



SARTELL CITY COUNCIL AGENDA

Monday, July 11th, 2022

Sartell City Hall

6:00 PM

1. **PLEDGE OF ALLEGIANCE**
2. **AGENDA REVIEW AND ADOPTION**
3. **OPEN FORUM/PUBLIC COMMENT** *(must sign up in advance, up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than referral to City Staff)*
4. **SPECIAL PRESENTATIONS**
5. **APPROVAL OF CITY COUNCIL MINUTES**
 - a. June 27th – Regular City Council Minutes
6. **CONSENT AGENDA**
 - a. Approval of Voucher Payments 85773 -85879 and Electronic Payments 100073 - 100082
 - b. Approval of Personnel Items
 - c. Approval of Community Center Agreement
 - d. Approval of Bond Sale Resolution
 - e. Approval of Resolution for Election Judges
 - f. Approval of Transfers
 - g. Approval of Geotech Proposals
 - h. Approval of Annexation
 - i. Approval of Environmental Review Proposals
7. **PUBLIC HEARINGS**
 - a. Variance 695 Heritage Drive
 - b. Variance 1809 33rd St N
 - c. Vacation River Oaks Lane
 - d. Preliminary Plat & Variances Mill Town Cove
8. **OLD BUSINESS**
 - a. Compost Site Gate Agreement
9. **NEW BUSINESS**
 - a. 2022 Street & Drainage Improvement Agreements
 - b. Preliminary & Final Plat Ferche South Pinecone Plat 12
10. **DEPARTMENT REPORTS**
 - a. **Police**
 - Monthly Report
 - b. **Fire**
 - Monthly Report
 - c. **Public Works/Engineering**
 - Monthly Report
11. **CITY COMMISSION UPDATES**
12. **CITY COUNCIL COMMITTEE UPDATES & MISCELLANEOUS BUSINESS**
13. **ADJOURN**

SARTELL CITY COUNCIL MEETING MINUTES

Meeting Location: Sartell City Hall, Council Chambers

Meeting Date: **June 27, 2022 6:00 p.m.**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on June 27, 2022 at Sartell City Hall. Mayor Ryan Fitzthum called the meeting to order at 6:00 p.m.

COUNCIL PRESENT: Mayor Fitzthum; Council Members Elness, Kolb, Lewandowski, Smith

COUNCIL ABSENT: None

STAFF PRESENT: Anna Gruber, City Administrator, Jim Hughes, Police Chief; Scott Saehr, Asst. City Administrator; Rob Voshell, Finance Director; John Kothenbeutel, Public Works Director; April Ryan, City Engineer; Peter Kedrowski, Fire Chief; Scott Lange, City Engineer.

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

Direction/Action

A motion was made by Kolb and seconded by Elness to approve the agenda as presented. The following voted:

Aye Votes: Kolb, Elness, Fitzthum, Lewandowski, Smith

Nay Votes: None

Motion Carried.

OPEN FORUM

SPECIAL PRESENTATIONS

APPROVAL OF CITY COUNCIL MINUTES

June 13th – Regular Meeting

June 13th – Special Meeting

Direction/Action

A motion was made by Lewandowski and seconded by Smith to approve the minutes as presented. The following voted:

Aye Votes: Kolb, Elness, Fitzthum, Lewandowski, Smith

Nay Votes: None

Motion Carried.

CONSENT AGENDA

- a. Approval of Voucher Payments 85640 - 85772 and Electronic Payments 100038 - 100072
- b. Approval of Personnel Items
- c. Approval of Tower Agreement
- d. Approval of PCP Parking Lot Bids

- e. Approval of Risk Management Compliance Services
- f. Approval of Gambling Permit & Liquor License
- g. Approval of Regional Fire Study

Direction/Action

A motion was made by Fitzthum and seconded by Elness to approve the Consent Agenda items A-G, less Item B. The following voted:

Aye Votes: Kolb, Elness, Fitzthum, Lewandowski, Smith

Nay Votes: None

Motion Carried.

Fitzthum provided an update from the Personnel Committee regarding Item B and a minor change to the Utility Systems Operator job description.

Direction/Action

A motion was made by Fitzthum and seconded by Lewandowski to approve the Consent Agenda items B. The following voted:

Aye Votes: Kolb, Elness, Fitzthum, Lewandowski, Smith

Nay Votes: None

Motion Carried.

PUBLIC HEARINGS

COUNTRY MANOR BOND RESOLUTION

Voshell presented the Bond Hearing request.

The public hearing was opened and closed with no testimony.

Direction/Action

A motion was made by Kolb and seconded by Lewandowski to approve the Bond Resolution for the Country Manor Bond. The following voted:

Aye Votes: Kolb, Elness, Lewandowski, Fitzthum, Smith

Nay Votes: None

Motion Carried.

OLD BUSINESS

EV CHARGING STATIONS

Voshell presented the EV Charging Station Agreement, providing 16 charging stations at 8 locations throughout Sartell at no cost to the City and lease revenue provided to the City from CSG for leasing the spaces on public property.

Direction/Action

A motion was made by Elness and seconded by Smith to approve the EV Charging Station Agreement. The following voted:

Aye Votes: Kolb, Elness, Lewandowski, Fitzthum, Smith

Nay Votes: None

Motion Carried.

RIVER OAKS LANE AWARD

Lange presented the River Oaks Lane bid information and proposed award recommendation.

Direction/Action

A motion was made by Kolb and seconded by Elness to approve the River Oaks Lane Bid Award and SEH Agreement. The following voted:

Aye Votes: Kolb, Elness, Lewandowski, Fitzthum, Smith

Nay Votes: None

Motion Carried.

CLOSED MEETING – ATTORNEY/CLIENT DISCUSSION PURCHASES AGREEMENT

6:17 PM - COUNCIL ENTERED A CLOSED MEETING

AIM PURCHASE AGREEMENT – CLOSED MEETING

7:08 PM – COUNCIL CLOSED THE CLOSED MEETING AND REOPENED THE REGULAR MEETING

NEW BUSINESS

DEPARTMENT REPORTS

- Finance Report: Voshell presented his monthly report.
- City Administrator Report: Gruber presented the monthly report.
- Community Development Report: Saehr presented the monthly report.

CITY COMMISSION UPDATES

CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS

Elness thanked staff for their efforts sandbagging and assisting neighbors in the Wilds with flooding. He shared his appreciation for being able to attend the LMC Conference, as well.

Kolb requested information regarding the Metro Transit schedule for Board Meetings. Mayor Fitzthum will provide the schedule via email.

Fitzthum also shared appreciation for the opportunity to attend the LMC Annual Conference with staff & fellow Council Members and encouraged other Council to attend in the future. He also thanked the PD for the PALS program.

ADJOURN

A motion was made by Kolb and seconded by Lewandowski to adjourn the meeting at 7:19 p.m. The motion carried unanimously.

Anna Gruber, City Administrator

Ryan Fitzthum, Mayor

Report Criteria:

Report type: Summary

Check.Check number = 85773-85879, 100073-100082

Check.Type = {<>} "Adjustment"

