appointment consideration by the Council.~~

If there are no applications received for the officer position, the Fire Chief may recommend and the City Council may reappoint the incumbent subject to the incumbent being willing to continue serving in the officer position and fulfilling the required duties.

F. Oral Interviews

1. ~~Oral Interview Committees~~

a. ~~— In interviewing all positions except the Chief, a committee shall be comprised of the Police Chief or designee, one (1) firefighter from the Department, one (1) officer from the Department of a position higher than that being applied for will be appointed by the Department at a regular meeting, and one (1) member of the City Personnel Committee selected by the City Administrator.~~

b. ~~— In the interviewing of the Chief position, the committee will include the Police Chief, all members of the City Personnel Committee if available and an outside consultant or representative selected by the City if desired.~~

2. ~~Scored Oral Interview.~~

The Interview Committee will **select ten (10) possible** ~~be provided with a list of pre-determined~~ interview questions **in topic areas related to Fire Department policies & procedures, standard operating guidelines, or ICS** to be asked of all **officer applicants other than the Chief position applicants, and such list of questions will be finalized no later than July 1st of each year.** ~~Each applicant will be scored on a 100 point total interview evaluation.~~ Following completion of **application scoring by the Applicant Scoring Committee, the Interview Committee will complete the final oral interviews and score each applicant based on their evaluation of the applicants' responses** ~~all interviews, the interview committee will meet and, by consensus, agree on the applicants scores based on an evaluation of the applicants' response to the interview questions and overall qualifications.~~

~~Oral Interview scores will be weighted at sixty (60) percent.~~

G. Offers of Appointments

The ~~Oral interview~~ **Interview** Committee will total the application and oral interview scores together for each applicant. ~~The top three (3) applicant's names will be and submitted along with a recommendation from the Interview Committee to the Fire Chief who will make a recommendation to the City Council. The City Council will select from the list of three (3) make the final determination on whether to offer the position to the recommended candidate or to refer the appointment for further consideration by the City Personnel Committee. An appointment offer will be granted to the selected applicant.~~

If the appointed refuses the job, the City Council will select another candidate from the remaining ~~top (2) candidates and the next from the list so that up to three (3) names are again brought for consideration. The Interview Committee will again make a recommendation to the Council.~~

H. Vacated Officer Positions

A vacated position shall be posted by the Secretary/Treasurer and a ~~thirty (30)~~ **fifteen (15) day** period shall be established **by the City Administrator** for applying for the position. The selection process will be the same as outlined above. If several positions are open, the higher ranking position will be filled first. The positions shall be filled as soon as practical.

I. **Fire Chief Selection.** The position of Fire Chief will be selected using the application form approved by the City with the Application Scoring Committee first reviewing the applications to ensure minimum qualifications are met and then sending qualifying

applications to the City Administrator. The City Administrator will deliver the completed applications, applicant response/attendance rates, and the most recent leadership ranking results for the qualifying applicants to the City Interview Committee. The leadership ranking results will determine 40% of the applicants' overall score. The City Interview committee will interview the Chief candidate(s) using questions determined by such Committee. Following completion of all interviews, the City Interview Committee will meet and, by consensus, agree on the applicant scores based on an evaluation of the applicants' responses to the interview questions and overall qualifications. City Interview Committee scores for the Chief will determine 60% of the applicants' overall score.

The City Interview Committee will consist of at least two (2) representatives from the City Council, the City Administrator, the Police Chief, and such other Committee members as the City Personnel Committee may appoint. The City Interview Committee will make a recommendation on the Chief appointment to the City Council, who will make the final decision on such appointment.

V. PROBATIONARY PERIODS

A. Initial Appointment as Probationary Firefighter

The initial appointment by the City of any applicant to the Department shall be as a probationary firefighter. A satisfactorily performing probationary firefighter shall actively serve on the Department from their hire date and continue for twelve (12) months after the completion of the required Firefighter I course.

B. Training Requirements for Probationary Firefighters

1. During the probation period, the probationary firefighter shall receive training and guidance to assist and enable effective adjustment in order to achieve regular firefighter status. A probationary firefighter must satisfactorily complete the Department's required course of instruction for probationary firefighters during the probationary period.

a. The Personnel Committee of the City may waive the required training and/or course of instruction if the applicant has otherwise or elsewhere successfully completed the same or equivalent training or instruction as determined by the ~~Chief Personnel Committee~~.

b. At any time during the probationary period, the Personnel Committee may require an applicant to begin and successfully complete any portion or all of any such training or instruction previously waived if determined necessary and appropriate.

2. Each probationary firefighter shall undergo an evaluation periodically by the Chief or designated officer of a Captain rank or higher. Each evaluation shall be discussed with the probationary firefighter and shall include, but not be limited to, an understanding of the work, the quality and quantity thereof, and the probationary firefighter's ability to follow orders, dependability, initiative, work objectives and progress. ~~The Chief shall review each evaluation with the City Administrator.~~

3. If, during the probationary period, the firefighter does not meet the standards for the position or is otherwise determined to be not fit for duty, the probationary firefighter may be terminated by the City at its discretion, with or without the recommendations of the Chief.

If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance with Minnesota Statute.

4. ~~Upon the Chief's written report to the City indicating that a probationary firefighter has successfully completed all job-relevant minimum requirements and has complied with all Fire Department Policies and Procedures, the City at its discretion, may appoint the individual from probationary firefighter to regular firefighter status.~~

C. Probationary Period for Officer Positions

1. Officers shall serve a probationary period of ~~twelve (12)~~ **six (6)** months commencing with appointment by the City. ~~During the probationary period, the officer shall receive periodic evaluations by a superior officer, or in the case of the Chief, by the Personnel Committee of the City. Each evaluation shall be discussed with the probationary officer and shall cover, but not be limited to, an understanding of the work, the quality and quantity thereof, and the probationary officer's ability to follow and to give orders and work direction, dependability, initiative, work objectives and progress.~~

2. This probationary period only applies for the first appointment to a position. Any subsequent reappointments shall not require a probationary period.

3. If during the probationary period the probationary officer does not meet the performance standards for the position, the probationary officer may be returned to the position of firefighter at the discretion of the Chief, but with prior approval from the City Council.

VI. TEMPORARY LIMITED DUTY ASSIGNMENT

1. The City Administrator or City Designated Representative(s) shall have the authority to assign probationary and regular firefighters to temporary limited duty assignments as deemed necessary and recommended by the Chief in order to protect the health, safety or welfare of a firefighter(s), the Department or the public.

2. In making such determination the City Administrator or City Designated Representative(s) may require that a firefighter undergo, at the expense of the City, an examination(s) to determine health and fitness for continued duty. The City Administrator or City Designated Representative(s) shall consider relevant information concerning a firefighter's condition and the City's service needs in determining whether temporary light-duty assignment is feasible.

~~3.~~ A temporary light-duty assignment of more than sixty (60) days shall require approval of the City Council. If such continuation of a temporary light-duty assignment is not approved, the firefighter may be placed on inactive status or terminated. If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance with Minnesota Statute.

4. Each firefighter has the obligation to inform the Chief and City Administrator of a temporary disability, which may impede the firefighter's safe and effective performance of firefighting duties. Failure to report a known disability or other impediment may jeopardize a firefighter's continued

active status.

VII. LEAVE OF ABSENCE

A. Requesting a Leave of Absence

Any probationary or regular firefighter may request a leave of absence from active status because of personal, family, military, or medical reasons. Such request shall be in writing and shall be presented to the Chief. The Chief shall consider the request and shall make a recommendation to the City Administrator, who ~~Council, which~~ shall approve or reject the request based on consideration of the facts and circumstances of the request, and City service needs.

1. Personal Leave of Absence

- a. An initial personal leave of absence shall not exceed ninety (90) days except in case of medical reasons or if otherwise required by law.
- b. At the end of ninety (90) days the firefighter may request an extension of the leave of absence. Such request for an extension shall be in writing. Each request shall be considered by the City on a case-by-case basis.
- c. City property such as keys and pagers may be required to be returned for the duration of the leave by the Chief or City Administrator.

2. Medical Leave of Absence

- a. All requests for medical leave of absence shall be made to the City and shall be accompanied by a written statement from a physician stating that the probationary or regular firefighter is not able to perform all essential job duties of the firefighter position. The physician's statement shall include the estimated period of time for which the firefighter's condition is expected to continue.
 - i. The City may request a second medical examination and verification by a physician of the City's choosing. Such examination, if required, shall be at the City's expense.
 - ii. The City may require the firefighter's physician to provide additional information and prognosis at reasonable intervals.
 - iii. Medical leave of absence may, at the discretion of the City, be granted for a continuous period of up to one (1) year. At the end of one (1) year if the firefighter is unable to return to active duty, the firefighter may request an extension of medical leave. Such request for an extension shall be accompanied by additional information provided by the firefighter's physician. Each request shall be considered by the City on a case-by-case basis.
 - iv. City property such as keys and pagers may be required to be returned for the duration of the leave by the Chief or City Administrator.

b. Return from a Medical Leave of Absence

A firefighter who returns to duty from a medical leave of absence in excess of ninety (90) calendar

days may, at the discretion of the City and as a precondition to returning to duty, be required to undergo a medical examination at the City's expense in order to determine the firefighter's fitness for duty and ability to perform all essential job functions.

