

**AGENDA**

**Sartell City Council Special Meeting  
Monday, February 9, 2015  
Sartell City Hall  
5:00 P.M.**

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1. *Agenda Review and Adoption*
2. *5:00 to 5:20 PM: Dan Tideman Interview*
3. *5:20 to 5:40 PM: Murray Mack Interview*
4. *Architect Selection and Decision on Construction Manager Interviews*
5. *Refuse Hauling Process Discussion*
6. *Adjourn*

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>February 9, 2015</b>	Agenda Item No. <b>2, 3 &amp; 4</b>
Agenda Section <b>Special Meeting</b>	Item <b>Architect &amp; Construction Manager</b>	

**PREVIOUS COUNCIL ACTION & BACKGROUND:** We have invited two architects with broad experience in public building design, and specific experience with Sartell City buildings, to interview with the Council for possible selection to assist you in the community center planning & design process. I am also attaching the School District's plan/timeline for their facilities assessment since the City-School committee agreed that the School's architect and the City's architect should stay in close communication as our two projects move through the planning process.

Staff also invited proposals from five high quality construction management firms in the area for Council review and decision on how many/which of these you would like to interview for possible selection as the construction manager since we would like them involved in the planning and design process.

**ATTACHMENTS:** School District facilities plan/timeline; Construction Manager written proposals will be provided to Council as they are received.

**COUNCIL ACTION REQUESTED:**

1. Architect interviews and possible Council decision on selection.
2. Construction Management Proposal review and discussion and possible Council decision on firms to be interviewed.

# Project Plan & Timeline

**Participants:** Principals and Buildings & Grounds Directors for each site, Cuningham Group Team

**Deliverables:**

- Updated School Fact Sheets
- Needs Assessment Reports

**Time Frame:** completed by May 2015

## III. Defining Facility Aspirations and Priorities

### What you Want: Charrette Workshop One

#### *Day 1: Creating a Shared Vision for Facilities*

This is the pivotal first step in the Community Engagement Process that invites participation from all the key Stakeholder Groups to co-create a clear and compelling Shared Vision that is used to guide the entire facility planning effort. The value of creating a facility related vision is to help set priorities, align resources with those priorities, and facilitate an efficient decision making process. Activities include (2) Four-hour Visioning sessions to share the latest research surrounding “Beyond 21st Century learning” and to engage the community in conversation around the implications for Sartell-St. Stephen Schools.

#### *Day 2: Generation of Issues and Facility Principles*

Charrette Workshop One concludes with participants identifying the main/primary concerns that are currently limiting the District from achieving its Vision and are used to generate a set of Facility Principles. Very simply, Facility Principles are belief statements that describe how Sartell-St. Stephen Schools match the educational program, community expectations and future needs. They are broad statements grounded in the District’s Strategic Plan, and provide a background for facility decisions and improvements.

**Activities:**

- Two four-hour Charrette Workshops

**Participants:** District Administration, Steering Committee, Facilities Plan Committee that includes Representatives from all the Key Stakeholder Groups: STUDENTS, Principals, Teachers, Representatives from the parallel District Planning initiatives, Community Members, City Leaders, District Partners, Cuningham Group Team, etc.

**Deliverables:**

- Shared Facility Vision Statement
- Issues
- Facility Principles

**Time Frame:** Week of February 2, 2015

### What you Have/Facility Implications: Charrette Workshop Two

The purpose of Charrette Workshop Two will be four-fold:

1. Review the Facility Principles generated from Workshop One
2. Share and Integrate all information from past and parallel studies
3. Customize a set of Facility Standards
4. Begin to identify the gaps between what exists in the District and what is desired

# Project Plan & Timeline

## **Day 1: Information Forum**

In order to share the tremendous amount of work that's been conducted either in the past or with parallel efforts, we recommend that the chairs of these various District planning initiatives present summaries/updates of their work as it will help inform the Facilities Plan.