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|-----------|------------------|--------------|---------------|--------------------------------|------------------|------------|
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 10120200 | 550.57 |
| 06/22 | 06/24/2022 | 85774 | 103411 | BACKES, BRYAN | 10120200 | 100.00 |
| 06/22 | 06/24/2022 | 85775 | 101197 | COLONIAL LIFE | 10120200 | 285.89 |
| 06/22 | 06/24/2022 | 85776 | 101249 | EARTH SCIENCE ASSOCIATES INC | 10120200 | 11,294.00 |
| 06/22 | 06/24/2022 | 85777 | 103074 | ECK, LOGAN | 10120200 | 112.96 |
| 06/22 | 06/24/2022 | 85778 | 101265 | ELECTRICAL SOLUTIONS INC | 10120200 | 17.50 |
| 06/22 | 06/24/2022 | 85779 | 101619 | EVOQUA WATER TECHNOLOGIES LLC | 10120200 | 11,200.00 |
| 06/22 | 06/24/2022 | 85780 | 102537 | FERGUSON WATERWORKS #2518 | 10120200 | 12.80 |
| 06/22 | 06/24/2022 | 85781 | 103325 | GIFFIN, JUDY | 10120200 | 48.81 |
| 06/22 | 06/24/2022 | 85782 | 40 | GRANITE ELECTRONICS INC | 10120200 | 135.23 |
| 06/22 | 06/24/2022 | 85783 | 100875 | GRANITE PEST CONTROL LLC | 10120200 | 235.00 |
| 06/22 | 06/24/2022 | 85784 | 1162 | GREAT RIVER BOWL | 10120200 | 1,287.00 |
| 06/22 | 06/24/2022 | 85785 | 42 | HANDYMAN S INC. | 10120200 | 4.99 |
| 06/22 | 06/24/2022 | 85786 | 101755 | INNOVATIVE OFFICE SOLUTIONS LL | 10120200 | 214.25 |
| 06/22 | 06/24/2022 | 85787 | 101605 | INTERSTATE ALL BATTERY CTR | 10120200 | 372.90 |
| 06/22 | 06/24/2022 | 85788 | 935 | J R FERCHE, INC | 10120200 | 819,680.71 |
| 06/22 | 06/24/2022 | 85789 | 103358 | KLINGSPOR | 10120200 | 232.17 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMENTS LLC | 10120200 | 7,482.35 |
| 06/22 | 06/24/2022 | 85791 | 1460 | MN HWY SAFETY & RESEARCH CENTR | 10120200 | 455.00 |
| 06/22 | 06/24/2022 | 85792 | 1105 | MVTL LABORATORIES INC | 10120200 | 252.51 |
| 06/22 | 06/24/2022 | 85793 | 476 | NAPA CENTRAL MN | 10120200 | 26.74 |
| 06/22 | 06/24/2022 | 85794 | 102158 | NUSS TRUCK AND EQUIPMENT | 10120200 | 1,704.91 |
| 06/22 | 06/24/2022 | 85795 | 100640 | O REILLY AUTO PARTS | 10120200 | 42.43 |
| 06/22 | 06/24/2022 | 85796 | 27 | OXYGEN SERVICE COMPANY | 10120200 | 27.51 |
| 06/22 | 06/24/2022 | 85797 | 100517 | POWERHOUSE OUTDOOR EQUIP INC | 10120200 | 90.99 |
| 06/22 | 06/24/2022 | 85798 | 879 | RDO EQUIPMENT CO | 10120200 | 10.54 |
| 06/22 | 06/24/2022 | 85799 | 103260 | SCHEFERS, MAGGIE | 10120200 | 155.72 |
| 06/22 | 06/24/2022 | 85800 | 101861 | SITE ONE LANDSCAPE SUPPLY LLC | 10120200 | 116.59 |
| 06/22 | 06/24/2022 | 85801 | 103004 | STEARNS COUNTY HIGHWAY | 10120200 | 593,357.54 |
| 06/22 | 06/24/2022 | 85802 | 100272 | TIREMAXX SERVICE CENTERS | 10120200 | 704.00 |
| 06/22 | 06/24/2022 | 85803 | 101644 | WORKMED MIDWEST PA | 10120200 | 621.15 |
| 06/22 | 06/28/2022 | 85804 | 103412 | ROCK SOLID TRAIL CONTRACTING | 10120200 | 112,480.07 |
| 06/22 | 06/30/2022 | 85806 | 103414 | BRUNS, MARY JEANNE | 10120200 | 21.53 |
| 07/22 | 07/05/2022 | 85807 | 101389 | ACKERMAN, TODD | 10120200 | 25.00 |
| 07/22 | 07/05/2022 | 85808 | 102853 | ALEXANDER LEWANDOWSKI | 10120200 | 257.52 |
| 07/22 | 07/05/2022 | 85809 | 102069 | ALLSTREAM | 10120200 | 257.82 |
| 07/22 | 07/05/2022 | 85810 | 100749 | AMERICAN PRESSURE INC | 10120200 | 2,507.92 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 10120200 | 597.12 |
| 07/22 | 07/05/2022 | 85812 | 102829 | ARVIG | 10120200 | 3.95 |
| 07/22 | 07/05/2022 | 85813 | 101869 | BRIAN KLINEFELTER FOUNDATION | 10120200 | 40.00 |
| 07/22 | 07/05/2022 | 85814 | 100611 | BROTHERS FIRE & SECURITY | 10120200 | 21,751.43 |
| 07/22 | 07/05/2022 | 85815 | 1204 | CDW GOVERNMENT, INC. | 10120200 | 337.66 |
| 07/22 | 07/05/2022 | 85816 | 101335 | CENTURYLINK | 10120200 | 70.45 |
| 07/22 | 07/05/2022 | 85817 | 101528 | CUSTOMIZED FIRE RESCUE TNG INC | 10120200 | 4,350.00 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 10120200 | 4,017.70 |
| 07/22 | 07/05/2022 | 85819 | 102473 | ELNESS, TIM | 10120200 | 722.77 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #2518 | 10120200 | 412,868.67 |
| 07/22 | 07/05/2022 | 85821 | 102409 | FIRE SAFETY USA, INC | 10120200 | 5,300.00 |
| 07/22 | 07/05/2022 | 85822 | 346 | GALLS INC | 10120200 | 490.21 |
| 07/22 | 07/05/2022 | 85823 | 634 | GATR OF SAUK RAPIDS | 10120200 | 212.28 |
| 07/22 | 07/05/2022 | 85824 | 40 | GRANITE ELECTRONICS INC | 10120200 | 123.75 |
| 07/22 | 07/05/2022 | 85825 | 102495 | GROWMARK, INC | 10120200 | 467.50 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|-----------|------------------|--------------|---------------|--------------------------------|------------------|------------|
| 07/22 | 07/05/2022 | 85826 | 103212 | GRUBER, ANNA | 10120200 | 75.00 |
| 07/22 | 07/05/2022 | 85827 | 42 | HANDYMAN S INC. | 10120200 | 11.64 |
| 07/22 | 07/05/2022 | 85828 | 31 | HAWKINS INC | 10120200 | 10.00 |
| 07/22 | 07/05/2022 | 85829 | 888 | HILLYARD/HUTCHINSON | 10120200 | 2,163.50 |
| 07/22 | 07/05/2022 | 85830 | 293 | INDEPENDENT SCHOOL DISTRCT 748 | 10120200 | 3,250.00 |
| 07/22 | 07/05/2022 | 85831 | 658 | INDEPENDENT TESTING TECH, INC | 10120200 | 985.00 |
| 07/22 | 07/05/2022 | 85832 | 101424 | INTELLIGENT WIRELESS MANAGEMEN | 10120200 | 180.00 |
| 07/22 | 07/05/2022 | 85833 | 101605 | INTERSTATE ALL BATTERY CTR | 10120200 | 419.85 |
| 07/22 | 07/05/2022 | 85834 | 101375 | JOHN DEERE FINANCIAL | 10120200 | 627.31 |
| 07/22 | 07/05/2022 | 85835 | 102066 | KRILLIAN INC | 10120200 | 473.80 |
| 07/22 | 07/05/2022 | 85836 | 51 | LANDWEHR CONSTRUCTION INC | 10120200 | 8,562.12 |
| 07/22 | 07/05/2022 | 85837 | 52 | LAWSON PRODUCTS INC | 10120200 | 229.17 |
| 07/22 | 07/05/2022 | 85838 | 103415 | LEXIPOL | 10120200 | 1,792.00 |
| 07/22 | 07/05/2022 | 85839 | 101035 | LOCATORS & SUPPLIES INC | 10120200 | 249.24 |
| 07/22 | 07/05/2022 | 85840 | 103416 | LOOKIN GOOD TINT LLC | 10120200 | 370.00 |
| 07/22 | 07/05/2022 | 85841 | 564 | MACQUEEN EQUIPMENT INC | 10120200 | 3,762.28 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC NW7128 | 10120200 | 922.50 |
| 07/22 | 07/05/2022 | 85843 | 59 | MARCO TECHNOLOGIES LLC-COPIERS | 10120200 | 1,081.40 |
| 07/22 | 07/05/2022 | 85844 | 1147 | MENARDS | 10120200 | 590.82 |
| 07/22 | 07/05/2022 | 85845 | 101616 | MILLER, JORDAN JAMES | 10120200 | 33.15 |
| 07/22 | 07/05/2022 | 85846 | 65 | MIMBACH FLEET SUPPLY | 10120200 | 13.48 |
| 07/22 | 07/05/2022 | 85847 | 101297 | MN FIRE SERVICE CERT BOARD | 10120200 | 360.00 |
| 07/22 | 07/05/2022 | 85848 | 103172 | MUNICIPAL EMERGENCY SERVICES | 10120200 | 614.25 |
| 07/22 | 07/05/2022 | 85849 | 101171 | MUSTANG SIGNS & GRAPHICS | 10120200 | 676.55 |
| 07/22 | 07/05/2022 | 85850 | 476 | NAPA CENTRAL MN | 10120200 | 27.41 |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 10120200 | 443.38 |
| 07/22 | 07/05/2022 | 85852 | 27 | OXYGEN SERVICE COMPANY | 10120200 | 258.70 |
| 07/22 | 07/05/2022 | 85853 | 100517 | POWERHOUSE OUTDOOR EQUIP INC | 10120200 | 369.34 |
| 07/22 | 07/05/2022 | 85854 | 101259 | PROFESSIONAL OFFICE SERV INC | 10120200 | 3,999.58 |
| 07/22 | 07/05/2022 | 85855 | 101853 | PROFIELDS LLC | 10120200 | 28,500.00 |
| 07/22 | 07/05/2022 | 85856 | 1591 | PURCHASE POWER-PITNEY BOWES | 10120200 | 320.99 |
| 07/22 | 07/05/2022 | 85857 | 167 | RINKE-NOONAN | 10120200 | 6,861.25 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 10120200 | 109.82 |
| 07/22 | 07/05/2022 | 85859 | 102758 | SAEHR, SCOTT | 10120200 | 232.49 |
| 07/22 | 07/05/2022 | 85860 | 101098 | SANITATION SERVICES LLC | 10120200 | 1,915.71 |
| 07/22 | 07/05/2022 | 85861 | 932 | SARTELL BASEBALL ASSOCIATION | 10120200 | 750.00 |
| 07/22 | 07/05/2022 | 85862 | 102436 | SARTELL SCHOOL DISTRICT | 10120200 | 16,166.67 |
| 07/22 | 07/05/2022 | 85863 | 103260 | SCHEFERS, MAGGIE | 10120200 | 13.74 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSON INC | 10120200 | 117,576.21 |
| 07/22 | 07/05/2022 | 85865 | 103155 | SHRED-IT | 10120200 | 250.09 |
| 07/22 | 07/05/2022 | 85866 | 638 | SPECTRUM SUPPLY CO. | 10120200 | 86.45 |
| 07/22 | 07/05/2022 | 85867 | 119 | ST CLOUD AREA PLANNING ORGNZTN | 10120200 | 9,487.00 |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 10120200 | 1,117.91 |
| 07/22 | 07/05/2022 | 85869 | 103004 | STEARNS COUNTY HIGHWAY | 10120200 | 683,379.92 |
| 07/22 | 07/05/2022 | 85870 | 102093 | TACTICAL ADVANTAGE LLC | 10120200 | 4,134.00 |
| 07/22 | 07/05/2022 | 85871 | 1386 | TERMINAL SUPPLY CO | 10120200 | 106.83 |
| 07/22 | 07/05/2022 | 85872 | 101512 | THE STANDARD | 10120200 | 3,220.68 |
| 07/22 | 07/05/2022 | 85873 | 103324 | THEISEN, KARI | 10120200 | 180.18 |
| 07/22 | 07/05/2022 | 85874 | 637 | THOMAS TOOL & SUPPLY, INC. | 10120200 | 277.98 |
| 07/22 | 07/05/2022 | 85875 | 429 | TRAUT COMPANIES | 10120200 | 300.00 |
| 07/22 | 07/05/2022 | 85876 | 101888 | TRI STATE SURPLUS CO | 10120200 | 285.84 |
| 07/22 | 07/05/2022 | 85877 | 101218 | VOSHELL, ROBERT | 10120200 | 85.10 |
| 07/22 | 07/05/2022 | 85878 | 102826 | WEISMAN CLEANING INC | 10120200 | 8,350.00 |
| 07/22 | 07/05/2022 | 85879 | 973 | WICKLUND, REBECCA | 10120200 | 25.15 |
| 05/22 | 05/31/2022 | 100073 | 101400 | PAYMENT SERVICE NETWORK | 10120200 | 4,422.83 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT CARD) | 10120200 | 10,075.28 |
| 05/22 | 05/05/2022 | 100075 | 100576 | CHARTER COMMUNICATIONS | 10120200 | 358.87 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---------------|------------------|--------------|---------------|--------------------------------|------------------|---------------------|
| 05/22 | 05/13/2022 | 100076 | 103019 | FURTHER | 10120200 | 2,473.86 |
| 06/22 | 06/27/2022 | 100077 | 103019 | FURTHER | 10120200 | 2,513.86 |
| 07/22 | 07/05/2022 | 100078 | 388 | EFTPS VOICE RESPONSE SYSTEM | 10120200 | 34,993.14 |
| 07/22 | 07/05/2022 | 100079 | 101806 | EMPOWER RETIREMENT | 10120200 | 11,336.29 |
| 07/22 | 07/05/2022 | 100080 | 103019 | FURTHER | 10120200 | 2,493.86 |
| 07/22 | 07/05/2022 | 100081 | 258 | MN DEPT OF REVENUE | 10120200 | 7,835.84 |
| 07/22 | 07/05/2022 | 100082 | 491 | PUBLIC EMPLOYEE RETIREMENT ASN | 10120200 | 37,464.12 |
| Grand Totals: | | | | | | <u>3,047,989.54</u> |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|----------------|-----------|---------------|---------------|
| 10120200 | 445.84 | -3,048,435.38 | -3,047,989.54 |
| 101-21701 | 34,993.14 | .00 | 34,993.14 |
| 101-21702 | 7,835.84 | .00 | 7,835.84 |
| 101-21704 | 37,464.12 | .00 | 37,464.12 |
| 101-21708 | 40.00 | .00 | 40.00 |
| 101-21711 | 5,005.72 | .00 | 5,005.72 |
| 101-21712 | 6,330.57 | .00 | 6,330.57 |
| 101-21713 | 7,481.58 | .00 | 7,481.58 |
| 101-21715 | 3,220.68 | .00 | 3,220.68 |
| 101-21716 | 285.89 | .00 | 285.89 |
| 101-41-411-330 | 980.29 | .00 | 980.29 |
| 101-41-411-350 | 971.49 | .00 | 971.49 |
| 101-41-411-430 | 166.16 | .00 | 166.16 |
| 101-41-411-434 | 9,487.00 | .00 | 9,487.00 |
| 101-41-414-200 | 21.97 | .00 | 21.97 |
| 101-41-414-202 | 99.85 | .00 | 99.85 |
| 101-41-414-203 | 3,432.00 | .00 | 3,432.00 |
| 101-41-414-210 | 476.34 | .00 | 476.34 |
| 101-41-414-305 | 250.09 | .00 | 250.09 |
| 101-41-414-308 | 5,687.50 | .00 | 5,687.50 |
| 101-41-414-320 | 3.95 | .00 | 3.95 |
| 101-41-414-330 | 301.15 | .00 | 301.15 |
| 101-41-414-340 | 286.89 | .00 | 286.89 |
| 101-41-414-381 | 120.64 | .00 | 120.64 |
| 101-41-414-406 | 200.26 | .00 | 200.26 |
| 101-41-414-409 | 350.00 | .00 | 350.00 |
| 101-41-414-414 | 675.30 | .00 | 675.30 |
| 101-41-414-430 | 709.27 | .00 | 709.27 |
| 101-41-414-434 | 181.84 | .00 | 181.84 |
| 101-41-465-203 | 41.50 | .00 | 41.50 |
| 101-41-465-303 | 2,216.95 | .00 | 2,216.95 |
| 101-41-465-308 | 949.00 | .00 | 949.00 |
| 101-41-465-330 | 933.93 | .00 | 933.93 |
| 101-41-465-340 | 1,328.13 | .00 | 1,328.13 |
| 101-41-465-350 | 146.42 | .00 | 146.42 |
| 101-41-465-351 | 90.00 | .00 | 90.00 |
| 101-41-465-430 | 575.58 | .00 | 575.58 |
| 101-42-421-170 | 419.29 | .00 | 419.29 |
| 101-42-421-200 | 214.25 | .00 | 214.25 |
| 101-42-421-202 | 14.49 | .00 | 14.49 |
| 101-42-421-203 | 2,094.50 | .00 | 2,094.50 |