3. Military Leave of Absence

a. Any member who goes into the armed forces shall be granted a military leave of absence as required by law. During military leave the firefighter will be on inactive status. The City may appoint another firefighter to fill any vacancy on the Department until the member on military leave returns.

b. City property such as keys and pagers will be required to be returned for the duration of the leave to the Chief or City Administrator.

B. Involuntary Leave of Absence

1. The City Administrator shall have the authority to impose an immediate involuntary leave of absence on a firefighter for reasons of concern for the health and/or fitness for duty of a firefighter. Such determination shall also be made in consideration of the safety and welfare of the firefighter, the Department and the public.

2. The firefighter upon whom an involuntary leave of absence has been imposed shall have the right to appeal, within fifteen (15) calendar days of placement on involuntary leave of absence to the City Council.

3. The written notice of appeal shall be filed with the City Administrator. If the firefighter seeks a medical opinion in preparation for the hearing, the City shall assume the expense of the examination and medical report.

4. The timely filed appeal shall be considered by the City Council at its next regular scheduled meeting held no sooner than seven (7) calendar days nor more than thirty (30) calendar days from receipt of the written appeal.

5. City property such as keys and pagers may be required to be returned for the duration of the leave by the Chief or City Administrator.

VIII. CERTIFICATION OF ACTIVE STATUS

4. Annually the Chief shall prepare and present an oral and written report to the Board of Trustees of the Sartell Fire Department Relief Association.

5. The report shall contain the names of the members of the Department, each member's active service accrued for the year for which the report is being made, and the names and active service of any members who had a break in service due to a leave of absence or due to inactive status during the year. The report shall not contain information related to the reason for the leave of absence or the break in service.

6. After the report has been made, the Chief shall post the written report in the fire hall. Each member shall review their individual certification. A member who wishes to appeal a certification of active service must file a written appeal with the City within

thirty (30) calendar days of the certification. The City Council shall review the appeal within sixty (60) calendar days of having received the written intent to appeal and shall make a final determination as to the member's accrued active service.

7. After the report has been posted for thirty (30) calendar days, the certification shall be deemed to be final and shall be certified as such, in writing by the Chief, to the secretary of the Sartell Fire Department Relief Association.

IX. QUALIFYING COMPENSATION REQUIREMENTS

- A. In order for a response to an emergency call to be considered a qualifying response for nominal compensation and active status determination, the member must respond to the fire station and either gear up to the full capacity of a responding firefighter or be assigned in the capacity of station standby by the officer in command. Response on-scene will also constitute a qualifying response in the following circumstances:

1. Assessment of scene by Chief, an Assistant Chief, a Captain, or Safety Officer
2. As requested by law enforcement for on-site medical assistance or other scene assistance request
3. As the first or only responder until trained and geared-up personnel respond

X. PERFORMANCE EXPECTATIONS

- A. Performance Expectations

Disciplinary action may be imposed by, the Chief, the City Administrator, or the City designated representative(s), for performance failure including but not limited to the following:

1. Insubordination;
2. Failure to comply with Department Policies and Procedures;
3. Failure to comply with Department Standard Operating Guidelines as determined by the Fire Chief;
4. Failure to comply with OSHA rules, safety rules, regulations, and procedures;
5. Incompetence or inefficiency in performance of duties of a firefighter;
6. Misconduct;
7. Conviction of a criminal offense detrimental to the fire service;
8. Violation of any Federal, State, or Municipal law detrimental to the fire service.
9. Physical or mental defect which hinder the firefighter in the continued performance of their duties as a firefighter;
10. Appearance at meetings or on duty under the influence of drugs or alcohol.
11. Use of insulting, indecent, or improper language, or conduct themselves in a manner unbecoming of this Department;
12. Wanton and willful negligence in the handling and control of municipal property;
13. Taking any fee, gift, or other valuable item in the course of his/her work or in

connection with it, from any citizen for his/her personal use, when such gift, fee or other item is given in expectation of receiving a favor or better treatment than that accorded others;

14. Inducing or attempting to induce an officer or firefighter of the municipality to commit an unlawful act or to act in violation of any reasonable official regulation or order;
15. Unauthorized action at the scene of an emergency.

B. Disciplinary Action

1. Disciplinary action will follow with the Department's chain of command. Any officer that witnesses or is brought to the attention of an action that merits disciplinary action will complete a disciplinary ~~form~~ report within five (5) business days of the action. This ~~form~~ report will document the incident and will be signed by the officer filling out the report and the firefighter whom the report is written about. A copy of the report will be forwarded to the Chief and the City Administrator and will be placed in the firefighter's permanent record.

2. Disciplinary action may be in one or more of the following forms:

- a. Verbal reprimand;
- b. Written reprimand;
 - d. Suspension;
 - e. Termination

3. Disciplinary action may begin at any step at the discretion of the City Administrator or City designated representative(s).

4. Any suspension or termination shall require action by the City Council and discharge of a veteran in accordance with MN Statute Chapter 197.

C. Appeal of Disciplinary Action

8. A member of the Department may appeal disciplinary action by written notice to the City Council within fifteen (15) calendar day of the discipline having been imposed. The written notice of appeal shall be filed with the City Administrator.

The timely filed appeal shall be heard by the City Council at a meeting held in compliance with statutory open meeting law requirements and Veterans Preference requirements but no sooner than seven (7) calendar days nor more than thirty (30) calendar days from receipt of the written appeal.

D. The minimum requirements for maintaining active status are as found in Section II.C. herein.

XI. TRAINING SESSIONS, DEPARTMENT MEETINGS, AND OTHER DUTIES

A. Training Sessions

1. Training sessions (drills) will be regularly scheduled on the third Tuesday of each month to commence at 6:00 p.m. unless otherwise announced. Additional and special drills may be scheduled and held as circumstances may require. Although the particular subject matter involved may

occasionally entail drills having a longer duration, the duration of each drill will be based upon an hour unit of time and with a minimum duration of two (2) hours.

9. 2. Training requirements shall consist of attaining and maintaining requirements set forth in sections 4 and 5 of NFPA 1001 Firefighter Professional Qualifications, 2002 Edition as amended (Firefighter I and Firefighter II) **and Fire Responder Certification.**

3. The Training Officer shall be responsible for maintaining adequate and competent attendance records for all training activities, Department meetings, and emergency responses. Each firefighter shall sign-in on an attendance record for each function or activity.

4. **Make up training drills will be scheduled by the Training Officer or his/her designee on a monthly basis.** ~~Two (2) make-up drills will be conducted, if necessary, during the months of April and September unless otherwise announced. The training will be conducted by the Training Officer or his/her designee. The training will consist of the same drills used at the regularly scheduled training session.~~

B. Department Meetings

Regular Department meetings shall occur monthly on the third Tuesday of each month at such a time as decided upon by the members of the Department.

1. Special Department meetings may be called by the Chief at the request of five (5) members of the Department for purposes of Department business. Such meetings shall consist only of business pertaining to that purpose.

2. All Department meetings shall follow Rules of Order as adopted by the Department.

3. Order of Business

- a. Roll call (sign in);
- b. Reading of the minutes of the previous meeting;
- c. Secretary/Treasurer's report;
- d. Communications and presentation of bills and actions on same;
- e. Report of committees;
- f. Old business;
- g. New business;
- h. Review of month's incidents;
- i. Open discussion; and
- j. Adjournment.

C. Other Duties

1. Truck Checks

All members will complete a truck check during the weeks assigned to them. A current list of weekly assignments shall be posted in the communications office at all times.

2. Squad Drill

Quarterly squad drills will be conducted. The Assistant Chief or Captain assigned to each squad will schedule and conduct these drills with guidance from the Training Officer.

- a. Any missing quarterly drills must be approved prior to the training by the assigned squad officer. Without this approval the absence will be considered unapproved.

3. Notification of Availability

Any firefighter or officer must indicate that they are unavailable for calls if they will be unavailable for two (2) or more consecutive nights by pegging “out” on the board by the dispatch office.

Any firefighter or officer that knows that they will be unavailable for greater than one (1) week must notify a chief officer in writing at least one (1) week before they become unavailable and peg “out” on the board by the dispatch office.

All firefighters and officers should peg “in” on the board by the dispatch office as soon as possible once they become available again for calls.

XII. ALCOHOL & DRUG POLICY

The purpose of this policy is to clarify the use of alcohol and drugs, legal and illegal, as they pertain to the firefighter responding to emergencies and participating in Department functions. The Department maintains a zero tolerance policy on the use of illegal drugs. Any member using illegal drugs is prohibited from responding to any emergency or participating in any Department function.