## **Day 2: Creation of Facility Standards and Initiation of Gap Analysis**

Facility Standards define the facility implications of the desired Facility Vision and Principles. The standards apply to all existing facilities in the District and to future construction projects. As the term "standard" implies, they are meant to establish guidance for value and quality for Sartell-St. Stephen School facilities. They are useful to promote consistency, value and quality across all District facilities as they are built or improved.

Once the Principles and Standards are in place, a Gap Analysis is performed on a site-by-site basis identifying each facility's preset ability to support the Principles and Standards. Input for the Gap Analysis is received first from the Campus Leadership Teams after Charrette Workshop Two for review by the Facilities Advisory Task Force in Charrette Workshop Three.

### **Activities:**

#### **Day 1:**

- Presentations by the following school teams:
  - Strategic Planning Team
  - Technology Planning Team
  - Demographics and Capacity
  - Ten Year Alt. Facilities Plan
  - Curriculum Review Plan
  - Non-Academic Program areas
  - Community Education Services Plan
- Presentation on Best Practices and Beyond 21st Century Learning by Cuningham Group

#### **Day 2:**

- Customize a set of Facility Standards
- Begin to identify the gaps between what exists in the District and what is desired

**Participants:** District Administration, Steering Committee, Facilities Plan Committee

### **Deliverables:**

- Facilities Standards

**Time Frame:** Week of February 16, 2015

## **IV. Conceptualization: District-wide / Site-Specific**

### **What might it look like? Charrette Workshop Three:**

The purpose of Charrette Workshop Three will be three-fold:

1. Review the Gap Analyses performed by the Campus Leadership Teams
2. Generate District-wide Scenarios
3. Co-create Site-Specific Concept Scenarios

### **Day 1: Gap Analysis and District-wide Scenarios**

This Charrette Workshop begins with a review of the Gap Analysis completed by the Campus Leadership Teams for input by the Facilities Plan Committee. A color code is associated with a scale to assist in quickly identifying areas that need attention. The purpose of the Gap Analysis is to help the Facilities Plan Committee determine the "big priorities" and major needs at each campus.

# Project Plan & Timeline

This day culminates in a big-building co-creative work session that results in a set of planning scenarios that holistically address the District's needs at the elementary, middle and high school levels. These preliminary Concept Plans provide the fundamental diagrammatic organization for future development and implementation strategies for all District Sites.

## ***Day 2: Site Specific Design Workshop***

The primary purpose of this Workshop is to co-create conceptual design strategies for each school site in support of the Shared Vision and all of the groundwork laid to date. Secondly, the purpose is to review all outcomes and ideas with the School Board in order to obtain their input in support of a set of Planning Parameters which guide the recommendations of the Facilities Plan.

### ***Activities:***

- Identify the big facility challenges that need to be addressed
- Two half-day Charrette Workshops
- Meeting with the Board to develop District-wide Design Parameters

***Participants:*** School Board, Steering Committee, Facilities Plan Committee, Community

### ***Deliverables:***

- Gap Analysis per Site
- District-wide Scenarios at the elementary, middle and high school levels
- Design Parameters
- Site Specific Concepts

***Time Frame:*** Day 1: Week of March 2; Day 2: Week of March 16, 2015

## V. Synthesis and Recommendations

**What might it look like cont'd/When will it unfold/What might it cost?**

### **Charrette Workshop Four:**

The primary purpose of Workshop Four is two-fold:

1. Share the Draft of Recommendations for each site which is a synthesis of all the information received to date and that forms the foundation of the Facilities Plan
2. Share the Preliminary Phasing and Rough Order of Magnitude Costs

### ***Day 1: Synthesis, Phasing and Costing***

This Workshop begins with a Steering Committee Work Session followed by a Workshop with the Facilities Plan Committee. Within the Facilities Plan Committee Workshop, there are two rounds of activities. In Round 1, participants are organized by school and invited to summarize their feedback. In Round 2, all but the presenter and principal are invited to shift to another school for which they are also interested in providing input. This is followed by presentations of each team to the group at large. It concludes with a review of preliminary costing and phasing information.