| GL Account | Debit | Credit | Proof |
|------------------|-----------|---------|-----------|
| 101-42-421-210 | 317.56 | .00 | 317.56 |
| 101-42-421-240 | 3,209.00 | .00 | 3,209.00 |
| 101-42-421-305 | 169.46 | .00 | 169.46 |
| 101-42-421-320 | 520.17 | .00 | 520.17 |
| 101-42-421-322 | 320.99 | .00 | 320.99 |
| 101-42-421-330 | 99.78 | .00 | 99.78 |
| 101-42-421-340 | 1,623.00 | -240.00 | 1,383.00 |
| 101-42-421-381 | 482.56 | .00 | 482.56 |
| 101-42-421-404 | 20.63 | .00 | 20.63 |
| 101-42-421-406 | 186.05 | .00 | 186.05 |
| 101-42-421-409 | 2,400.00 | .00 | 2,400.00 |
| 101-42-421-430 | 702.83 | -139.99 | 562.84 |
| 101-42-421-434 | 132.60 | .00 | 132.60 |
| 101-42-422-135 | 621.15 | .00 | 621.15 |
| 101-42-422-170 | 145.72 | .00 | 145.72 |
| 101-42-422-200 | 224.59 | .00 | 224.59 |
| 101-42-422-203 | 657.00 | .00 | 657.00 |
| 101-42-422-210 | 176.90 | .00 | 176.90 |
| 101-42-422-240 | 539.45 | .00 | 539.45 |
| 101-42-422-340 | 4,978.79 | .00 | 4,978.79 |
| 101-42-422-381 | 482.56 | .00 | 482.56 |
| 101-42-422-404 | 148.14 | .00 | 148.14 |
| 101-42-422-405 | 649.90 | .00 | 649.90 |
| 101-42-422-406 | 738.28 | .00 | 738.28 |
| 101-42-422-409 | 1,600.00 | .00 | 1,600.00 |
| 101-42-422-430 | 802.40 | .00 | 802.40 |
| 101-42-424-200 | 53.85 | .00 | 53.85 |
| 101-42-424-203 | 37.50 | .00 | 37.50 |
| 101-42-424-32260 | 17.50 | .00 | 17.50 |
| 101-42-425-381 | 53.62 | .00 | 53.62 |
| 101-42-425-404 | 99.99 | .00 | 99.99 |
| 101-43-434-170 | 104.13 | .00 | 104.13 |
| 101-43-434-203 | 141.99 | .00 | 141.99 |
| 101-43-434-210 | 3,004.23 | -41.67 | 2,962.56 |
| 101-43-434-212 | 87.85 | .00 | 87.85 |
| 101-43-434-240 | 277.98 | .00 | 277.98 |
| 101-43-434-303 | 4,575.43 | .00 | 4,575.43 |
| 101-43-434-320 | 203.34 | .00 | 203.34 |
| 101-43-434-381 | 214.47 | .00 | 214.47 |
| 101-43-434-386 | 2,412.80 | .00 | 2,412.80 |
| 101-43-434-404 | 9,056.22 | .00 | 9,056.22 |
| 101-43-434-405 | 1,416.69 | -24.18 | 1,392.51 |
| 101-43-434-406 | 527.20 | .00 | 527.20 |
| 101-43-434-417 | 832.69 | .00 | 832.69 |
| 101-43-434-430 | 380.00 | .00 | 380.00 |
| 101-43-436-202 | 1,006.42 | .00 | 1,006.42 |
| 101-43-436-381 | 5.36 | .00 | 5.36 |
| 101-45-451-201 | 221.92 | .00 | 221.92 |
| 101-45-451-205 | 48.81 | .00 | 48.81 |
| 101-45-451-206 | 16,166.67 | .00 | 16,166.67 |
| 101-45-451-210 | 248.94 | .00 | 248.94 |
| 101-45-451-320 | 155.53 | .00 | 155.53 |
| 101-45-451-381 | 643.41 | .00 | 643.41 |
| 101-45-451-404 | 2,163.50 | .00 | 2,163.50 |
| 101-45-451-406 | 415.34 | .00 | 415.34 |
| 101-45-451-409 | 4,000.00 | .00 | 4,000.00 |
| 101-45-451-414 | 51.00 | .00 | 51.00 |

| GL Account | Debit | Credit | Proof |
|------------------|--------------|--------|--------------|
| 101-45-451-430 | 9.96 | .00 | 9.96 |
| 101-45-452-170 | 73.59 | .00 | 73.59 |
| 101-45-452-210 | 354.03 | .00 | 354.03 |
| 101-45-452-212 | 68.00 | .00 | 68.00 |
| 101-45-452-320 | 180.00 | .00 | 180.00 |
| 101-45-452-381 | 16.09 | .00 | 16.09 |
| 101-45-452-401 | 13.99 | .00 | 13.99 |
| 101-45-452-404 | 2,211.41 | .00 | 2,211.41 |
| 101-45-452-413 | 1,915.71 | .00 | 1,915.71 |
| 101-45-453-210 | 43.94 | .00 | 43.94 |
| 101-45-453-401 | 363.28 | .00 | 363.28 |
| 101-45-454-381 | 46.92 | .00 | 46.92 |
| 212-42-421-210 | 473.80 | .00 | 473.80 |
| 212-42-421-36230 | 1,287.00 | .00 | 1,287.00 |
| 217-42-421-170 | 112.96 | .00 | 112.96 |
| 221-45-452-229 | 21.53 | .00 | 21.53 |
| 221-45-452-305 | 28,500.00 | .00 | 28,500.00 |
| 221-45-452-381 | 33.51 | .00 | 33.51 |
| 235-42-429-203 | 21,751.43 | .00 | 21,751.43 |
| 241-46-465-303 | 981.35 | .00 | 981.35 |
| 250-49-441-381 | 1.34 | .00 | 1.34 |
| 260-45-452-303 | 2,645.48 | .00 | 2,645.48 |
| 260-45-452-500 | 121,042.19 | .00 | 121,042.19 |
| 267-45-452-201 | 291.21 | .00 | 291.21 |
| 267-45-452-305 | 100.00 | .00 | 100.00 |
| 267-45-452-36230 | 750.00 | .00 | 750.00 |
| 402-46-465-303 | 9,990.08 | .00 | 9,990.08 |
| 412-42-421-500 | 925.00 | .00 | 925.00 |
| 413-42-422-500 | 5,300.00 | .00 | 5,300.00 |
| 417-43-431-303 | 30,722.25 | .00 | 30,722.25 |
| 437-46-465-303 | 12,507.55 | .00 | 12,507.55 |
| 437-46-465-500 | 1,687,302.65 | .00 | 1,687,302.65 |
| 454-46-465-303 | 44,150.75 | .00 | 44,150.75 |
| 454-46-465-308 | 224.75 | .00 | 224.75 |
| 454-46-465-500 | 820,665.71 | .00 | 820,665.71 |
| 601-49-414-202 | 3,302.07 | .00 | 3,302.07 |
| 601-49-414-311 | 11,294.00 | .00 | 11,294.00 |
| 601-49-414-354 | 3,999.58 | .00 | 3,999.58 |
| 601-49-493-170 | 62.13 | .00 | 62.13 |
| 601-49-493-210 | 276.16 | .00 | 276.16 |
| 601-49-493-214 | 10.00 | .00 | 10.00 |
| 601-49-493-227 | 2,226.28 | .00 | 2,226.28 |
| 601-49-493-240 | 337.66 | .00 | 337.66 |
| 601-49-493-303 | 557.37 | .00 | 557.37 |
| 601-49-493-314 | 303.99 | .00 | 303.99 |
| 601-49-493-320 | 257.82 | .00 | 257.82 |
| 601-49-493-387 | 1,742.56 | .00 | 1,742.56 |
| 601-49-493-388 | 536.18 | .00 | 536.18 |
| 601-49-493-389 | 46.92 | .00 | 46.92 |
| 601-49-493-430 | 28.50 | .00 | 28.50 |
| 601-49-493-434 | 40.86 | .00 | 40.86 |
| 602-49-496-170 | 10.96 | .00 | 10.96 |
| 602-49-496-210 | 11,200.00 | .00 | 11,200.00 |
| 602-49-496-303 | 2,084.12 | .00 | 2,084.12 |
| 602-49-496-305 | 252.51 | .00 | 252.51 |
| 602-49-496-381 | 643.41 | .00 | 643.41 |
| 602-49-496-404 | 342.50 | .00 | 342.50 |

| GL Account | Debit | Credit | Proof |
|----------------|---------------------|----------------------|------------|
| 603-49-850-303 | 7,144.88 | .00 | 7,144.88 |
| Grand Totals: | <u>3,048,881.22</u> | <u>3,048,881.22-</u> | <u>.00</u> |

Report Criteria:

Report type: Summary

Check.Check number = 85773-85879, 100073-100082

Check.Type = {<>} "Adjustment"

Report Criteria:

Summary report

Check.Check number = 85773-85879

| Check Number | Check Issue Date | Payee | Amount |
|---------------|------------------|----------------|--------|
| 85805 | 06/28/2022 | DYER, ROCHELLE | 33.30 |
| Grand Totals: | | | 33.30 |

Report Criteria:

Report type: GL detail

Check.Check number = 85773-85879, 100073-100082

Check.Type = {<>} "Adjustment"