A. Responding to an Emergency

1. A firefighter who has consumed two (2) or more alcoholic beverages in the previous four (4) hours shall not respond to any emergency calls.
2. A firefighter who has used any illegal drugs during the preceding twenty-four (24) hours shall not respond to any emergency calls.
3. Upon arriving at the fire hall in response to an emergency call, a firefighter shall immediately inform the officer in charge of any of the following conditions:
 - a. If the firefighter has consumed alcohol during the preceding four (4) hour period, and the amount consumed in that period.
 - b. If the firefighter is using any prescription or non-prescribed medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery.

A firefighter who fails to comply with this requirement is subject to disciplinary action.

4. A firefighter who has consumed any alcohol in the preceding four (4) hour period, or who is using a prescription or non-prescription medication that is making them drowsy shall not perform any

of the functions listed below, but will instead be assigned to other duties.

- a. Drive any vehicle;
- b. Use SCBA;
- c. Enter a structure fire;
- d. Provide emergency medical assistance or first aid; and
- e. Have any contact with the public.

5. The officer in charge shall restrict the activities of any firefighter as deemed appropriate if the officer in charge reasonably believes or suspects that the firefighter may be unable for any reason to safely and properly perform the duties of a firefighter.

6. Any firefighter during an emergency response observes any indication that another firefighter is under the influence or impaired by alcohol or drugs shall immediately report those observations to the safety officer if present, or the officer in charge. Such indications include:

- a. Odor of alcohol on the breath;
- b. Slurred speech;
- c. Unsteady gait; and/or
- d. Disorientation.

7. If the officer in charge has a reasonable suspicion that a firefighter may be under the influence of alcohol and/or drugs during an emergency response shall immediately relieve the firefighter of duty and place them in a safe place. The officer shall document the time, date, observed behavior, witness, what was done, and substance of any conversation conducted with the firefighter. This recorded information shall be promptly forwarded to the Chief and the City Administrator.

8. Every effort shall be made to secure the safety of the firefighter under the influence or impaired by alcohol and/or drugs including necessary medical treatment and/or transportation to a medical facility or home if required.

B. Department Functions

1. The Department maintains a no-tolerance policy regarding the use of alcohol and/or illegal drugs while participating in all Department functions unless otherwise specified herein including but not limited to:

- a. Training and meeting activities;
- b. Open houses & public education functions; and
- c. Any activity where the firefighter is representing the Department, either officially or unofficially.

2. If the firefighter has consumed any substance that may impair physical or mental judgment, the firefighter shall not participate in training or any other Department activity.

3. In any case of a scheduled social event sponsored by the City or Department that may involve consumption of alcohol by a substantial percentage of Department members, the Chief shall arrange in advance for emergency response.

XIII. POLICIES AND PROCEDURES REVIEW

Periodically a committee shall be convened to review and propose changes to these Policies and Procedures. This committee shall consist of two (2) firefighters, two (2) fire officers and a representative of the City.

All proposed changes shall be brought to the Department for review during a regularly scheduled Department meeting. All proposed changes shall be brought to the City Council for their review and approval. No changes can be made to these Policies and Procedures without City Council approval. Once approved by the Council, the proposed change shall become part of these Policies and Procedures.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Community Development and Administration	Meeting Date: May 26, 2015	Agenda Item No. 6i
Agenda Section: Consent	Item: Approval of Appraisal Quote	

RECOMMENDATION:

Approval of the appraisal cost quote for 136 County Road 120 from Guggenberger Appraisal Services.

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

The City has \$500,000 of State funds for the acquisition of additional property to add to Sauk River Regional Park. In order to purchase any additional property using State dollars, an appraisal is required. Realtor Steve Feneis and Council member Steve Hennes have had discussions with the owners of the property located at 136 County Road 120 and we all agree the required appraisal in a logical next step. Staff recommends hiring Guggenberger Appraisal Services at a cost of \$1,250 from your Park Fund 211.

BUDGET/FISCAL IMPACT:

\$1,250 from Park Fund 211 – no general fund or levy impacts.

ATTACHMENTS:

ACTION REQUESTED:

Consent agenda approval serves as approval of the appraisal quote by Guggenberger. If the item is removed from Consent, separate motion is requested approving appraisal quote.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Community Development	Meeting Date: May 26, 2015	Agenda Item No. 6j
Agenda Section: Consent	Item: Noise Exemption	

RECOMMENDATION:

Approval of the noise exemption request submitted by Sartell Summerfest for the outdoor concert event scheduled for June 13, 2015.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

The Council has routinely approved the noise exemption request for this event.

BACKGROUND:

As in prior years, the Sartell Summerfest will be providing outdoor entertainment on June 13, 2015 from 5 pm to 12:30 am. Our current noise ordinance does not allow any audible outdoor noises past 11 pm. The exemption would allow the outdoor music to play from 11 pm to 12:30 pm. All the property owners within the direct vicinity of the event have been notified.

BUDGET/FISCAL IMPACT:

NA

ATTACHMENTS:

NA

ACTION REQUESTED:

Consent agenda approval serves as approval of the noise exemption request submitted by Sartell Summerfest. If the item is removed from Consent, separate motion is requested approving the noise exemption.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration, Engineering	Meeting Date: May 26, 2015	Agenda Item No. 8a
Agenda Section: Old Business	Item: Pinecone Road Improvements 2015	
<p>RECOMMENDATION: Approval of Resolution No. 40-15 Awarding the Pinecone Road Phase 1 project to J.R. Ferche, Inc. in the amount of \$2,918,742.82.</p> <p>BOARDS/COMMISSION/COMMITTEE RECOMMENDATION:</p> <p>PREVIOUS COUNCIL ACTION: Council passed resolution No. 33-15 in April 13, 2015 approving the plans and specifications and authorized placing the ad for bid.</p> <p>BACKGROUND: The bids for this project included a base bid that required a completion date of August 31, 2015 and an alternate bid which allowed for an extended completion date to October 15, 2015. The bid was set up to award based on the Base Bid or the Alternate Bid at the council's discretion. The goal was to investigate if a significant savings would be realized by extending the completion date.</p> <p>Five Bids were received and opened on May 19th, 2015. JR Ferche Inc. of Rice, MN was the low bidder in the amount of \$2,918,724.82. JR Ferche did not provide a discount for the Alternate Bid which extended the completion date for the roadway paving. Therefore the completion date is August 28th, 2015.</p> <p>The second low bid was from RL Larson Excavating, Inc. with the base bid of \$3,160, 975.95 and a deduction of \$90,000 for the Alternate Bid for a grand total of \$3,070,975.95. The alternate bid did not change the overall low price.</p> <p>We are therefore recommending the contract be awarded to JR Ferche, Inc. in the amount of \$2,918, 742.82.</p> <p>BUDGET/FISCAL IMPACT: \$2,918,742.82 Construction Cost. <u>\$ 232,000.00</u> Construction Admin, Observation and Staking \$3,150,742.82</p> <p>ATTACHMENTS: Resolution No. 40-15, Bid Tabulation.</p>		

Council member _____ introduced the following resolution and moved its adoption:

RESOLUTION No: 40-15

A RESOLUTION TO ENTER INTO A CONTRACT FOR THE 2015 PINECONE ROAD PHASE 1 IMPROVEMENTS

WHEREAS, the city council on April 13, 2015 passed Resolution No. 33-15, approving the plans and specifications and authorizing WSB & Associates, Inc. to place the ad for bid for the 2015 Pinecone Road Phase 1 Improvements; and

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

WHEREAS, bids were received on May 19, 2015 from five (5) contractors including, J.R. Ferche, Inc., R.L. Larson Excavating, Inc., Tri-City Paving, Inc., Landwher Construction, Inc., and Knife River Corporation.

WHEREAS, the bids were tabulated and checked for accuracy and J.R. Ferche, Inc. of Rice, MN provided the low bid in the amount of \$2,918,742.82

NOW THEREFORE IT BE RESOLVED, The Mayor and City Administrator are authorized to enter into a contract with J.R. Ferche, Inc, of Rice, MN in accordance with the plans and specifications for the 2015 Pinecone Road Phase 1 Improvements.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 26th day of May, 2015.

Mayor

ATTEST:

Administrator

SEAL

BID TABULATION SUMMARY

PROJECT:

Pinecone Road (2nd Street to S. of 7th Street)

LOCATION:

Stearns County, City of Sartell, MN

WSB PROJECT NO.: 2174-57

City of Sartell Project No. 20-15-01C

Bids Opened: Tuesday, May 19, 2015 at 11:00 a.m.