### ***Day 2: Board Study Session and Community Presentation***

For the Board meeting, the trustees are invited to partake in a "Speed Sharing" event where each school gives a summary of the presentation from the previous day's Workshop. As with Day 1, it concludes with a review of preliminary costing and phasing information.

# Project Plan & Timeline

**Activities:**

- Two half-day Charrette Workshops
- Workshop with the Steering Committee to get their input on phasing and costing
- Board Speed Sharing

**Participants:** School Board, Steering Committee, Facilities Plan Committee, Community

**Deliverables:**

- Site Specific Concepts with Preliminary Phasing and Estimates of Costs

**Time Frame:** Week of April 13, 2015

## VI. Cost Estimates and Phasing Recommendations

### What are the recommendations? Charrette Workshop Five

The primary purpose of Charrette Workshop Five is to:

1. Share the Phasing and Costs of the Facilities Plan Recommendations and to gather any preliminary feedback from the Board, Steering Committee and the Facilities Plan Committee
2. Summarize the process and share the Recommendations
3. Summary of the Projected Costs and Phasing Scenarios for each site

The Workshop allows time for questions and clarification of any remaining issues. All of the information generated is reflected in the Final Facilities Plan.

**Activities:**

- Sessions with School Board, Steering Committee the Facilities Plan Committee
- Meeting with Board

**Participants:** School Board, Steering Committee, Facilities Plan Committee, Community

**Deliverables:**

- Draft of Facilities Plan with Recommendations

**Time Frame:** Week of December 15th

## VII. Final Presentation of the Sartell-St. Stephen Schools Facilities Plan

This facilities planning process culminates in a final presentation to the School Board and Community for their formal approval of the Facilities Plan.

**Activities:**

- Meeting with Board

**Participants:** School Board, Steering Committee, Facilities Plan Committee, Community

**Deliverables:**

- Final Facilities Plan Report

**Time Frame:** September, 2015

## Timeline

Workshop 1 – March 11, 2015 @ 4:00 – 8:00 p.m.  
(PME)                      March 18, 2015 @ 4:00 – 8:00 p.m.

Workshop 2 – April 8, 2015 @ 4:00 – 8:00 p.m.  
(SHS)                      April 15, 2015 @ 4:00 – 8:00 p.m.

Workshop 3 - May 6, 2015 @ 4:00 – 8:00 p.m.  
(ORE)                      May 13, 2015 @ 4:00 – 8:00 p.m.

Workshop 4 - September 16, 2015 @ 4:00 – 8:00 p.m.  
(SMS)                      September 23, 2015 @ 4:00 – 8:00 p.m.

Workshop 5 - October 28, 2015 @ 4:00 – 8:00 p.m.

Final Presentation/Board Work Session - December 2, 2015 @ 4:00 p.m.  
(DSC)

Levy Vote – Spring 2016

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Administration</b>	Meeting Date <b>February 9, 2015</b>	Agenda Item No. <b>5</b>
Agenda Section <b>Special Meeting</b>	Item <b>Refuse Hauling</b>	
<p><b>PREVIOUS COUNCIL ACTION &amp; BACKGROUND:</b> Prior Council last discussed and revised your refuse hauling policies in 2008. The Council at that time opted to allow no more than 4 refuse haulers, and revised City Code sections to read as follows:</p> <p>L. Recycling: Removal and hauling of recyclables must occur at least monthly, but not more frequently than every other week.</p> <p>M. Axle: An empty weight of 5 tons per axle will be the maximum refuse/recycling truck weight allowed during Spring weight restrictions.”</p> <p>At your November 24<sup>th</sup> meeting, the Council heard from Sauk Rapids Administrator Ross Olson about their process and decisions.</p> <p>Since the statutory process has changed since Sauk Rapids made their decisions, City Attorney Stan Weinberger has drafted an informational outline of the current statutory process and will address Council questions at your special meeting. We have also asked West Central Sanitation representatives to join your meeting to help address Council questions from the perspective of a currently licensed refuse hauler in Sartell.</p> <p><b>ATTACHMENTS:</b> City Attorney process memo, and West Central Sanitation information submittals.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Discussion and direction to staff on next steps.</p>		