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 85773 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 2530019457 | 1 | 101-43-434-170 | .00 | 47.32 | 47.32 |
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 2530019457 | 2 | 101-45-452-170 | .00 | 35.82 | 35.82 |
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 2530019457 | 3 | 601-49-493-170 | .00 | 31.40 | 31.40 |
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 2530019457 | 4 | 602-49-496-170 | .00 | 5.54 | 5.54 |
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 2530019457 | 5 | 101-43-434-406 | .00 | 293.07 | 293.07 |
| 06/22 | 06/24/2022 | 85773 | 102918 | ARAMARK UNIFORM SERVICES | 2530019516 | 1 | 101-45-451-406 | .00 | 137.42 | 137.42 |
| Total 85773: | | | | | | | | .00 | | 550.57 |
| 85774 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85774 | 103411 | BACKES, BRYAN | 06202022 | 1 | 267-45-452-305 | .00 | 100.00 | 100.00 |
| Total 85774: | | | | | | | | .00 | | 100.00 |
| 85775 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85775 | 101197 | COLONIAL LIFE | 3506136070 | 1 | 101-21716 | .00 | 285.89 | 285.89 |
| Total 85775: | | | | | | | | .00 | | 285.89 |
| 85776 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85776 | 101249 | EARTH SCIENCE ASSOCIATES I | 2814 | 1 | 601-49-414-311 | .00 | 1,296.00 | 1,296.00 |
| 06/22 | 06/24/2022 | 85776 | 101249 | EARTH SCIENCE ASSOCIATES I | 2815 | 1 | 601-49-414-311 | .00 | 9,998.00 | 9,998.00 |
| Total 85776: | | | | | | | | .00 | | 11,294.00 |
| 85777 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85777 | 103074 | ECK, LOGAN | 062022 | 1 | 217-42-421-170 | .00 | 112.96 | 112.96 |
| Total 85777: | | | | | | | | .00 | | 112.96 |
| 85778 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85778 | 101265 | ELECTRICAL SOLUTIONS INC | 16450 | 1 | 101-42-424-322 | .00 | 17.50 | 17.50 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85778: | | | | | | | | .00 | | 17.50 |
| 85779 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85779 | 101619 | EVOQUA WATER TECHNOLOGI | 905403418 | 1 | 602-49-496-210 | .00 | 11,200.00 | 11,200.00 |
| Total 85779: | | | | | | | | .00 | | 11,200.00 |
| 85780 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85780 | 102537 | FERGUSON WATERWORKS #25 | 0493941 | 1 | 601-49-493-227 | .00 | 12.80 | 12.80 |
| Total 85780: | | | | | | | | .00 | | 12.80 |
| 85781 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85781 | 103325 | GIFFIN, JUDY | 062322 | 1 | 101-45-451-205 | .00 | 48.81 | 48.81 |
| Total 85781: | | | | | | | | .00 | | 48.81 |
| 85782 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85782 | 40 | GRANITE ELECTRONICS INC | 154011200-1 | 1 | 101-42-422-210 | .00 | 176.90 | 176.90 |
| 06/22 | 06/24/2022 | 85782 | 40 | GRANITE ELECTRONICS INC | 154011228 | 1 | 101-43-434-210 | .00 | 41.67- | 41.67- |
| Total 85782: | | | | | | | | .00 | | 135.23 |
| 85783 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85783 | 100875 | GRANITE PEST CONTROL LLC | 116975 | 1 | 101-42-421-406 | .00 | 117.50 | 117.50 |
| 06/22 | 06/24/2022 | 85783 | 100875 | GRANITE PEST CONTROL LLC | 116975 | 2 | 101-42-422-406 | .00 | 117.50 | 117.50 |
| Total 85783: | | | | | | | | .00 | | 235.00 |
| 85784 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85784 | 1162 | GREAT RIVER BOWL | 212910 | 1 | 212-42-421-362 | .00 | 1,287.00 | 1,287.00 |
| Total 85784: | | | | | | | | .00 | | 1,287.00 |
| 85785 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85785 | 42 | HANDYMAN S INC. | 339860 | 1 | 101-45-452-210 | .00 | 4.99 | 4.99 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85785: | | | | | | | | .00 | | 4.99 |
| 85786 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85786 | 101755 | INNOVATIVE OFFICE SOLUTION | IN3825742 | 1 | 101-42-421-200 | .00 | 156.94 | 156.94 |
| 06/22 | 06/24/2022 | 85786 | 101755 | INNOVATIVE OFFICE SOLUTION | IN3826697 | 1 | 101-42-421-200 | .00 | 13.69 | 13.69 |
| 06/22 | 06/24/2022 | 85786 | 101755 | INNOVATIVE OFFICE SOLUTION | IN3828420 | 1 | 101-42-421-200 | .00 | 43.62 | 43.62 |
| Total 85786: | | | | | | | | .00 | | 214.25 |
| 85787 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85787 | 101605 | INTERSTATE ALL BATTERY CTR | 1922301014 | 1 | 101-42-421-210 | .00 | 45.00 | 45.00 |
| 06/22 | 06/24/2022 | 85787 | 101605 | INTERSTATE ALL BATTERY CTR | 1922301014 | 1 | 101-43-434-404 | .00 | 48.00 | 48.00 |
| 06/22 | 06/24/2022 | 85787 | 101605 | INTERSTATE ALL BATTERY CTR | 1922310149 | 1 | 101-42-422-405 | .00 | 279.90 | 279.90 |
| Total 85787: | | | | | | | | .00 | | 372.90 |
| 85788 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85788 | 935 | J R FERCHE, INC | PAY NO 2 | 1 | 454-46-465-500 | .00 | 819,680.71 | 819,680.71 |
| Total 85788: | | | | | | | | .00 | | 819,680.71 |
| 85789 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85789 | 103358 | KLINGSPOR | 4359370 | 1 | 101-43-434-210 | .00 | 232.17 | 232.17 |
| Total 85789: | | | | | | | | .00 | | 232.17 |
| 85790 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 1 | 101-41-414-381 | .00 | 120.64 | 120.64 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 2 | 101-42-421-381 | .00 | 482.56 | 482.56 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 3 | 101-42-422-381 | .00 | 482.56 | 482.56 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 4 | 101-42-425-381 | .00 | 53.62 | 53.62 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 5 | 101-43-434-381 | .00 | 214.47 | 214.47 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 6 | 101-43-434-386 | .00 | 2,412.80 | 2,412.80 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 7 | 101-43-436-381 | .00 | 5.36 | 5.36 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 8 | 101-45-451-381 | .00 | 643.41 | 643.41 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 9 | 101-45-452-381 | .00 | 16.09 | 16.09 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 10 | 101-45-454-381 | .00 | 46.92 | 46.92 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 11 | 221-45-452-381 | .00 | 33.51 | 33.51 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 12 | 250-49-441-381 | .00 | 1.34 | 1.34 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 13 | 601-49-493-387 | .00 | 1,742.56 | 1,742.56 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 14 | 601-49-493-388 | .00 | 536.18 | 536.18 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 15 | 601-49-493-389 | .00 | 46.92 | 46.92 |
| 06/22 | 06/24/2022 | 85790 | 102611 | MADISON ENERGY INVESTMEN | SP-010-0001 | 16 | 602-49-496-381 | .00 | 643.41 | 643.41 |
| Total 85790: | | | | | | | | .00 | | 7,482.35 |
| 85791 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85791 | 1460 | MN HWY SAFETY & RESEARCH | 337900-9374 | 1 | 101-42-421-340 | .00 | 455.00 | 455.00 |
| Total 85791: | | | | | | | | .00 | | 455.00 |
| 85792 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85792 | 1105 | MVTL LABORATORIES INC | 1148148 | 1 | 602-49-496-305 | .00 | 189.78 | 189.78 |
| 06/22 | 06/24/2022 | 85792 | 1105 | MVTL LABORATORIES INC | 1148367 | 1 | 602-49-496-305 | .00 | 62.73 | 62.73 |
| Total 85792: | | | | | | | | .00 | | 252.51 |
| 85793 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85793 | 476 | NAPA CENTRAL MN | 857482 | 1 | 101-43-434-405 | .00 | 26.74 | 26.74 |
| Total 85793: | | | | | | | | .00 | | 26.74 |
| 85794 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85794 | 102158 | NUSS TRUCK AND EQUIPMENT | 360632 | 1 | 101-43-434-404 | .00 | 1,072.76 | 1,072.76 |
| 06/22 | 06/24/2022 | 85794 | 102158 | NUSS TRUCK AND EQUIPMENT | 360682 | 1 | 101-43-434-404 | .00 | 632.15 | 632.15 |
| Total 85794: | | | | | | | | .00 | | 1,704.91 |
| 85795 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85795 | 100640 | O REILLY AUTO PARTS | 1572-361791 | 1 | 101-43-434-404 | .00 | 42.43 | 42.43 |
| Total 85795: | | | | | | | | .00 | | 42.43 |
| 85796 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85796 | 27 | OXYGEN SERVICE COMPANY | 0008543327 | 1 | 101-42-421-210 | .00 | 27.51 | 27.51 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85796: | | | | | | | | .00 | | 27.51 |
| 85797 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85797 | 100517 | POWERHOUSE OUTDOOR EQU | 645070 | 1 | 101-42-422-404 | .00 | 90.99 | 90.99 |
| Total 85797: | | | | | | | | .00 | | 90.99 |
| 85798 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85798 | 879 | RDO EQUIPMENT CO | P9508103 | 1 | 101-43-434-210 | .00 | 10.54 | 10.54 |
| Total 85798: | | | | | | | | .00 | | 10.54 |
| 85799 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85799 | 103260 | SCHEFERS, MAGGIE | 061022 | 1 | 101-42-421-305 | .00 | 155.72 | 155.72 |
| Total 85799: | | | | | | | | .00 | | 155.72 |
| 85800 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85800 | 101861 | SITE ONE LANDSCAPE SUPPLY | 120116366-0 | 1 | 101-45-452-210 | .00 | 102.18 | 102.18 |
| 06/22 | 06/24/2022 | 85800 | 101861 | SITE ONE LANDSCAPE SUPPLY | 120551584-0 | 1 | 101-45-452-210 | .00 | 14.41 | 14.41 |
| Total 85800: | | | | | | | | .00 | | 116.59 |
| 85801 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85801 | 103004 | STEARNS COUNTY HIGHWAY | 157-2022 | 1 | 437-46-465-500 | .00 | 593,357.54 | 593,357.54 |
| Total 85801: | | | | | | | | .00 | | 593,357.54 |
| 85802 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85802 | 100272 | TIREMAXX SERVICE CENTERS | 410852 | 1 | 101-43-434-404 | .00 | 704.00 | 704.00 |
| Total 85802: | | | | | | | | .00 | | 704.00 |
| 85803 | | | | | | | | | | |
| 06/22 | 06/24/2022 | 85803 | 101644 | WORKMED MIDWEST PA | 00039657-00 | 1 | 101-42-422-135 | .00 | 621.15 | 621.15 |
| Total 85803: | | | | | | | | .00 | | 621.15 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 85804 | | | | | | | | | | |
| 06/22 | 06/28/2022 | 85804 | 103412 | ROCK SOLID TRAIL CONTRACT | SAUK RIVER | 1 | 260-45-452-500 | .00 | 53,202.16 | 53,202.16 |
| 06/22 | 06/28/2022 | 85804 | 103412 | ROCK SOLID TRAIL CONTRACT | SAUK RIVER | 1 | 260-45-452-500 | .00 | 59,277.91 | 59,277.91 |
| Total 85804: | | | | | | | | .00 | | 112,480.07 |
| 85806 | | | | | | | | | | |
| 06/22 | 06/30/2022 | 85806 | 103414 | BRUNS, MARY JEANNE | 06302022 | 1 | 221-45-452-229 | .00 | 21.53 | 21.53 |
| Total 85806: | | | | | | | | .00 | | 21.53 |
| 85807 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85807 | 101389 | ACKERMAN, TODD | 22-JUL | 1 | 101-42-421-320 | .00 | 25.00 | 25.00 |
| Total 85807: | | | | | | | | .00 | | 25.00 |
| 85808 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85808 | 102853 | ALEXANDER LEWANDOWSKI | 62722 | 1 | 101-41-411-330 | .00 | 257.52 | 257.52 |
| Total 85808: | | | | | | | | .00 | | 257.52 |
| 85809 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85809 | 102069 | ALLSTREAM | 18532111 | 1 | 601-49-493-320 | .00 | 257.82 | 257.82 |
| Total 85809: | | | | | | | | .00 | | 257.82 |
| 85810 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85810 | 100749 | AMERICAN PRESSURE INC | 125974 | 1 | 101-43-434-404 | .00 | 164.58 | 164.58 |
| 07/22 | 07/05/2022 | 85810 | 100749 | AMERICAN PRESSURE INC | 126518 | 1 | 101-43-434-404 | .00 | 2,343.34 | 2,343.34 |
| Total 85810: | | | | | | | | .00 | | 2,507.92 |
| 85811 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022112 | 1 | 101-43-434-170 | .00 | 56.81 | 56.81 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022112 | 2 | 101-45-452-170 | .00 | 37.77 | 37.77 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022112 | 3 | 601-49-493-170 | .00 | 30.73 | 30.73 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022112 | 4 | 602-49-496-170 | .00 | 5.42 | 5.42 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022112 | 5 | 101-43-434-406 | .00 | 108.63 | 108.63 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022175 | 1 | 101-42-422-406 | .00 | 15.19 | 15.19 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022193 | 1 | 101-45-451-406 | .00 | 135.42 | 135.42 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022258 | 1 | 101-41-414-406 | .00 | 70.06 | 70.06 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022298 | 1 | 101-42-422-406 | .00 | 68.54 | 68.54 |
| 07/22 | 07/05/2022 | 85811 | 102918 | ARAMARK UNIFORM SERVICES | 2530022298 | 2 | 101-42-421-406 | .00 | 68.55 | 68.55 |
| Total 85811: | | | | | | | | .00 | | 597.12 |
| 85812 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85812 | 102829 | ARVIG | 070122CH | 1 | 101-41-414-320 | .00 | 3.95 | 3.95 |
| Total 85812: | | | | | | | | .00 | | 3.95 |