Contractor	Bid Security (5%)	Addendum No. 1	Addendum No. 2	Addendum No. 3	Addendum No. 4	Addendum No. 5	Base Bid	Bid Alternate	Base Bid + Bid Alternate
1 J.R. Ferche, Inc.	X	X	X	X	X	X	\$2,918,724.82	\$0.00	\$2,918,724.82
2 R.L. Larson Excavating, Inc.	X	X	X	X	X	X	\$3,160,975.95	-\$90,000.00	\$3,070,975.95
3 Tri-City Paving, Inc.	X	X	X	X	X	X	\$3,296,149.60	\$0.00	\$3,296,149.60
4 Landwehr Construction, Inc.	X	X	X	X	X	X	\$3,347,416.35	-\$1.00	\$3,347,415.35
5 Knife River Corporation	X	X	X	X	X	X	\$4,113,266.34	\$0.00	\$4,113,266.34
Engineer's Opinion of Cost:							\$2,892,410.70	-\$10,000.00	\$2,882,410.70

I hereby certify that this is a true and correct tabulation of the bids as received on May 19, 2015.



Andrew Plowman, PE

Denotes corrected figure

5/19/2015



**WSB
Project Bid Abstract**

Project Name: SART - Pinecone Road
Resurfacing 2nd St.S. to 15t St. N

Sartell Project No.: 20-15-01C

Client: City of Sartell

Project No.: 02174-57

Bid Opening: 05/19/2015 11:00 AM

Owner: St. Cloud

 Denotes corrected figure

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
Base Bid												
1	2021.501	MOBILIZATION	LS	1	\$250,000.00	\$250,000.00	\$100,000.00	\$100,000.00	\$450,000.00	\$450,000.00	\$18,000.00	\$18,000.00
2	2104.501	REMOVE SEWER PIPE (STORM)	L F	431	\$10.00	\$4,310.00	\$10.00	\$4,310.00	\$10.00	\$4,310.00	\$25.50	\$10,990.50
3	2104.501	REMOVE CURB & GUTTER	L F	4875	\$3.50	\$17,062.50	\$2.50	\$12,187.50	\$4.00	\$19,500.00	\$3.00	\$14,625.00
4	2104.501	REMOVE WATER MAIN	L F	37	\$10.00	\$370.00	\$30.00	\$1,110.00	\$10.00	\$370.00	\$22.00	\$814.00
5	2104.503	REMOVE BITUMINOUS WALK	S F	17550	\$0.50	\$8,775.00	\$0.35	\$6,142.50	\$1.00	\$17,550.00	\$3.00	\$52,650.00
6	2104.503	REMOVE CONCRETE WALK	S F	1408	\$2.00	\$2,816.00	\$1.00	\$1,408.00	\$4.00	\$5,632.00	\$2.00	\$2,816.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	80	\$10.00	\$800.00	\$5.00	\$400.00	\$15.00	\$1,200.00	\$3.50	\$280.00
8	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	32208	\$3.00	\$96,624.00	\$1.65	\$53,143.20	\$2.50	\$80,520.00	\$1.90	\$61,195.20
9	2104.509	REMOVE HYDRANT	EACH	1	\$300.00	\$300.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$653.82	\$653.82
10	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	8	\$500.00	\$4,000.00	\$350.00	\$2,800.00	\$300.00	\$2,400.00	\$400.00	\$3,200.00
11	2104.509	REMOVE SIGN TYPE C	EACH	19	\$65.00	\$1,235.00	\$30.00	\$570.00	\$28.00	\$532.00	\$25.00	\$475.00
12	2104.509	REMOVE SIGNAL SYSTEM	EACH	1	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00	\$4,120.91	\$4,120.91
13	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	782	\$4.00	\$3,128.00	\$4.00	\$3,128.00	\$3.00	\$2,346.00	\$4.00	\$3,128.00
14	2104.523	SALVAGE ELECTRONIC MESSAGE SIGN	EACH	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
15	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$100.00	\$200.00	\$60.00	\$120.00	\$50.00	\$100.00
16	2105.501	COMMON EXCAVATION	C Y	4370	\$10.00	\$43,700.00	\$19.00	\$83,030.00	\$20.00	\$87,400.00	\$10.00	\$43,700.00
17	2105.507	SUBGRADE EXCAVATION	C Y	1185	\$12.00	\$14,220.00	\$9.20	\$10,902.00	\$10.00	\$11,850.00	\$7.00	\$8,295.00
18	2105.522	SELECT GRANULAR BORROW (CV)	C Y	1007	\$16.00	\$16,112.00	\$14.00	\$14,098.00	\$16.00	\$16,112.00	\$13.25	\$13,342.75
19	2112.501	SUBGRADE PREPARATION	RDST	60	\$400.00	\$24,000.00	\$510.00	\$30,600.00	\$700.00	\$42,000.00	\$180.00	\$10,800.00
20	2123.501	COMMON LABORERS	HOURL	40	\$60.00	\$2,400.00	\$80.00	\$3,200.00	\$90.00	\$3,600.00	\$50.00	\$2,000.00
21	2123.509	DOZER	HOURL	40	\$150.00	\$6,000.00	\$125.00	\$5,000.00	\$150.00	\$6,000.00	\$100.00	\$4,000.00
22	2123.510	10 CU YD TRUCK	HOURL	40	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$100.00	\$4,000.00
23	2123.514	3.0 CU YD FRONT END LOADER	HOURL	40	\$140.00	\$5,600.00	\$125.00	\$5,000.00	\$185.00	\$7,400.00	\$100.00	\$4,000.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	80	\$130.00	\$10,400.00	\$125.00	\$10,000.00	\$110.00	\$8,800.00	\$50.00	\$4,000.00

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
25	2130.501	WATER	MGAL	50	\$20.00	\$1,000.00	\$30.00	\$1,500.00	\$60.00	\$3,000.00	\$10.00	\$500.00
26	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	2088	\$24.00	\$50,112.00	\$23.48	\$49,026.24	\$30.00	\$62,640.00	\$25.00	\$52,200.00
27	2215.501	FULL DEPTH RECLAMATION (TRAIL)	S Y	4842	\$2.00	\$9,684.00	\$3.00	\$14,526.00	\$2.50	\$12,105.00	\$2.00	\$9,684.00
28	2301.504	CONCRETE PAVEMENT 7.0"	S Y	27064	\$42.00	\$1,136,688.00	\$47.50	\$1,285,540.00	\$43.30	\$1,171,871.20	\$55.00	\$1,488,520.00
29	2301.504	CONCRETE PAVEMENT 7.0" HIGH EARLY	S Y	1292	\$80.00	\$103,360.00	\$60.00	\$77,520.00	\$52.30	\$67,571.60	\$61.00	\$78,812.00
30	2301.504	CONCRETE PAVEMENT 7.0" (SPECIAL)	S Y	806	\$80.00	\$64,480.00	\$85.00	\$68,510.00	\$63.60	\$51,261.60	\$98.00	\$78,988.00
31	2301.602	1" DOWEL BAR	EACH	7764	\$6.00	\$46,584.00	\$9.20	\$71,428.80	\$8.10	\$62,888.40	\$8.50	\$65,994.00
32	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	500	\$70.00	\$35,000.00	\$70.00	\$35,000.00	\$70.00	\$35,000.00	\$68.00	\$34,000.00
33	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	375	\$64.00	\$24,000.00	\$65.00	\$24,375.00	\$59.00	\$22,125.00	\$60.00	\$22,500.00
34	2502.521	4" PE PIPE DRAIN	L F	5500	\$20.00	\$110,000.00	\$5.80	\$31,900.00	\$10.00	\$55,000.00	\$10.00	\$55,000.00
35	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	522	\$36.00	\$18,792.00	\$35.00	\$18,270.00	\$44.00	\$22,968.00	\$40.00	\$20,880.00
36	2503.541	24" RC PIPE SEWER DES 3006 CL III	L F	551	\$50.00	\$27,550.00	\$44.00	\$24,244.00	\$54.50	\$30,029.50	\$43.00	\$23,693.00
37	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	3	\$600.00	\$1,800.00	\$1,200.00	\$3,600.00	\$2,000.00	\$6,000.00	\$1,000.00	\$3,000.00
38	2504.601	IRRIGATION SERVICE	LS	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$2,600.00	\$2,600.00
39	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$500.00	\$500.00
40	2504.602	HYDRANT	EACH	1	\$3,800.00	\$3,800.00	\$4,500.00	\$4,500.00	\$4,250.00	\$4,250.00	\$3,800.00	\$3,800.00
41	2504.602	ADJUST GATE VALVE & BOX	EACH	3	\$400.00	\$1,200.00	\$300.00	\$900.00	\$250.00	\$750.00	\$175.00	\$525.00
42	2504.602	6" GATE VALVE & BOX	EACH	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$1,400.00	\$1,400.00	\$1,500.00	\$1,500.00
43	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	40	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$52.00	\$2,080.00	\$80.00	\$3,200.00
44	2504.608	DUCTILE IRON FITTINGS	LB	50	\$6.00	\$300.00	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$6.50	\$325.00
45	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	L F	77.83	\$300.00	\$23,349.00	\$350.00	\$27,240.50	\$410.00	\$31,910.30	\$250.00	\$19,457.50
46	2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	L F	19.15	\$500.00	\$9,575.00	\$550.00	\$10,532.50	\$390.00	\$7,468.50	\$450.00	\$8,617.50
47	2506.503	RECONSTRUCT DRINAGE STRUCTURE	EACH	3	\$1,500.00	\$4,500.00	\$350.00	\$1,050.00	\$2,000.00	\$6,000.00	\$1,000.00	\$3,000.00
48	2506.516	CASTING ASSEMBLY	EACH	25	\$600.00	\$15,000.00	\$750.00	\$18,750.00	\$535.00	\$13,375.00	\$735.00	\$18,375.00
49	2506.522	ADJUST FRAME & RING CASTING (STORM)	EACH	6	\$400.00	\$2,400.00	\$300.00	\$1,800.00	\$100.00	\$600.00	\$450.00	\$2,700.00
50	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	1	\$900.00	\$900.00	\$300.00	\$300.00	\$300.00	\$300.00	\$1,000.00	\$1,000.00
51	2521.501	4" CONCRETE WALK SPECIAL	S F	9268	\$8.00	\$74,144.00	\$8.00	\$74,144.00	\$7.00	\$64,876.00	\$7.00	\$64,876.00
52	2521.501	6" CONCRETE WALK	S F	1726	\$5.00	\$8,630.00	\$13.00	\$22,438.00	\$11.00	\$18,986.00	\$8.50	\$14,671.00
53	2521.511	2" BITUMINOUS WALK	S F	27602	\$2.00	\$55,204.00	\$1.06	\$29,258.12	\$0.95	\$26,221.90	\$2.80	\$77,285.60
54	2521.511	3" BITUMINOUS WALK	S F	24118	\$3.50	\$84,413.00	\$3.00	\$72,354.00	\$2.05	\$49,441.90	\$3.80	\$91,648.40
55	2531.501	CONCRETE CURB & GUTTER DESIGN B612	L F	238	\$10.00	\$2,380.00	\$30.00	\$7,140.00	\$26.55	\$6,318.90	\$25.00	\$5,950.00
56	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	6260	\$12.00	\$75,120.00	\$20.00	\$125,200.00	\$18.70	\$117,062.00	\$18.00	\$112,680.00
57	2531.501	CONCRETE CURB & GUTTER DESIGN S518	L F	330	\$15.00	\$4,950.00	\$35.00	\$11,550.00	\$30.60	\$10,098.00	\$30.00	\$9,900.00
58	2531.618	TRUNCATED DOMES	S F	741	\$40.00	\$29,640.00	\$48.00	\$35,568.00	\$44.00	\$32,604.00	\$60.00	\$44,460.00
59	2545.511	LIGHTING UNIT TYPE A	EACH	7	\$6,500.00	\$45,500.00	\$11,200.00	\$78,400.00	\$10,600.00	\$74,200.00	\$11,000.00	\$77,000.00