## MEMORANDUM

TO: City of Sartell  
FROM: Stan Weinberger  
RE: Implementing an Organized Collection System for Solid Waste  
DATE: December 21, 2014

The City of Sartell is considering adopting an Organized Collection System for the collection of solid waste within the City. This would replace the current open system in which the City licenses collectors that, in turn, contract directly with residents for the collection of each resident's solid waste. The procedure for adopting an Organized Collection system is governed by Minn. Stat. Section 115A.94.

Organized collection is defined as a system for collection of solid waste in which a specific collector, or members of an organization of collectors, is authorized to collect from a defined geographic service area or areas, some or all of the solid waste that is released by generators for collection. Whether the City chooses to adopt an organized collection system is optional. Solid waste does not include recyclable materials or a material that is processed at a resource recovery facility. The procedure for adopting an organized collection system is as follows:

1. The City must first give notice to all current collectors licensed by the City notifying them of the City's intent to undertake adoption of an organized collection system. The current collectors must be given a 60-day period from the date of the notice to develop, propose and negotiate an agreement with the City establishing the organized collection system. The proposal to be presented to the City should address City priorities. **If an agreement is reached within the 60 day period**, notice to the public and at least one public hearing is required prior to the agreement being signed and the system cannot be implemented sooner than 6 months after the agreement goes into effect. The City is not required to reach an agreement with the collectors during this 60 day negotiation period or enter into the agreement following public input at the hearing.
2. **In the event no agreement is reached**, the City can proceed on its own to adopt an organized collection system. The first step is to appoint an Organized Collection Options Committee to study the various methods of organized collection and issue a report to the City. No requirements for membership on the Committee are given. The Committee must examine a system using a single collector or, in the alternative, a multiple collectors system within the City. The Committee must establish a list of criteria on which organized collection systems will be evaluated and must collect information on the systems being considered from the City Council, City officials responsible for solid waste issues in the City, licensed collectors currently licensed by the City, City residents who currently pay for collection services and such other sources as the Committee deems appropriate.
3. After the Report prepared by the Committee is received by the City Council, the City must give public notice and hold at least one public hearing on the Report. Following the public hearing, the Council may adopt a system of organized collection within the City. As in the

case of an agreement with the current collectors, no implementation of the system adopted can occur sooner than 6 months following its adoption.

4. If a multi-collector system is chosen, either by agreement with the collectors or by recommendation of the Report, each of the collectors currently licensed to operate in the City must be given an opportunity to participate in the system. Each collector will be given a zone with a market share equal to its current market share measured by the average monthly collection of each collector's solid waste during the 6 month period immediately preceding the City's decision to begin considering an organized collection system option for the City. In the event a collector chooses not to participate with the group, its market share will be divided proportionately among the collectors that choose to participate. This does not bar the City from choosing to adopt a single collector system.

I hope this helps in considering the options available the City and the process involved. If you have any questions, I will be attending the City Council meeting on February 9, 2015 to discuss.