| 85813 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85813 | 101869 | BRIAN KLINEFELTER FOUNDAT | 07012022 | 1 | 101-21708 | .00 | 40.00 | 40.00 |
| Total 85813: | | | | | | | | .00 | | 40.00 |
| 85814 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85814 | 100611 | BROTHERS FIRE & SECURITY | W19561 | 1 | 235-42-429-203 | .00 | 21,751.43 | 21,751.43 |
| Total 85814: | | | | | | | | .00 | | 21,751.43 |
| 85815 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85815 | 1204 | CDW GOVERNMENT, INC. | Z605318 | 1 | 601-49-493-240 | .00 | 337.66 | 337.66 |
| Total 85815: | | | | | | | | .00 | | 337.66 |
| 85816 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85816 | 101335 | CENTURYLINK | 06072022 | 1 | 101-42-421-320 | .00 | 70.45 | 70.45 |
| Total 85816: | | | | | | | | .00 | | 70.45 |
| 85817 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85817 | 101528 | CUSTOMIZED FIRE RESCUE TN | 2114 | 1 | 101-42-422-340 | .00 | 1,800.00 | 1,800.00 |
| 07/22 | 07/05/2022 | 85817 | 101528 | CUSTOMIZED FIRE RESCUE TN | 2114 | 2 | 101-42-422-340 | .00 | 1,800.00 | 1,800.00 |
| 07/22 | 07/05/2022 | 85817 | 101528 | CUSTOMIZED FIRE RESCUE TN | 2114 | 3 | 101-42-422-340 | .00 | 750.00 | 750.00 |
| Total 85817: | | | | | | | | .00 | | 4,350.00 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|-------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 85818 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16828 | 1 | 101-41-414-406 | .00 | 130.20 | 130.20 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16829 | 1 | 101-45-451-406 | .00 | 142.50 | 142.50 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16830 | 1 | 101-43-434-417 | .00 | 832.69 | 832.69 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16832 | 1 | 101-45-453-401 | .00 | 363.28 | 363.28 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16833 | 1 | 101-43-434-406 | .00 | 125.50 | 125.50 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16834 | 1 | 602-49-496-404 | .00 | 200.00 | 200.00 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16835 | 1 | 602-49-496-404 | .00 | 142.50 | 142.50 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16836 | 1 | 101-42-422-406 | .00 | 187.76 | 187.76 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16837 | 1 | 101-42-422-406 | .00 | 135.54 | 135.54 |
| 07/22 | 07/05/2022 | 85818 | 187 | DESIGN ELECTRIC INC | 16838 | 1 | 101-45-452-404 | .00 | 1,757.73 | 1,757.73 |
| Total 85818: | | | | | | | | .00 | | 4,017.70 |
| 85819 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85819 | 102473 | ELNESS, TIM | 62722 | 1 | 101-41-411-330 | .00 | 722.77 | 722.77 |
| Total 85819: | | | | | | | | .00 | | 722.77 |
| 85820 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0489671-2 | 1 | 437-46-465-500 | .00 | 22,883.52 | 22,883.52 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0489693-2 | 1 | 437-46-465-500 | .00 | 154,120.44 | 154,120.44 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0489693-3 | 1 | 437-46-465-500 | .00 | 38,530.11 | 38,530.11 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0489693-4 | 1 | 437-46-465-500 | .00 | 77,060.22 | 77,060.22 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0490897 | 1 | 437-46-465-500 | .00 | 96,296.18 | 96,296.18 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0490937 | 1 | 601-49-493-227 | .00 | 1,317.35 | 1,317.35 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 049098 | 1 | 601-49-493-227 | .00 | 13.33 | 13.33 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0493363 | 1 | 437-46-465-500 | .00 | 17,110.58 | 17,110.58 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0493901 | 1 | 437-46-465-500 | .00 | 1,020.25 | 1,020.25 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0494091 | 1 | 437-46-465-500 | .00 | 1,282.68 | 1,282.68 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0494624 | 1 | 437-46-465-500 | .00 | 2,351.21 | 2,351.21 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0495594 | 1 | 601-49-493-227 | .00 | 74.00 | 74.00 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | 0495767 | 1 | 601-49-493-227 | .00 | 12.56 | 12.56 |
| 07/22 | 07/05/2022 | 85820 | 102537 | FERGUSON WATERWORKS #25 | WL005609 | 1 | 601-49-493-227 | .00 | 796.24 | 796.24 |
| Total 85820: | | | | | | | | .00 | | 412,868.67 |
| 85821 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85821 | 102409 | FIRE SAFETY USA, INC | 160833 | 1 | 413-42-422-500 | .00 | 5,300.00 | 5,300.00 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|-------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85821: | | | | | | | | .00 | | 5,300.00 |
| 85822 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85822 | 346 | GALLS INC | 021362921 | 1 | 101-42-421-170 | .00 | 103.95 | 103.95 |
| 07/22 | 07/05/2022 | 85822 | 346 | GALLS INC | 021362922 | 1 | 101-42-421-170 | .00 | 126.82 | 126.82 |
| 07/22 | 07/05/2022 | 85822 | 346 | GALLS INC | 021362929 | 1 | 101-42-421-170 | .00 | 188.52 | 188.52 |
| 07/22 | 07/05/2022 | 85822 | 346 | GALLS INC | 021384617 | 1 | 101-42-422-170 | .00 | 70.92 | 70.92 |
| Total 85822: | | | | | | | | .00 | | 490.21 |
| 85823 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85823 | 634 | GATR OF SAUK RAPIDS | 01P365324 | 1 | 101-43-434-405 | .00 | 212.28 | 212.28 |
| Total 85823: | | | | | | | | .00 | | 212.28 |
| 85824 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85824 | 40 | GRANITE ELECTRONICS INC | 150011654-1 | 1 | 101-43-434-210 | .00 | 123.75 | 123.75 |
| Total 85824: | | | | | | | | .00 | | 123.75 |
| 85825 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85825 | 102495 | GROWMARK, INC | 93102291 | 1 | 101-43-434-210 | .00 | 467.50 | 467.50 |
| Total 85825: | | | | | | | | .00 | | 467.50 |
| 85826 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85826 | 103212 | GRUBER, ANNA | 62722 | 1 | 101-41-414-330 | .00 | 75.00 | 75.00 |
| Total 85826: | | | | | | | | .00 | | 75.00 |
| 85827 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85827 | 42 | HANDYMAN S INC. | 340985 | 1 | 601-49-493-210 | .00 | 6.97 | 6.97 |
| 07/22 | 07/05/2022 | 85827 | 42 | HANDYMAN S INC. | 341043 | 1 | 601-49-493-210 | .00 | 4.67 | 4.67 |
| Total 85827: | | | | | | | | .00 | | 11.64 |
| 85828 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85828 | 31 | HAWKINS INC | 6211864 | 1 | 601-49-493-214 | .00 | 10.00 | 10.00 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85828: | | | | | | | | .00 | | 10.00 |
| 85829 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85829 | 888 | HILLYARD/HUTCHINSON | 700509631 | 1 | 101-45-451-404 | .00 | 2,163.50 | 2,163.50 |
| Total 85829: | | | | | | | | .00 | | 2,163.50 |
| 85830 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85830 | 293 | INDEPENDENT SCHOOL DISTR | 22-JUL | 1 | 101-41-414-203 | .00 | 3,250.00 | 3,250.00 |
| Total 85830: | | | | | | | | .00 | | 3,250.00 |
| 85831 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85831 | 658 | INDEPENDENT TESTING TECH, | 40864 | 1 | 454-46-465-500 | .00 | 985.00 | 985.00 |
| Total 85831: | | | | | | | | .00 | | 985.00 |
| 85832 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85832 | 101424 | INTELLIGENT WIRELESS MANA | 13693 | 1 | 101-45-452-320 | .00 | 180.00 | 180.00 |
| Total 85832: | | | | | | | | .00 | | 180.00 |
| 85833 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85833 | 101605 | INTERSTATE ALL BATTERY CTR | 1922301014 | 1 | 101-43-434-404 | .00 | 279.90 | 279.90 |
| 07/22 | 07/05/2022 | 85833 | 101605 | INTERSTATE ALL BATTERY CTR | 1922301014 | 1 | 101-43-434-405 | .00 | 139.95 | 139.95 |
| Total 85833: | | | | | | | | .00 | | 419.85 |
| 85834 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85834 | 101375 | JOHN DEERE FINANCIAL | 9213861 | 1 | 101-43-434-405 | .00 | 627.31 | 627.31 |
| Total 85834: | | | | | | | | .00 | | 627.31 |
| 85835 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85835 | 102066 | KRILLIAN INC | 9107 | 1 | 212-42-421-210 | .00 | 473.80 | 473.80 |
| Total 85835: | | | | | | | | .00 | | 473.80 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 85836 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85836 | 51 | LANDWEHR CONSTRUCTION I | 63022 | 1 | 260-45-452-500 | .00 | 8,562.12 | 8,562.12 |
| Total 85836: | | | | | | | | .00 | 8,562.12 | 8,562.12 |
| 85837 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85837 | 52 | LAWSON PRODUCTS INC | 9309668768 | 1 | 101-43-434-210 | .00 | 229.17 | 229.17 |
| Total 85837: | | | | | | | | .00 | 229.17 | 229.17 |
| 85838 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85838 | 103415 | LEXIPOL | INVPR7607 | 1 | 101-42-421-203 | .00 | 1,792.00 | 1,792.00 |
| Total 85838: | | | | | | | | .00 | 1,792.00 | 1,792.00 |
| 85839 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85839 | 101035 | LOCATORS & SUPPLIES INC | 0300908-IN | 1 | 601-49-493-210 | .00 | 249.24 | 249.24 |
| Total 85839: | | | | | | | | .00 | 249.24 | 249.24 |
| 85840 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85840 | 103416 | LOOKIN GOOD TINT LLC | LG2891 | 1 | 101-42-422-405 | .00 | 370.00 | 370.00 |
| Total 85840: | | | | | | | | .00 | 370.00 | 370.00 |
| 85841 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85841 | 564 | MACQUEEN EQUIPMENT INC | P43353 | 1 | 101-43-434-404 | .00 | 3,762.28 | 3,762.28 |
| Total 85841: | | | | | | | | .00 | 3,762.28 | 3,762.28 |
| 85842 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 1 | 101-41-414-203 | .00 | 166.00 | 166.00 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 2 | 101-42-421-203 | .00 | 302.50 | 302.50 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 3 | 101-41-414-203 | .00 | 16.00 | 16.00 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 4 | 601-49-493-430 | .00 | 28.50 | 28.50 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 5 | 101-43-434-203 | .00 | 102.00 | 102.00 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 6 | 101-42-422-203 | .00 | 162.00 | 162.00 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 7 | 101-41-465-203 | .00 | 41.50 | 41.50 |
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 8 | 101-41-411-430 | .00 | 66.50 | 66.50 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 07/22 | 07/05/2022 | 85842 | 100140 | MARCO TECHNOLOGIES LLC N | INV1007675 | 9 | 101-42-424-203 | .00 | 37.50 | 37.50 |
| Total 85842: | | | | | | | | .00 | | 922.50 |
| 85843 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85843 | 59 | MARCO TECHNOLOGIES LLC-C | 475075859 | 1 | 101-42-421-320 | .00 | 355.10 | 355.10 |
| 07/22 | 07/05/2022 | 85843 | 59 | MARCO TECHNOLOGIES LLC-C | 475318143 | 1 | 101-41-414-414 | .00 | 675.30 | 675.30 |
| 07/22 | 07/05/2022 | 85843 | 59 | MARCO TECHNOLOGIES LLC-C | 475318143 | 2 | 101-45-451-414 | .00 | 51.00 | 51.00 |
| Total 85843: | | | | | | | | .00 | | 1,081.40 |
| 85844 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85844 | 1147 | MENARDS | 88061 | 1 | 101-43-434-210 | .00 | 590.82 | 590.82 |
| Total 85844: | | | | | | | | .00 | | 590.82 |
| 85845 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85845 | 101616 | MILLER, JORDAN JAMES | 062022 | 1 | 101-42-421-430 | .00 | 33.15 | 33.15 |
| Total 85845: | | | | | | | | .00 | | 33.15 |
| 85846 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85846 | 65 | MIMBACH FLEET SUPPLY | 186834 | 1 | 101-45-452-404 | .00 | 13.48 | 13.48 |
| Total 85846: | | | | | | | | .00 | | 13.48 |
| 85847 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85847 | 101297 | MN FIRE SERVICE CERT BOAR | 10289 | 1 | 101-42-422-340 | .00 | 360.00 | 360.00 |
| Total 85847: | | | | | | | | .00 | | 360.00 |
| 85848 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85848 | 103172 | MUNICIPAL EMERGENCY SERV | 021384621 | 1 | 101-42-422-170 | .00 | 59.84 | 59.84 |
| 07/22 | 07/05/2022 | 85848 | 103172 | MUNICIPAL EMERGENCY SERV | 021384629 | 1 | 101-42-422-170 | .00 | 14.96 | 14.96 |
| 07/22 | 07/05/2022 | 85848 | 103172 | MUNICIPAL EMERGENCY SERV | IN1726152 | 1 | 101-42-422-240 | .00 | 241.14 | 241.14 |
| 07/22 | 07/05/2022 | 85848 | 103172 | MUNICIPAL EMERGENCY SERV | IN1726553 | 1 | 101-42-422-240 | .00 | 298.31 | 298.31 |
| Total 85848: | | | | | | | | .00 | | 614.25 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 85849 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85849 | 101171 | MUSTANG SIGNS & GRAPHICS | 27248 | 1 | 101-41-465-430 | .00 | 530.55 | 530.55 |
| 07/22 | 07/05/2022 | 85849 | 101171 | MUSTANG SIGNS & GRAPHICS | 27250 | 1 | 101-45-452-210 | .00 | 146.00 | 146.00 |