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
60	2545.511	LIGHTING UNIT TYPE B	EACH	6	\$4,000.00	\$24,000.00	\$7,600.00	\$45,600.00	\$7,210.00	\$43,260.00	\$8,000.00	\$48,000.00
61	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	13	\$1,000.00	\$13,000.00	\$700.00	\$9,100.00	\$670.00	\$8,710.00	\$1,000.00	\$13,000.00
62	2545.523	2" NON-METALLIC CONDUIT	L F	1300	\$3.00	\$3,900.00	\$4.00	\$5,200.00	\$3.85	\$5,005.00	\$4.00	\$5,200.00
63	2545.523	3" NON-METALLIC CONDUIT	L F	600	\$7.00	\$4,200.00	\$7.00	\$4,200.00	\$6.40	\$3,840.00	\$7.00	\$4,200.00
64	2545.523	4" NON-METALLIC CONDUIT	L F	5300	\$5.00	\$26,500.00	\$12.50	\$66,250.00	\$12.55	\$66,515.00	\$13.00	\$68,900.00
65	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	9200	\$0.75	\$6,900.00	\$1.00	\$9,200.00	\$0.85	\$7,820.00	\$1.00	\$9,200.00
66	2545.541	SERVICE CABINET TYPE L1	EACH	1	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$4,565.00	\$4,565.00	\$4,500.00	\$4,500.00
67	2545.545	EQUIPMENT PAD B	EACH	1	\$1,000.00	\$1,000.00	\$800.00	\$800.00	\$700.00	\$700.00	\$1,000.00	\$1,000.00
68	2545.553	HANDHOLE	EACH	13	\$500.00	\$6,500.00	\$900.00	\$11,700.00	\$885.00	\$11,505.00	\$1,000.00	\$13,000.00
69	2545.602	SERVICE EQUIPMENT	EACH	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$300.00	\$300.00	\$500.00	\$500.00
70	2563.601	TRAFFIC CONTROL	LS	1	\$80,000.00	\$80,000.00	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$35,000.00	\$35,000.00
71	2564.531	SIGN PANELS TYPE C	S F	276	\$30.00	\$8,280.00	\$50.00	\$13,800.00	\$40.80	\$11,260.80	\$40.00	\$11,040.00
72	2564.531	SIGN PANELS TYPE D	S F	60	\$40.00	\$2,400.00	\$50.00	\$3,000.00	\$40.80	\$2,448.00	\$40.00	\$2,400.00
73	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$200.00	\$400.00	\$200.00	\$400.00	\$175.00	\$350.00
74	2564.537	INSTALL ELECTRONIC MESSAGE SIGN	EACH	1	\$3,000.00	\$3,000.00	\$7,500.00	\$7,500.00	\$710.00	\$710.00	\$7,000.00	\$7,000.00
75	2573.502	SILT FENCE, TYPE MS	L F	3432	\$2.00	\$6,864.00	\$2.00	\$6,864.00	\$2.00	\$6,864.00	\$2.00	\$6,864.00
76	2573.530	STORM DRAIN INLET PROTECTION	EACH	60	\$250.00	\$15,000.00	\$185.00	\$11,100.00	\$100.00	\$6,000.00	\$125.00	\$7,500.00
77	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	4	\$1,000.00	\$4,000.00	\$750.00	\$3,000.00	\$600.00	\$2,400.00	\$1,000.00	\$4,000.00
78	2574.525	BOULEVARD TOPSOIL BORROW	C Y	392	\$28.00	\$10,976.00	\$22.00	\$8,624.00	\$30.00	\$11,760.00	\$25.00	\$9,800.00
79	2575.505	SODDING TYPE SALT TOLERANT	S Y	2850	\$3.00	\$8,550.00	\$5.40	\$15,390.00	\$5.30	\$15,105.00	\$5.20	\$14,820.00
80	2575.570	RAPID STABILIZATION METHOD 3	ACRE	0.7	\$1,500.00	\$1,050.00	\$2,000.00	\$1,400.00	\$2,000.00	\$1,400.00	\$1,950.00	\$1,365.00
81	2582.501	PAVT MSSG (LT ARROW) POLY PREF-GR IN	EACH	53	\$450.00	\$23,850.00	\$550.00	\$29,150.00	\$435.00	\$23,055.00	\$600.00	\$31,800.00
82	2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	1	\$450.00	\$450.00	\$550.00	\$550.00	\$435.00	\$435.00	\$500.00	\$500.00
83	2582.501	PAVT MSSG (THRU ARROW)POLY PREF-GR IN	EACH	3	\$320.00	\$960.00	\$550.00	\$1,650.00	\$435.00	\$1,305.00	\$500.00	\$1,500.00
84	2582.501	PAVT MSSG (LT-THRU ARROW)POLY PREF-GR IN	EACH	8	\$550.00	\$4,400.00	\$900.00	\$7,200.00	\$840.00	\$6,720.00	\$1,000.00	\$8,000.00
85	2582.501	PAVT MSSG (RT-THRU ARROW)POLY PREF-GR IN	EACH	4	\$500.00	\$2,000.00	\$900.00	\$3,600.00	\$840.00	\$3,360.00	\$1,000.00	\$4,000.00
86	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	L F	2150	\$0.40	\$860.00	\$0.88	\$1,892.00	\$1.05	\$2,257.50	\$1.98	\$4,257.00
87	2582.502	4" BROKEN LINE WHITE-EPOXY-GR IN	L F	518	\$0.75	\$388.50	\$0.88	\$455.84	\$1.05	\$543.90	\$1.98	\$1,025.64
88	2582.502	4" DOTTED LINE WHITE - EPOXY (GR IN)	L F	706	\$0.60	\$423.60	\$3.80	\$2,682.80	\$5.10	\$3,600.60	\$1.98	\$1,397.88
89	2582.502	8" DOTTED LINE WHITE-EPOXY-GR IN	L F	206	\$8.00	\$1,648.00	\$6.50	\$1,339.00	\$11.25	\$2,317.50	\$3.00	\$618.00
90	2582.502	4" SOLID LINE YELLOW-EPOXY-GR IN	L F	12193	\$0.70	\$8,535.10	\$0.90	\$10,973.70	\$1.05	\$12,802.65	\$1.98	\$24,142.14
91	2582.502	4" BROKEN LINE YELLOW-EPOXY-GR IN	L F	9808	\$1.00	\$9,808.00	\$0.22	\$2,157.76	\$0.45	\$4,413.60	\$1.98	\$19,419.84
92	2582.502	4" DBLE SOLID LINE YELLOW-EPOXY- GR IN	L F	172	\$5.00	\$860.00	\$0.88	\$151.36	\$2.05	\$352.60	\$3.96	\$681.12
Total Base Bid:						\$2,892,410.70		\$2,918,724.82		\$3,160,975.95		\$3,134,008.80
BID ALTERNATE												
Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		J.R. Ferche, Inc.		R. L. Larson Excavating, Inc.		Tri-City Paving, Inc.		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
93	2016.621	CONTRACT TIME EXTENSION	LS	1	(\$10,000.00)	(\$10,000.00)	\$0.00	\$0.00	(\$90,000.00)	(\$90,000.00)	\$0.00	\$0.00
Total BID ALTERNATE:						(\$10,000.00)		\$0.00		(\$90,000.00)		\$0.00
Total Base Bid:						\$2,892,410.70		\$2,918,724.82		\$3,160,975.95		\$3,134,008.80
Total BID ALTERNATE:						(\$10,000.00)		\$0.00		(\$90,000.00)		\$0.00
Totals for Project 02174-57						\$2,882,410.70		\$2,918,724.82		\$3,070,975.95		\$3,134,008.80
% of Estimate for Project 02174-57								1.26%		6.54%		8.73%