Stan

# SARTELL CONSIDERATIONS FOR ONE REFUSE HAULER DISCUSSIONS

- Licenses are already limited. Many issues already dealt with by Ordinance. Time of service, insurance coverage's, etc. Also, issues of speed, solicitation of services, etc., are covered by Ordinances and can be dealt with by Council.
- Street maintenance plans are the same in Cities such as St. Cloud, Waite Park, and St. Joseph whom have one hauler as they are for Cities with several haulers, such as Sartell. Common Engineering Firm plans say, "A new street is designed to have a 20-year design life and the life of the road can be extended with proper maintenance and management. The initial design of a road is based on the volume of traffic (including heavy commercial vehicles) that will utilize the road, soil conditions and the desired design standard for the roadway. Once the road is constructed, the proper maintenance includes crack sealing, seal coating and an overlay to maintain and extend the life of the road. Typically, a street should be seal coated within approximately 4-7 years of being constructed and every 4-7 years thereafter. Once the roadway is nearing 20-years, it should be overlaid to provide additional structural support and extend the life of the roadway. Road repair has more to do with our climate than any other reason.
- Over 35 Cities have considered going to one hauler and only two moved forward. St. Augusta, Rockville, Cold Spring, Richmond, Rice and even Sartell a few years ago decided not to move forward with more government involvement in Refuse and Recycling services.
- West Central Sanitation has met with City Staff on a regular basis and listened to their concerns and as a result we provided four days of service throughout the City to lighten the loads on each day. That's less efficient but met a concern! We converted to Compressed Natural Gas Trucks and every other week recycling collection as additional measures meeting concerns. We hope we aren't penalized for those efforts of listening to your City and taking action to meet mutual needs.
- Our refuse trucks are empty when we come to Sartell and are not full when we leave. We are only there once a week/every other week. Therefore the weight is not excessive and not the same throughout the City. Our recycling trucks carry half the weight as refuse trucks so that is less of an issue. Refuse/recycling trucks have more axles and more wheels which distributes weight more evenly and sometime less than school buses, UPS/Fed Ex, Speedee and other delivery trucks and a host of other delivery trucks that drive through your City EVERY DAY!
- If the City becomes more involved in the regulation of these services, the City will have to deal with more calls and resident concerns because the public will see them as the responsible party. Now the Companies themselves deal with those issues.
- Associations throughout the City are already making exclusive decisions on who they have as their provider and are limiting their traffic. Now, if that doesn't work out, they have other companies they can call.
- Forcing us to compete singly with the national companies is like forcing Liquids Assets to compete with Caribou Coffee or Westside Liquor to compete with Wal Mart?
- Charter Communications has the exclusive service for cable and look at the issues that were created after they bought out Astound and eliminated any competition.



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# City Street Budgets Cost Comparison Analysis

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Prepared for:

**Ace Solid Waste, Inc.**

March 2011



Consulting Engineering  
Land Surveying

March 16, 2011

Mike Berkopec, General Manager  
Ace Solid Waste, Inc.  
6601 McKinley Street NW  
Ramsey, MN 55303

Re: City Street Budgets  
Cost Comparison Analysis

Dear Mr. Berkopec:

Enclosed is the cost comparison analysis of city street budgets for eight communities within the Minneapolis-St Paul Metro area. Four of the communities, Blaine, Columbia Heights, Robbinsdale, and Stillwater have a government managed waste collection system. Four of the communities, Coon Rapids, Eagan, Fridley, and Maplewood have a free enterprise, market driven system of waste collection.

The information used to complete the cost comparison for each community is included as an Appendix to this document.

If you have any questions on the information presented, please do not hesitate to contact me.

Thank you!

Sincerely,

**MOORE ENGINEERING, INC.**

A handwritten signature in black ink, appearing to read 'Mike Foertsch', written over a horizontal line.

Mike Foertsch, PE/PLS

925 10th Avenue East  
West Fargo, ND 58078

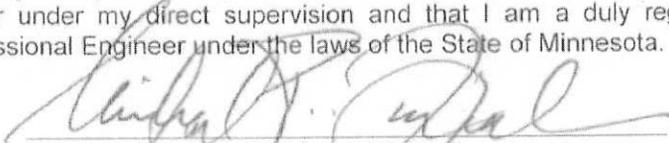
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## City Street Budgets Cost Comparison Analysis

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.