| Total 85849: | | | | | | | | .00 | | 676.55 |
| 85850 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85850 | 476 | NAPA CENTRAL MN | 859039 | 1 | 101-43-434-404 | .00 | 6.78 | 6.78 |
| 07/22 | 07/05/2022 | 85850 | 476 | NAPA CENTRAL MN | 859609 | 1 | 101-42-421-404 | .00 | 20.63 | 20.63 |
| Total 85850: | | | | | | | | .00 | | 27.41 |
| 85851 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 1572-362509 | 1 | 101-43-434-405 | .00 | 49.62 | 49.62 |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 1572-362510 | 1 | 101-42-422-404 | .00 | 49.98 | 49.98 |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 1572-362626 | 1 | 101-43-434-405 | .00 | 280.24 | 280.24 |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 1572-362634 | 1 | 101-43-434-405 | .00 | 80.55 | 80.55 |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 1572-362736 | 1 | 101-43-434-405 | .00 | 24.18 | 24.18 |
| 07/22 | 07/05/2022 | 85851 | 100640 | O REILLY AUTO PARTS | 1572-363394 | 1 | 101-42-422-404 | .00 | 7.17 | 7.17 |
| Total 85851: | | | | | | | | .00 | | 443.38 |
| 85852 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85852 | 27 | OXYGEN SERVICE COMPANY | 0008544982 | 1 | 101-43-434-210 | .00 | 170.85 | 170.85 |
| 07/22 | 07/05/2022 | 85852 | 27 | OXYGEN SERVICE COMPANY | 0008545233 | 1 | 101-43-434-212 | .00 | 87.85 | 87.85 |
| Total 85852: | | | | | | | | .00 | | 258.70 |
| 85853 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85853 | 100517 | POWERHOUSE OUTDOOR EQU | 644767 | 1 | 101-45-452-404 | .00 | 279.76 | 279.76 |
| 07/22 | 07/05/2022 | 85853 | 100517 | POWERHOUSE OUTDOOR EQU | 645994 | 1 | 101-45-452-404 | .00 | 89.58 | 89.58 |
| Total 85853: | | | | | | | | .00 | | 369.34 |
| 85854 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85854 | 101259 | PROFESSIONAL OFFICE SERV I | 003333056 | 1 | 601-49-414-354 | .00 | 1,999.79 | 1,999.79 |
| 07/22 | 07/05/2022 | 85854 | 101259 | PROFESSIONAL OFFICE SERV I | 003333056 | 2 | 601-49-414-354 | .00 | 1,999.79 | 1,999.79 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85854: | | | | | | | | .00 | | 3,999.58 |
| 85855 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85855 | 101853 | PROFIELDS LLC | 07012022 | 1 | 221-45-452-305 | .00 | 28,500.00 | 28,500.00 |
| Total 85855: | | | | | | | | .00 | | 28,500.00 |
| 85856 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85856 | 1591 | PURCHASE POWER-PITNEY BO | 061322 | 1 | 101-42-421-322 | .00 | 320.99 | 320.99 |
| Total 85856: | | | | | | | | .00 | | 320.99 |
| 85857 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85857 | 167 | RINKE-NOONAN | 343672 | 1 | 101-41-414-308 | .00 | 979.00 | 979.00 |
| 07/22 | 07/05/2022 | 85857 | 167 | RINKE-NOONAN | 343673 | 1 | 101-41-465-308 | .00 | 949.00 | 949.00 |
| 07/22 | 07/05/2022 | 85857 | 167 | RINKE-NOONAN | 343674 | 1 | 454-46-465-308 | .00 | 224.75 | 224.75 |
| 07/22 | 07/05/2022 | 85857 | 167 | RINKE-NOONAN | 343695 | 1 | 101-41-414-308 | .00 | 4,708.50 | 4,708.50 |
| Total 85857: | | | | | | | | .00 | | 6,861.25 |
| 85858 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 198563 | 1 | 101-45-451-210 | .00 | 17.97 | 17.97 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 198617 | 1 | 101-45-453-210 | .00 | 7.98 | 7.98 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 198838 | 1 | 601-49-493-210 | .00 | 1.29 | 1.29 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 199228 | 1 | 601-49-493-314 | .00 | 3.99 | 3.99 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 199270 | 1 | 601-49-493-210 | .00 | 13.99 | 13.99 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 88643 | 1 | 101-43-434-210 | .00 | 3.49 | 3.49 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 89007 | 1 | 101-45-453-210 | .00 | 35.96 | 35.96 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 89083 | 1 | 101-43-434-210 | .00 | 11.16 | 11.16 |
| 07/22 | 07/05/2022 | 85858 | 103409 | RIVERSIDE HARDWARE | 89268 | 1 | 101-45-452-401 | .00 | 13.99 | 13.99 |
| Total 85858: | | | | | | | | .00 | | 109.82 |
| 85859 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85859 | 102758 | SAEHR, SCOTT | 06272022 | 1 | 101-41-465-330 | .00 | 181.25 | 181.25 |
| 07/22 | 07/05/2022 | 85859 | 102758 | SAEHR, SCOTT | 06272022 | 2 | 101-41-465-340 | .00 | 51.24 | 51.24 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85859: | | | | | | | | .00 | | 232.49 |
| 85860 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85860 | 101098 | SANITATION SERVICES LLC | 13062 | 1 | 101-45-452-413 | .00 | 1,915.71 | 1,915.71 |
| Total 85860: | | | | | | | | .00 | | 1,915.71 |
| 85861 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85861 | 932 | SARTELL BASEBALL ASSOCIAT | 62922 | 1 | 267-45-452-362 | .00 | 750.00 | 750.00 |
| Total 85861: | | | | | | | | .00 | | 750.00 |
| 85862 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85862 | 102436 | SARTELL SCHOOL DISTRICT | 22-JUL | 1 | 101-45-451-206 | .00 | 16,166.67 | 16,166.67 |
| Total 85862: | | | | | | | | .00 | | 16,166.67 |
| 85863 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85863 | 103260 | SCHEFERS, MAGGIE | 062522 | 1 | 101-42-421-305 | .00 | 13.74 | 13.74 |
| Total 85863: | | | | | | | | .00 | | 13.74 |
| 85864 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 426456 | 1 | 602-49-496-303 | .00 | 899.00 | 899.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427629 | 1 | 602-49-496-303 | .00 | 772.75 | 772.75 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427656 | 1 | 402-46-465-303 | .00 | 2,920.00 | 2,920.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427659 | 1 | 402-46-465-303 | .00 | 2,209.60 | 2,209.60 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427660 | 1 | 241-46-465-303 | .00 | 981.35 | 981.35 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427662 | 1 | 437-46-465-303 | .00 | 12,507.55 | 12,507.55 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427663 | 1 | 417-43-431-303 | .00 | 2,712.25 | 2,712.25 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427686 | 1 | 260-45-452-303 | .00 | 2,645.48 | 2,645.48 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427687 | 1 | 454-46-465-303 | .00 | 44,150.75 | 44,150.75 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427688 | 1 | 402-46-465-303 | .00 | 3,760.48 | 3,760.48 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427689 | 1 | 417-43-431-303 | .00 | 1,843.00 | 1,843.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427691 | 1 | 603-49-850-303 | .00 | 4,035.00 | 4,035.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427692 | 1 | 101-41-465-303 | .00 | 2,216.95 | 2,216.95 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427692 | 2 | 101-43-434-303 | .00 | 4,440.55 | 4,440.55 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427693 | 1 | 601-49-493-303 | .00 | 422.50 | 422.50 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|---------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427693 | 2 | 602-49-496-303 | .00 | 277.50 | 277.50 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427693 | 3 | 603-49-850-303 | .00 | 2,975.00 | 2,975.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427693 | 4 | 417-43-431-303 | .00 | 5,795.00 | 5,795.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427694 | 1 | 402-46-465-303 | .00 | 1,100.00 | 1,100.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427695 | 1 | 601-49-493-303 | .00 | 134.87 | 134.87 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427695 | 2 | 602-49-496-303 | .00 | 134.87 | 134.87 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427695 | 3 | 603-49-850-303 | .00 | 134.88 | 134.88 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 427695 | 4 | 101-43-434-303 | .00 | 134.88 | 134.88 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 428254 | 1 | 417-43-431-303 | .00 | 2,945.00 | 2,945.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 428257 | 1 | 417-43-431-303 | .00 | 9,867.00 | 9,867.00 |
| 07/22 | 07/05/2022 | 85864 | 100795 | SHORT ELLIOTT HENDRICKSO | 428258 | 1 | 417-43-431-303 | .00 | 7,560.00 | 7,560.00 |
| Total 85864: | | | | | | | | .00 | 117,576.21 | |
| 85865 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85865 | 103155 | SHRED-IT | 8001822177 | 1 | 101-41-414-305 | .00 | 187.11 | 187.11 |
| 07/22 | 07/05/2022 | 85865 | 103155 | SHRED-IT | 8001822847 | 1 | 101-41-414-305 | .00 | 62.98 | 62.98 |
| Total 85865: | | | | | | | | .00 | 250.09 | |
| 85866 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85866 | 638 | SPECTRUM SUPPLY CO. | 55511 | 1 | 101-45-452-210 | .00 | 86.45 | 86.45 |
| Total 85866: | | | | | | | | .00 | 86.45 | |
| 85867 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85867 | 119 | ST CLOUD AREA PLANNING OR | 061522 | 1 | 101-41-411-434 | .00 | 9,487.00 | 9,487.00 |
| Total 85867: | | | | | | | | .00 | 9,487.00 | |
| 85868 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 0004722540 | 1 | 101-41-411-350 | .00 | 48.21 | 48.21 |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 0004722540 | 2 | 101-41-411-350 | .00 | 100.12 | 100.12 |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 0004722540 | 3 | 101-41-411-350 | .00 | 823.16 | 823.16 |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 0004722540 | 4 | 101-41-465-350 | .00 | 46.42 | 46.42 |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 0004722540 | 5 | 101-41-465-350 | .00 | 50.00 | 50.00 |
| 07/22 | 07/05/2022 | 85868 | 95 | ST CLOUD TIMES | 0004722540 | 6 | 101-41-465-350 | .00 | 50.00 | 50.00 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|--------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 85868: | | | | | | | | .00 | | 1,117.91 |
| 85869 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85869 | 103004 | STEARNS COUNTY HIGHWAY | 164-22 | 1 | 101-41-465-351 | .00 | 90.00 | 90.00 |
| 07/22 | 07/05/2022 | 85869 | 103004 | STEARNS COUNTY HIGHWAY | 171-2022 | 1 | 437-46-465-500 | .00 | 683,289.92 | 683,289.92 |
| Total 85869: | | | | | | | | .00 | | 683,379.92 |
| 85870 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85870 | 102093 | TACTICAL ADVANTAGE LLC | 2022-0024 | 1 | 101-42-421-240 | .00 | 434.00 | 434.00 |
| 07/22 | 07/05/2022 | 85870 | 102093 | TACTICAL ADVANTAGE LLC | 2022-0072 | 1 | 412-42-421-500 | .00 | 925.00 | 925.00 |
| 07/22 | 07/05/2022 | 85870 | 102093 | TACTICAL ADVANTAGE LLC | 2022-0072 | 2 | 101-42-421-240 | .00 | 2,775.00 | 2,775.00 |
| Total 85870: | | | | | | | | .00 | | 4,134.00 |
| 85871 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85871 | 1386 | TERMINAL SUPPLY CO | 53406-00 | 1 | 101-43-434-210 | .00 | 106.83 | 106.83 |
| Total 85871: | | | | | | | | .00 | | 106.83 |
| 85872 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85872 | 101512 | THE STANDARD | 07012022 | 1 | 101-21715 | .00 | 3,220.68 | 3,220.68 |
| Total 85872: | | | | | | | | .00 | | 3,220.68 |
| 85873 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85873 | 103324 | THEISEN, KARI | 06272022 | 1 | 101-41-465-330 | .00 | 180.18 | 180.18 |
| Total 85873: | | | | | | | | .00 | | 180.18 |
| 85874 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85874 | 637 | THOMAS TOOL & SUPPLY, INC. | M98999 | 1 | 101-43-434-240 | .00 | 277.98 | 277.98 |
| Total 85874: | | | | | | | | .00 | | 277.98 |
| 85875 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85875 | 429 | TRAUT COMPANIES | 349422 | 1 | 601-49-493-314 | .00 | 90.00 | 90.00 |
| 07/22 | 07/05/2022 | 85875 | 429 | TRAUT COMPANIES | 349491 | 1 | 601-49-493-314 | .00 | 60.00 | 60.00 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 07/22 | 07/05/2022 | 85875 | 429 | TRAUT COMPANIES | 349584 | 1 | 601-49-493-314 | .00 | 90.00 | 90.00 |
| 07/22 | 07/05/2022 | 85875 | 429 | TRAUT COMPANIES | 349690 | 1 | 601-49-493-314 | .00 | 60.00 | 60.00 |
| Total 85875: | | | | | | | | .00 | | 300.00 |
| 85876 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85876 | 101888 | TRI STATE SURPLUS CO | 38906 | 1 | 101-42-422-430 | .00 | 285.84 | 285.84 |
| Total 85876: | | | | | | | | .00 | | 285.84 |
| 85877 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85877 | 101218 | VOSHELL, ROBERT | 62722 | 1 | 101-41-414-330 | .00 | 85.10 | 85.10 |
| Total 85877: | | | | | | | | .00 | | 85.10 |
| 85878 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85878 | 102826 | WEISMAN CLEANING INC | 6054 | 1 | 101-42-421-409 | .00 | 2,400.00 | 2,400.00 |
| 07/22 | 07/05/2022 | 85878 | 102826 | WEISMAN CLEANING INC | 6054 | 2 | 101-42-422-409 | .00 | 1,600.00 | 1,600.00 |