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.				Engineers Estimate		Landwehr Construction, Inc.		Knife River		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
Base Bid										
1	2021.501	MOBILIZATION	LS	1	\$250,000.00	\$250,000.00	\$235,000.00	\$235,000.00	\$300,000.00	\$300,000.00
2	2104.501	REMOVE SEWER PIPE (STORM)	L F	431	\$10.00	\$4,310.00	\$8.00	\$3,448.00	\$25.72	\$11,085.32
3	2104.501	REMOVE CURB & GUTTER	L F	4875	\$3.50	\$17,062.50	\$3.50	\$17,062.50	\$4.00	\$19,500.00
4	2104.501	REMOVE WATER MAIN	L F	37	\$10.00	\$370.00	\$13.00	\$481.00	\$22.19	\$821.03
5	2104.503	REMOVE BITUMINOUS WALK	S F	17550	\$0.50	\$8,775.00	\$0.55	\$9,652.50	\$1.00	\$17,550.00
6	2104.503	REMOVE CONCRETE WALK	S F	1408	\$2.00	\$2,816.00	\$1.50	\$2,112.00	\$2.00	\$2,816.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	80	\$10.00	\$800.00	\$15.00	\$1,200.00	\$8.00	\$640.00
8	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	32208	\$3.00	\$96,624.00	\$2.25	\$72,468.00	\$3.20	\$103,065.60
9	2104.509	REMOVE HYDRANT	EACH	1	\$300.00	\$300.00	\$750.00	\$750.00	\$659.42	\$659.42
10	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	8	\$500.00	\$4,000.00	\$350.00	\$2,800.00	\$403.43	\$3,227.44
11	2104.509	REMOVE SIGN TYPE C	EACH	19	\$65.00	\$1,235.00	\$29.00	\$551.00	\$25.00	\$475.00
12	2104.509	REMOVE SIGNAL SYSTEM	EACH	1	\$10,000.00	\$10,000.00	\$6,500.00	\$6,500.00	\$4,120.91	\$4,120.91
13	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	782	\$4.00	\$3,128.00	\$4.00	\$3,128.00	\$3.65	\$2,854.30
14	2104.523	SALVAGE ELECTRONIC MESSAGE SIGN	EACH	1	\$1,000.00	\$1,000.00	\$3,800.00	\$3,800.00	\$2,694.18	\$2,694.18
15	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$58.00	\$116.00	\$50.00	\$100.00
16	2105.501	COMMON EXCAVATION	C Y	4370	\$10.00	\$43,700.00	\$9.00	\$39,330.00	\$8.00	\$34,960.00
17	2105.507	SUBGRADE EXCAVATION	C Y	1185	\$12.00	\$14,220.00	\$10.00	\$11,850.00	\$14.00	\$16,590.00
18	2105.522	SELECT GRANULAR BORROW (CV)	C Y	1007	\$16.00	\$16,112.00	\$12.00	\$12,084.00	\$18.00	\$18,126.00
19	2112.501	SUBGRADE PREPARATION	RDST	60	\$400.00	\$24,000.00	\$195.00	\$11,700.00	\$190.00	\$11,400.00
20	2123.501	COMMON LABORERS	HOUR	40	\$60.00	\$2,400.00	\$70.00	\$2,800.00	\$75.00	\$3,000.00
21	2123.509	DOZER	HOUR	40	\$150.00	\$6,000.00	\$220.00	\$8,800.00	\$180.00	\$7,200.00
22	2123.510	10 CU YD TRUCK	HOUR	40	\$100.00	\$4,000.00	\$100.00	\$4,000.00	\$95.00	\$3,800.00
23	2123.514	3.0 CU YD FRONT END LOADER	HOUR	40	\$140.00	\$5,600.00	\$180.00	\$7,200.00	\$180.00	\$7,200.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	80	\$130.00	\$10,400.00	\$100.00	\$8,000.00	\$50.00	\$4,000.00
25	2130.501	WATER	MGAL	50	\$20.00	\$1,000.00	\$28.50	\$1,425.00	\$50.00	\$2,500.00
26	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	2088	\$24.00	\$50,112.00	\$27.00	\$56,376.00	\$32.50	\$67,860.00
27	2215.501	FULL DEPTH RECLAMATION (TRAIL)	S Y	4842	\$2.00	\$9,684.00	\$1.80	\$8,715.60	\$2.00	\$9,684.00
28	2301.504	CONCRETE PAVEMENT 7.0"	S Y	27064	\$42.00	\$1,136,688.00	\$59.00	\$1,596,776.00	\$82.22	\$2,225,202.08
29	2301.504	CONCRETE PAVEMENT 7.0" HIGH EARLY	S Y	1292	\$80.00	\$103,360.00	\$69.00	\$89,148.00	\$86.00	\$111,112.00
30	2301.504	CONCRETE PAVEMENT 7.0" (SPECIAL)	S Y	806	\$80.00	\$64,480.00	\$110.00	\$88,660.00	\$145.00	\$116,870.00
31	2301.602	1" DOWEL BAR	EACH	7764	\$6.00	\$46,584.00	\$9.75	\$75,699.00	\$9.00	\$69,876.00
32	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	500	\$70.00	\$35,000.00	\$75.00	\$37,500.00	\$79.44	\$39,720.00
33	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	375	\$64.00	\$24,000.00	\$64.00	\$24,000.00	\$76.00	\$28,500.00
34	2502.521	4" PE PIPE DRAIN	L F	5500	\$20.00	\$110,000.00	\$3.50	\$19,250.00	\$5.55	\$30,525.00