Michael P. Foertsch

Date 3/25/11 Reg. No. 18139

**Introduction:**

Is there a difference in a local residential street's life cycle costs if a community has a government managed trash hauling system or a market driven system?

This report reviews the details of the general fund street budgets of eight (8) Minneapolis/St. Paul (MSP) metro-area communities. Four (4) of the communities listed below have a government managed system and four (4) communities currently have a market driven system of trash hauling. Although, communities vary greatly in their approach to managing budgets and the items included in street department budgets, this analysis should give stakeholders a starting point to determine if reducing the number of garbage truck trips will have a favorable impact on City budgets. The common denominator in all cases is that street maintenance and repair is a part of the general fund operating budget of the city. The information presented below has been reviewed for consistency between each of the communities' respective budgets and is based on the "available" public information on their respective websites.

**Analysis:**

	City Budget	Street Budget	Street Miles	Cost per Mile
<b><u>Gov't Managed</u></b>				
Blaine	\$23.695M	\$1.340M	244	\$5,500
Columbia Heights	\$8.752M	\$0.802M	60	\$13,300
Robbinsdale	\$7.956M	\$0.893M	49	\$18,000
Stillwater	\$10.466M	\$1.391M	90	\$15,500
<b><u>Market Driven</u></b>				
Coon Rapids	\$24.598M	\$1.784M	225	\$7,900
Eagan	\$27.537M	\$2.144M	237	\$9,000
Fridley	\$14.127M	\$1.190M	115	\$10,300
Maplewood	\$18.046M	\$0.787M	125	\$6,300

**Conclusion:**

Generally, it appears there is not a definitive correlation between the type of garbage collection system and the cost per mile to maintain streets.

The above table represents a point in time in the community's life cycle. City budgets change as priorities within the city change. It is not uncommon for a community to temporarily suspend a street maintenance activity or a sealcoat program, for example, to fund a higher priority budget item.

Based on my experience the following factors have the most impact on City road budgets:

- 1) Environmental impacts.  
Freeze-thaw cycles and the presence of water below the bituminous surfacing of the roadway have a significant impact on a roadway's load bearing capacity and life expectancy. A community's policies and maintenance practices for preventing the introduction of water into the pavement section directly impact a pavement's life expectancy.

2) Historical design standards.

The communities with the higher cost per mile are mature, first ring suburbs and a mature community, just on the outside of the immediate MSP metro-area. More mature communities are generally older first ring suburbs versus less mature outer ring suburbs. The higher cost per mile may be in part due to the existing design standards when the streets were originally designed and built. An increased awareness of the benefit of residential street design and construction standards has naturally evolved over the past 20-30 years. An increased focus on pavement research into pavement life expectancies and the development of "new technologies" in pavement maintenance and design have resulted in longer lasting pavements.

3) Maintenance Practices.

Blaine's cost per mile is lower than the others in part because there was no evidence in the information that Blaine currently has a seal coat program? The remaining communities have identified a program and a cost for seal coating their streets on a regular cycle. Some included the seal coat cost in their general operating budget, some did not. Where seal coat information was identified as a capital improvement cost versus an operating cost, it was added to the operating budget for comparison purposes.

4) Sub-grade Material.

A drained, granular sub-grade provides a more stable foundation on which to build a roadway, whereas, a more non-granular sub-grade is less stable, requiring a thicker pavement cross-section. A brief review of the "standard" detail design standards for the residential streets within the communities in this study shows they generally identify the same cross-section thickness of the pavement section. This means, they are mostly "assuming" a similar sub-grade material below their street pavement section. The instability of the subgrade is a major factor in pavement failure.

A focus on the factors above will provide a lower maintenance cost per mile for most cities. Although a reduction in vehicle traffic will always have an incremental benefit on any street, converting this to hard dollar savings will be difficult for any City given factors outlined above. The inconsistent application of roadway design standards and maintenance operations which vary from community to community make cost comparisons extremely complicated.