| 07/22 | 07/05/2022 | 85878 | 102826 | WEISMAN CLEANING INC | 6054 | 3 | 101-45-451-409 | .00 | 4,000.00 | 4,000.00 |
| 07/22 | 07/05/2022 | 85878 | 102826 | WEISMAN CLEANING INC | 6054 | 4 | 101-41-414-409 | .00 | 350.00 | 350.00 |
| Total 85878: | | | | | | | | .00 | | 8,350.00 |
| 85879 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 85879 | 973 | WICKLUND, REBECCA | 063022 | 1 | 101-41-414-330 | .00 | 25.15 | 25.15 |
| Total 85879: | | | | | | | | .00 | | 25.15 |
| 100073 | | | | | | | | | | |
| 05/22 | 05/31/2022 | 100073 | 101400 | PAYMENT SERVICE NETWORK | 258251 | 1 | 601-49-414-202 | .00 | 3,302.07 | 3,302.07 |
| 05/22 | 05/31/2022 | 100073 | 101400 | PAYMENT SERVICE NETWORK | 258253 | 1 | 101-41-414-202 | .00 | 99.85 | 99.85 |
| 05/22 | 05/31/2022 | 100073 | 101400 | PAYMENT SERVICE NETWORK | 258265 | 1 | 101-43-436-202 | .00 | 1,006.42 | 1,006.42 |
| 05/22 | 05/31/2022 | 100073 | 101400 | PAYMENT SERVICE NETWORK | 258645 | 1 | 101-42-421-202 | .00 | 14.49 | 14.49 |
| Total 100073: | | | | | | | | .00 | | 4,422.83 |
| 100074 | | | | | | | | | | |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 1 | 101-41-414-430 | .00 | 60.78 | 60.78 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 2 | 101-41-414-434 | .00 | 1.00 | 1.00 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|-----------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 3 | 101-41-465-340 | .00 | 40.00 | 40.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 4 | 101-41-465-340 | .00 | 790.00 | 790.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 5 | 101-45-451-210 | .00 | 139.99 | 139.99 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 6 | 101-41-414-210 | .00 | 26.67 | 26.67 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 7 | 101-42-421-430 | .00 | 340.00 | 340.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 8 | 101-41-414-200 | .00 | 21.97 | 21.97 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 9 | 101-43-434-430 | .00 | 210.00 | 210.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 10 | 101-41-465-430 | .00 | 45.03 | 45.03 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 11 | 101-41-414-430 | .00 | 330.00 | 330.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 12 | 101-43-434-210 | .00 | 156.52 | 156.52 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 13 | 101-41-414-434 | .00 | 30.00 | 30.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 14 | 101-41-414-434 | .00 | 12.84 | 12.84 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 15 | 101-41-465-340 | .00 | 286.89 | 286.89 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 16 | 101-42-422-430 | .00 | 120.00 | 120.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 17 | 101-41-414-210 | .00 | 421.98 | 421.98 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 18 | 101-41-414-434 | .00 | 90.00 | 90.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 19 | 101-42-424-200 | .00 | 53.85 | 53.85 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 20 | 101-42-425-404 | .00 | 99.99 | 99.99 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 21 | 101-42-421-434 | .00 | 97.60 | 97.60 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 22 | 101-42-421-210 | .00 | 51.96 | 51.96 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 23 | 101-42-421-210 | .00 | 193.09 | 193.09 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 24 | 101-42-421-430 | .00 | 139.99- | 139.99- |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 25 | 101-42-421-430 | .00 | 139.99 | 139.99 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 26 | 101-42-421-340 | .00 | 418.00 | 418.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 27 | 101-42-421-340 | .00 | 300.00 | 300.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 28 | 101-42-421-340 | .00 | 450.00 | 450.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 29 | 101-42-421-340 | .00 | 240.00- | 240.00- |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 30 | 101-42-421-434 | .00 | 35.00 | 35.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 31 | 101-42-421-430 | .00 | 9.69 | 9.69 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 32 | 101-42-421-430 | .00 | 80.00 | 80.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 33 | 101-41-465-330 | .00 | 192.40 | 192.40 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 34 | 101-41-465-330 | .00 | 380.10 | 380.10 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 35 | 101-41-414-340 | .00 | 286.89 | 286.89 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 36 | 101-42-421-320 | .00 | 69.62 | 69.62 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 37 | 101-43-434-210 | .00 | 844.18 | 844.18 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 38 | 101-41-465-340 | .00 | 160.00 | 160.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 39 | 101-41-414-430 | .00 | 23.72 | 23.72 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 40 | 101-41-414-430 | .00 | 4.29 | 4.29 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 41 | 101-41-414-430 | .00 | 138.01 | 138.01 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 42 | 101-41-414-210 | .00 | 27.69 | 27.69 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 43 | 101-45-451-430 | .00 | 9.96 | 9.96 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 44 | 101-45-451-201 | .00 | 37.28 | 37.28 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 45 | 101-41-414-430 | .00 | 16.14 | 16.14 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 46 | 101-45-451-201 | .00 | 148.68 | 148.68 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 47 | 101-45-451-201 | .00 | 35.96 | 35.96 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 48 | 267-45-452-201 | .00 | 124.96 | 124.96 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 49 | 267-45-452-201 | .00 | 90.66 | 90.66 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 50 | 267-45-452-201 | .00 | 75.59 | 75.59 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 51 | 101-41-414-330 | .00 | 107.90 | 107.90 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 52 | 101-43-434-430 | .00 | 70.00 | 70.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 53 | 101-45-451-210 | .00 | 90.98 | 90.98 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 54 | 101-42-422-430 | .00 | 150.00 | 150.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 55 | 101-43-434-430 | .00 | 100.00 | 100.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 56 | 101-42-421-430 | .00 | 100.00 | 100.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 57 | 101-41-414-330 | .00 | 8.00 | 8.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 58 | 101-41-414-434 | .00 | 48.00 | 48.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 59 | 601-49-493-434 | .00 | 40.86 | 40.86 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 60 | 101-41-414-430 | .00 | 118.84 | 118.84 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 61 | 101-41-411-430 | .00 | 99.66 | 99.66 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 62 | 101-45-452-404 | .00 | 70.86 | 70.86 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 63 | 101-45-452-212 | .00 | 68.00 | 68.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 64 | 101-43-434-203 | .00 | 39.99 | 39.99 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 65 | 101-42-422-203 | .00 | 495.00 | 495.00 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 66 | 101-42-422-200 | .00 | 224.59 | 224.59 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 67 | 101-42-422-340 | .00 | 268.79 | 268.79 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 68 | 101-42-422-406 | .00 | 213.75 | 213.75 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 69 | 101-42-422-430 | .00 | 202.57 | 202.57 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 70 | 101-42-422-430 | .00 | 43.99 | 43.99 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 71 | 101-41-414-430 | .00 | 17.49 | 17.49 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 72 | 101-43-434-210 | .00 | 57.25 | 57.25 |
| 05/22 | 05/31/2022 | 100074 | 102427 | US BANK ONE CARD (CREDIT C | 51022 | 73 | 101-42-421-330 | .00 | 99.78 | 99.78 |
| Total 100074: | | | | | | | | .00 | | 10,075.28 |
| 100075 | | | | | | | | | | |
| 05/22 | 05/05/2022 | 100075 | 100576 | CHARTER COMMUNICATIONS | 0198323041 | 1 | 101-43-434-320 | .00 | 203.24 | 203.24 |
| 05/22 | 05/05/2022 | 100075 | 100576 | CHARTER COMMUNICATIONS | 0351716041 | 1 | 101-45-451-320 | .00 | 155.53 | 155.53 |
| 05/22 | 05/05/2022 | 100075 | 100576 | CHARTER COMMUNICATIONS | 05052022 | 1 | 101-43-434-320 | .00 | .10 | .10 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 100075: | | | | | | | | .00 | | 358.87 |
| 100076 | | | | | | | | | | |
| 05/22 | 05/13/2022 | 100076 | 103019 | FURTHER | PR05142021 | 1 | 101-21713 | .00 | 2,473.86 | 2,473.86 |
| Total 100076: | | | | | | | | .00 | | 2,473.86 |
| 100077 | | | | | | | | | | |
| 06/22 | 06/27/2022 | 100077 | 103019 | FURTHER | PR05282022 | 1 | 101-21713 | .00 | 2,513.86 | 2,513.86 |
| Total 100077: | | | | | | | | .00 | | 2,513.86 |
| 100078 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 100078 | 388 | EFTPS VOICE RESPONSE SYS | PR0625221 | 1 | 101-21701 | .00 | 7,353.47 | 7,353.47 |
| 07/22 | 07/05/2022 | 100078 | 388 | EFTPS VOICE RESPONSE SYS | PR0625221 | 2 | 101-21701 | .00 | 14,794.36 | 14,794.36 |
| 07/22 | 07/05/2022 | 100078 | 388 | EFTPS VOICE RESPONSE SYS | PR0625221 | 3 | 101-21701 | .00 | 7,353.47 | 7,353.47 |
| 07/22 | 07/05/2022 | 100078 | 388 | EFTPS VOICE RESPONSE SYS | PR0625221 | 4 | 101-21701 | .00 | 2,745.92 | 2,745.92 |
| 07/22 | 07/05/2022 | 100078 | 388 | EFTPS VOICE RESPONSE SYS | PR0625221 | 5 | 101-21701 | .00 | 2,745.92 | 2,745.92 |
| Total 100078: | | | | | | | | .00 | | 34,993.14 |
| 100079 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 100079 | 101806 | EMPOWER RETIREMENT | PR0625221 | 1 | 101-21711 | .00 | 400.00 | 400.00 |
| 07/22 | 07/05/2022 | 100079 | 101806 | EMPOWER RETIREMENT | PR0625221 | 2 | 101-21712 | .00 | 6,330.57 | 6,330.57 |
| 07/22 | 07/05/2022 | 100079 | 101806 | EMPOWER RETIREMENT | PR0625221 | 3 | 101-21711 | .00 | 3,777.34 | 3,777.34 |
| 07/22 | 07/05/2022 | 100079 | 101806 | EMPOWER RETIREMENT | PR0625221 | 4 | 101-21711 | .00 | 828.38 | 828.38 |
| Total 100079: | | | | | | | | .00 | | 11,336.29 |
| 100080 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 100080 | 103019 | FURTHER | PR0625221 | 1 | 101-21713 | .00 | 2,493.86 | 2,493.86 |
| Total 100080: | | | | | | | | .00 | | 2,493.86 |
| 100081 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 100081 | 258 | MN DEPT OF REVENUE | PR0625221 | 1 | 101-21702 | .00 | 7,835.84 | 7,835.84 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice Sequence | Invoice GL Account | Discount Taken | Invoice Amount | Check Amount |
|---------------|------------------|--------------|---------------|--------------------------|----------------|------------------|--------------------|----------------|----------------|--------------|
| Total 100081: | | | | | | | | .00 | | 7,835.84 |
| 100082 | | | | | | | | | | |
| 07/22 | 07/05/2022 | 100082 | 491 | PUBLIC EMPLOYEE RETIREME | 07012022 | 1 | 101-21704 | .00 | 37,464.12 | 37,464.12 |
| Total 100082: | | | | | | | | .00 | | 37,464.12 |
| Grand Totals: | | | | | | | | .00 | | 3,047,989.54 |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|----------------|-----------|---------------|---------------|
| 10120200 | 445.84 | 3,048,435.38- | 3,047,989.54- |
| 101-21701 | 34,993.14 | .00 | 34,993.14 |
| 101-21702 | 7,835.84 | .00 | 7,835.84 |
| 101-21704 | 37,464.12 | .00 | 37,464.12 |
| 101-21708 | 40.00 | .00 | 40.00 |
| 101-21711 | 5,005.72 | .00 | 5,005.72 |
| 101-21712 | 6,330.57 | .00 | 6,330.57 |
| 101-21713 | 7,481.58 | .00 | 7,481.58 |
| 101-21715 | 3,220.68 | .00 | 3,220.68 |
| 101-21716 | 285.89 | .00 | 285.89 |
| 101-41-411-330 | 980.29 | .00 | 980.29 |
| 101-41-411-350 | 971.49 | .00 | 971.49 |
| 101-41-411-430 | 166.16 | .00 | 166.16 |
| 101-41-411-434 | 9,487.00 | .00 | 9,487.00 |
| 101-41-414-200 | 21.97 | .00 | 21.97 |
| 101-41-414-202 | 99.85 | .00 | 99.85 |
| 101-41-414-203 | 3,432.00 | .00 | 3,432.00 |
| 101-41-414-210 | 476.34 | .00 | 476.34 |
| 101-41-414-305 | 250.09 | .00 | 250.09 |
| 101-41-414-308 | 5,687.50 | .00 | 5,687.50 |
| 101-41-414-320 | 3.95 | .00 | 3.95 |
| 101-41-414-330 | 301.15 | .00 | 301.15 |
| 101-41-414-340 | 286.89 | .00 | 286.89 |