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.					Engineers Estimate		Landwehr Construction, Inc.		Knife River	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
35	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	522	\$36.00	\$18,792.00	\$30.00	\$15,660.00	\$40.34	\$21,057.48
36	2503.541	24" RC PIPE SEWER DES 3006 CL III	L F	551	\$50.00	\$27,550.00	\$40.00	\$22,040.00	\$43.37	\$23,896.87
37	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	3	\$600.00	\$1,800.00	\$1,900.00	\$5,700.00	\$1,008.57	\$3,025.71
38	2504.601	IRRIGATION SERVICE	LS	1	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00	\$2,622.28	\$2,622.28
39	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$504.28	\$504.28
40	2504.602	HYDRANT	EACH	1	\$3,800.00	\$3,800.00	\$4,300.00	\$4,300.00	\$3,832.56	\$3,832.56
41	2504.602	ADJUST GATE VALVE & BOX	EACH	3	\$400.00	\$1,200.00	\$300.00	\$900.00	\$176.50	\$529.50
42	2504.602	6" GATE VALVE & BOX	EACH	1	\$1,000.00	\$1,000.00	\$2,250.00	\$2,250.00	\$1,512.85	\$1,512.85
43	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	40	\$100.00	\$4,000.00	\$60.00	\$2,400.00	\$80.69	\$3,227.60
44	2504.608	DUCTILE IRON FITTINGS	LB	50	\$6.00	\$300.00	\$13.00	\$650.00	\$6.56	\$328.00
45	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	L F	77.83	\$300.00	\$23,349.00	\$200.00	\$15,566.00	\$245.44	\$19,102.60
46	2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	L F	19.15	\$500.00	\$9,575.00	\$325.00	\$6,223.75	\$428.64	\$8,208.46
47	2506.503	RECONSTRUCT DRINAGE STRUCTURE	EACH	3	\$1,500.00	\$4,500.00	\$1,400.00	\$4,200.00	\$902.67	\$2,708.01
48	2506.516	CASTING ASSEMBLY	EACH	25	\$600.00	\$15,000.00	\$710.00	\$17,750.00	\$741.30	\$18,532.50
49	2506.522	ADJUST FRAME & RING CASTING (STORM)	EACH	6	\$400.00	\$2,400.00	\$325.00	\$1,950.00	\$453.86	\$2,723.16
50	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	1	\$900.00	\$900.00	\$400.00	\$400.00	\$796.77	\$796.77
51	2521.501	4" CONCRETE WALK SPECIAL	S F	9268	\$8.00	\$74,144.00	\$8.00	\$74,144.00	\$6.80	\$63,022.40
52	2521.501	6" CONCRETE WALK	S F	1726	\$5.00	\$8,630.00	\$9.00	\$15,534.00	\$11.35	\$19,590.10
53	2521.511	2" BITUMINOUS WALK	S F	27602	\$2.00	\$55,204.00	\$1.00	\$27,602.00	\$1.25	\$34,502.50
54	2521.511	3" BITUMINOUS WALK	S F	24118	\$3.50	\$84,413.00	\$2.80	\$67,530.40	\$2.55	\$61,500.90
55	2531.501	CONCRETE CURB & GUTTER DESIGN B612	L F	238	\$10.00	\$2,380.00	\$26.00	\$6,188.00	\$26.00	\$6,188.00
56	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	6260	\$12.00	\$75,120.00	\$17.40	\$108,924.00	\$18.30	\$114,558.00
57	2531.501	CONCRETE CURB & GUTTER DESIGN S518	L F	330	\$15.00	\$4,950.00	\$26.00	\$8,580.00	\$30.00	\$9,900.00
58	2531.618	TRUNCATED DOMES	S F	741	\$40.00	\$29,640.00	\$57.00	\$42,237.00	\$43.00	\$31,863.00
59	2545.511	LIGHTING UNIT TYPE A	EACH	7	\$6,500.00	\$45,500.00	\$12,000.00	\$84,000.00	\$10,384.29	\$72,690.03
60	2545.511	LIGHTING UNIT TYPE B	EACH	6	\$4,000.00	\$24,000.00	\$8,250.00	\$49,500.00	\$7,068.29	\$42,409.74
61	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	13	\$1,000.00	\$13,000.00	\$800.00	\$10,400.00	\$655.00	\$8,515.00
62	2545.523	2" NON-METALLIC CONDUIT	L F	1300	\$3.00	\$3,900.00	\$4.35	\$5,655.00	\$3.77	\$4,901.00
63	2545.523	3" NON-METALLIC CONDUIT	L F	600	\$7.00	\$4,200.00	\$7.20	\$4,320.00	\$6.28	\$3,768.00
64	2545.523	4" NON-METALLIC CONDUIT	L F	5300	\$5.00	\$26,500.00	\$14.10	\$74,730.00	\$12.28	\$65,084.00
65	2545.531	UNDERGROUND WIRE 1 COND NO 8	L F	9200	\$0.75	\$6,900.00	\$0.95	\$8,740.00	\$0.81	\$7,452.00
66	2545.541	SERVICE CABINET TYPE L1	EACH	1	\$3,000.00	\$3,000.00	\$5,130.00	\$5,130.00	\$4,474.52	\$4,474.52
67	2545.545	EQUIPMENT PAD B	EACH	1	\$1,000.00	\$1,000.00	\$790.00	\$790.00	\$687.95	\$687.95
68	2545.553	HANDHOLE	EACH	13	\$500.00	\$6,500.00	\$995.00	\$12,935.00	\$867.71	\$11,280.23
69	2545.602	SERVICE EQUIPMENT	EACH	1	\$1,000.00	\$1,000.00	\$328.00	\$328.00	\$284.44	\$284.44

Project: 02174-57 - SART - Pinecone Road Resurfacing 2nd St.S. to 15t St. N.					Engineers Estimate		Landwehr Construction, Inc.		Knife River	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
70	2563.601	TRAFFIC CONTROL	LS	1	\$80,000.00	\$80,000.00	\$29,000.00	\$29,000.00	\$40,000.00	\$40,000.00
71	2564.531	SIGN PANELS TYPE C	S F	276	\$30.00	\$8,280.00	\$46.00	\$12,696.00	\$40.00	\$11,040.00
72	2564.531	SIGN PANELS TYPE D	S F	60	\$40.00	\$2,400.00	\$46.00	\$2,760.00	\$40.00	\$2,400.00
73	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	2	\$50.00	\$100.00	\$205.00	\$410.00	\$175.00	\$350.00
74	2564.537	INSTALL ELECTRONIC MESSAGE SIGN	EACH	1	\$3,000.00	\$3,000.00	\$8,000.00	\$8,000.00	\$6,933.40	\$6,933.40
75	2573.502	SILT FENCE, TYPE MS	L F	3432	\$2.00	\$6,864.00	\$2.20	\$7,550.40	\$1.90	\$6,520.80
76	2573.530	STORM DRAIN INLET PROTECTION	EACH	60	\$250.00	\$15,000.00	\$200.00	\$12,000.00	\$200.00	\$12,000.00
77	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	4	\$1,000.00	\$4,000.00	\$1,100.00	\$4,400.00	\$425.00	\$1,700.00
78	2574.525	BOULEVARD TOPSOIL BORROW	C Y	392	\$28.00	\$10,976.00	\$35.00	\$13,720.00	\$19.80	\$7,761.60
79	2575.505	SODDING TYPE SALT TOLERANT	S Y	2850	\$3.00	\$8,550.00	\$5.50	\$15,675.00	\$5.20	\$14,820.00
80	2575.570	RAPID STABILIZATION METHOD 3	ACRE	0.7	\$1,500.00	\$1,050.00	\$2,500.00	\$1,750.00	\$1,950.00	\$1,365.00
81	2582.501	PAVT MSSG (LT ARROW) POLY PREF-GR IN	EACH	53	\$450.00	\$23,850.00	\$570.00	\$30,210.00	\$500.00	\$26,500.00
82	2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	1	\$450.00	\$450.00	\$570.00	\$570.00	\$500.00	\$500.00
83	2582.501	PAVT MSSG (THRU ARROW)POLY PREF-GR IN	EACH	3	\$320.00	\$960.00	\$570.00	\$1,710.00	\$500.00	\$1,500.00
84	2582.501	PAVT MSSG (LT-THRU ARROW)POLY PREF-GR IN	EACH	8	\$550.00	\$4,400.00	\$945.00	\$7,560.00	\$825.00	\$6,600.00
85	2582.501	PAVT MSSG (RT-THRU ARROW)POLY PREF-GR IN	EACH	4	\$500.00	\$2,000.00	\$945.00	\$3,780.00	\$825.00	\$3,300.00
86	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	L F	2150	\$0.40	\$860.00	\$0.90	\$1,935.00	\$0.78	\$1,677.00
87	2582.502	4" BROKEN LINE WHITE-EPOXY-GR IN	L F	518	\$0.75	\$388.50	\$0.90	\$466.20	\$0.78	\$404.04
88	2582.502	4" DOTTED LINE WHITE - EPOXY (GR IN)	L F	706	\$0.60	\$423.60	\$4.00	\$2,824.00	\$3.50	\$2,471.00
89	2582.502	8" DOTTED LINE WHITE-EPOXY-GR IN	L F	206	\$8.00	\$1,648.00	\$6.65	\$1,369.90	\$5.80	\$1,194.80
90	2582.502	4" SOLID LINE YELLOW-EPOXY-GR IN	L F	12193	\$0.70	\$8,535.10	\$0.90	\$10,973.70	\$0.78	\$9,510.54
91	2582.502	4" BROKEN LINE YELLOW-EPOXY-GR IN	L F	9808	\$1.00	\$9,808.00	\$0.20	\$1,961.60	\$0.16	\$1,569.28
92	2582.502	4" DBLE SOLID LINE YELLOW-EPOXY- GR IN	L F	172	\$5.00	\$860.00	\$0.90	\$154.80	\$0.78	\$134.16
Total Base Bid:						\$2,892,410.70		\$3,347,416.35		\$4,113,266.34
BID ALTERNATE										
93	2016.621	CONTRACT TIME EXTENSION	LS	1	(\$10,000.00)	(\$10,000.00)	(\$1.00)	(\$1.00)	\$0.00	\$0.00
Total BID ALTERNATE:						(\$10,000.00)		(\$1.00)		\$0.00
Total Base Bid:						\$2,892,410.70		\$3,347,416.35		\$4,113,266.34
Total BID ALTERNATE:						(\$10,000.00)		(\$1.00)		\$0.00
Totals for Project 02174-57						\$2,882,410.70		\$3,347,415.35		\$4,113,266.34
% of Estimate for Project 02174-57								16.13%		42.70%

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

Certified By:

License No. 44200

Date: May 19, 2015

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 8b
Agenda Section: Old Business	Item: Refuse Hauling	
<p>RECOMMENDATION: None - Council discussion and input.</p> <p>PREVIOUS COUNCIL ACTION: Council asked staff to work with refuse haulers on ideas to address concerns about the impacts of multiple haulers serving the City.</p> <p>BACKGROUND: Staff and the City Attorney have reviewed a number of options and suggestions and I have included refuse hauler feedback as received:</p> <p>Further limit the number of licensed haulers, but grandfathering in current: Need change to clarify whether license would transfer in event of sale of one of the current haulers. Also one suggestion that need a minimum number of customers to have a license.</p> <p>Restrict dates of refuse collection: Wednesdays and Thursdays are most common dates.</p> <p>Move all collection to one side of street or alley: Could try in specific areas rather than City wide. Residents may have more concerns than refuse haulers.</p> <p>Other suggestions: Refuse hauler requested we address spacing of containers if we revise requirements language so they are not being knocked over due to proximity.</p> <p>BUDGET/FISCAL IMPACT: None.</p> <p>ATTACHMENTS: DRAFT Resolution for discussion; other changes would be in the form of Ordinance changes requiring public hearing.</p> <p>COUNCIL ACTION REQUESTED: Discussion and direction to staff on Council preferences.</p>		

RESOLUTION NO. _____

**RESOLUTION SETTING NUMBER OF LICENSES
TO BE ISSUED TO REFUSE COLLECTORS**

WHEREAS, Title 4, Chapter 7, Section 5F of the Sartell Code of Ordinances states that the Council shall fix by resolution the number of refuse collector licenses to be issued; and

WHEREAS, in 2008 the Council set the number of licenses to be four (4) but has now determined that it is in the City's interest to decrease that number.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That the City will issue no more than two (2) licenses to individual refuse collectors in the City of Sartell. Current license holders are grandfathered in so they can continue to renew their licenses, but the allowed number will decrease each time a current hauler does not renew or is denied renewal or has their license revoked pursuant to City Code until the two (2) license limit is reached at which time the two (2) license limit will apply.

ADOPTED BY THE SARTELL CITY COUNCIL THIS _____TH DAY OF _____, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

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SARTELL CITY COUNCIL

AGENDA COVER SHEET

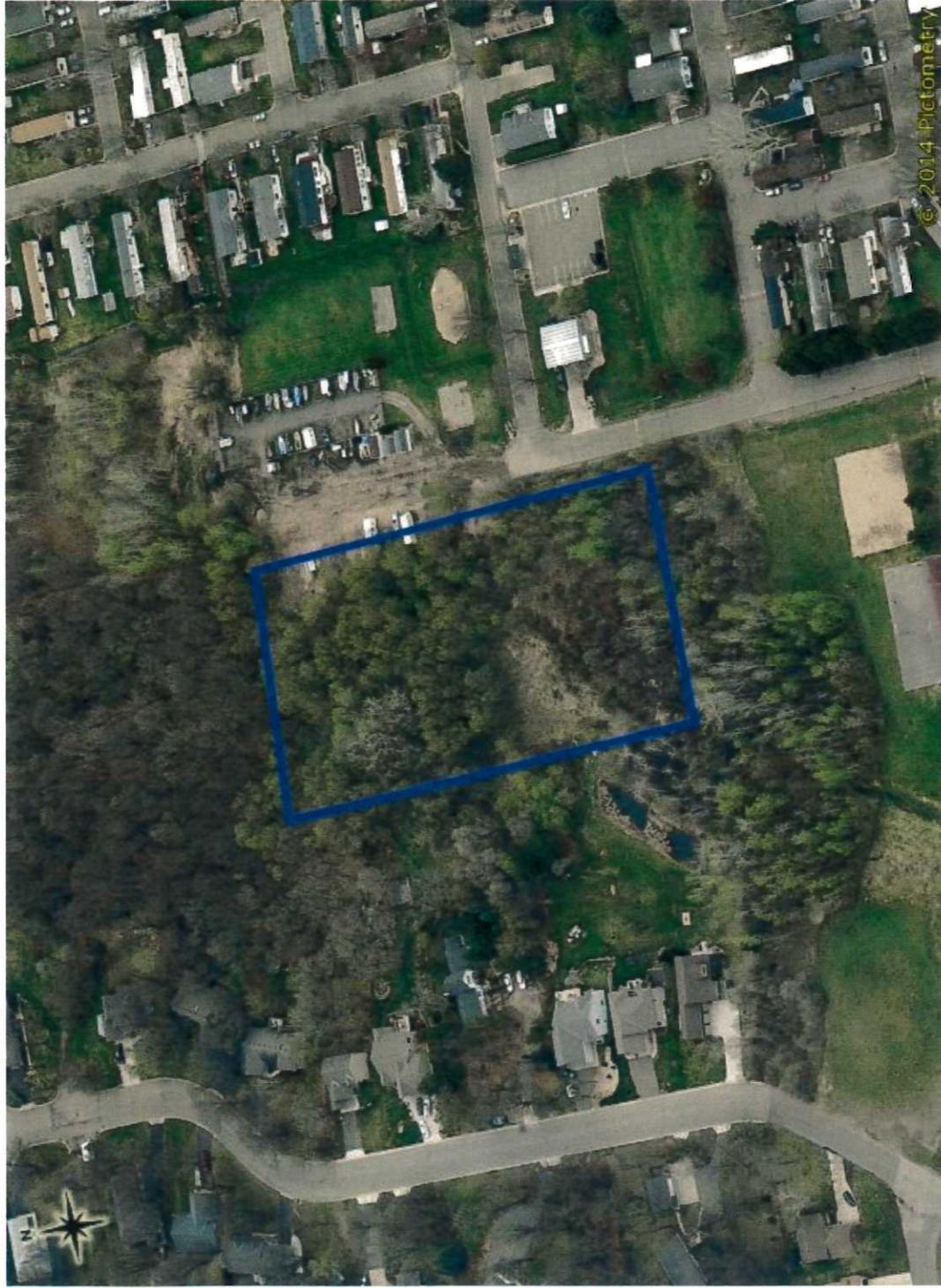
Originating Department: Administration, Police & Public Works	Meeting Date: May 26, 2015	Agenda Item No. 9a
Agenda Section: New Business	Item: Park Boundaries	
<p>RECOMMENDATION: City staking of Park boundaries; discussion of other practices.</p> <p>BACKGROUND: Among other important duties, we would like some focus by our Community Service Officer in enforcing Park boundaries and our first step in that would be placing more Park boundary signs in key areas notifying neighbors of the boundary lines. She would then inform property owners that encroachments need to be eliminated. In addition, one of our past practices has been to allow adjoining property owners to cut wood from Northside Park and we need Council direction on that past practice. After talking with the City attorney and our insurance agent, there would be a number of recommended steps we should take to limit liability from such a practice and to be fair to all residents. But staff would like Council input before we put any time or effort into coming up with systems to allow for volunteer wood cutting in City parks.</p> <p>BUDGET/FISCAL IMPACT: None.</p> <p>ATTACHMENTS: None.</p> <p>COUNCIL ACTION REQUESTED: Discussion of the past practices and best future practices for Park boundary enforcement, but no action required tonight if you prefer to wait to allow time for public feedback on wood cutting issue. Staff will proceed to add staking of Park boundaries in areas where CSO is finding encroachment issues.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: May 26, 2015	Agenda Item No. 9b
Agenda Section: New Business	Item: Consider Purchase of Property	
<p>BACKGROUND: The owner of some property adjacent to Val Smith Park is interested in selling the land to the City. Council will consider this in closed session.</p> <p>BUDGET/FISCAL IMPACT: To be determined based on Council interest level and negotiations.</p> <p>ATTACHMENTS: Property map.</p> <p>COUNCIL ACTION REQUESTED: Discussion of possible purchase terms in closed session.</p>		

Koshiol Property





May 2015

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 12:30 SSC Bd. MTG @ SSC ctr. 6:30 PC MTG	5	6 4-8 PM SCHOOL PLANNING COMMITTEE	7	8	9
10	11 7 PM CITY COUNCIL	12 11:30 -CHAMBER @ THE WATERS CHURCH	13 4-8 PM SCHOOL PLANNING COMMITTEE	14 5 pm APO Executive Bd	15	16
17	18	19 NOON—WALK IN SAUK RIVER PARK 4PM METRO BUS BD MTG. 7 AM EDC	20 9 AM SALT @ PD 6:30 PARK COMM	21	22	23
24	25 MEMORIAL DAY CITY HALL CLOSED Ceremony at Veterans Park at 9 am	26 7 PM CITY COUN- CIL MEETING	27	28 7 pm APO Policy Board Annual Meeting	29	30
31						

Sartell

June 2015

SUN	MON	TUE	WED	THU	FRI	SAT
	1 12:30 pm SSC Bd. Mtg. @ SSC Ctr. 6:30 pm. Planning Mtg	2	3	4	5	6
7	8 7 pm Council Mtg.	9 11:30 CHAMBER @ THE WATERS CHURCH	10	11 5 pm APO Exec Bd	12	13
14	15	16 9 AM METRO BUS BD. MTG 7 am EDC Mtg.	17 9 a.m. SALT @ PD	18	19	20
21	22	23	24	25	26	27
28	29	30 5:30 pm Area Cities Mtg @ St. Joe				