| GL Account | Debit | Credit | Proof |
|----------------|----------|---------|----------|
| 101-41-414-381 | 120.64 | .00 | 120.64 |
| 101-41-414-406 | 200.26 | .00 | 200.26 |
| 101-41-414-409 | 350.00 | .00 | 350.00 |
| 101-41-414-414 | 675.30 | .00 | 675.30 |
| 101-41-414-430 | 709.27 | .00 | 709.27 |
| 101-41-414-434 | 181.84 | .00 | 181.84 |
| 101-41-465-203 | 41.50 | .00 | 41.50 |
| 101-41-465-303 | 2,216.95 | .00 | 2,216.95 |
| 101-41-465-308 | 949.00 | .00 | 949.00 |
| 101-41-465-330 | 933.93 | .00 | 933.93 |
| 101-41-465-340 | 1,328.13 | .00 | 1,328.13 |
| 101-41-465-350 | 146.42 | .00 | 146.42 |
| 101-41-465-351 | 90.00 | .00 | 90.00 |
| 101-41-465-430 | 575.58 | .00 | 575.58 |
| 101-42-421-170 | 419.29 | .00 | 419.29 |
| 101-42-421-200 | 214.25 | .00 | 214.25 |
| 101-42-421-202 | 14.49 | .00 | 14.49 |
| 101-42-421-203 | 2,094.50 | .00 | 2,094.50 |
| 101-42-421-210 | 317.56 | .00 | 317.56 |
| 101-42-421-240 | 3,209.00 | .00 | 3,209.00 |
| 101-42-421-305 | 169.46 | .00 | 169.46 |
| 101-42-421-320 | 520.17 | .00 | 520.17 |
| 101-42-421-322 | 320.99 | .00 | 320.99 |
| 101-42-421-330 | 99.78 | .00 | 99.78 |
| 101-42-421-340 | 1,623.00 | 240.00- | 1,383.00 |
| 101-42-421-381 | 482.56 | .00 | 482.56 |
| 101-42-421-404 | 20.63 | .00 | 20.63 |
| 101-42-421-406 | 186.05 | .00 | 186.05 |
| 101-42-421-409 | 2,400.00 | .00 | 2,400.00 |
| 101-42-421-430 | 702.83 | 139.99- | 562.84 |
| 101-42-421-434 | 132.60 | .00 | 132.60 |
| 101-42-422-135 | 621.15 | .00 | 621.15 |
| 101-42-422-170 | 145.72 | .00 | 145.72 |
| 101-42-422-200 | 224.59 | .00 | 224.59 |
| 101-42-422-203 | 657.00 | .00 | 657.00 |
| 101-42-422-210 | 176.90 | .00 | 176.90 |
| 101-42-422-240 | 539.45 | .00 | 539.45 |
| 101-42-422-340 | 4,978.79 | .00 | 4,978.79 |
| 101-42-422-381 | 482.56 | .00 | 482.56 |
| 101-42-422-404 | 148.14 | .00 | 148.14 |

| GL Account | Debit | Credit | Proof |
|------------------|-----------|--------|-----------|
| 101-42-422-405 | 649.90 | .00 | 649.90 |
| 101-42-422-406 | 738.28 | .00 | 738.28 |
| 101-42-422-409 | 1,600.00 | .00 | 1,600.00 |
| 101-42-422-430 | 802.40 | .00 | 802.40 |
| 101-42-424-200 | 53.85 | .00 | 53.85 |
| 101-42-424-203 | 37.50 | .00 | 37.50 |
| 101-42-424-32260 | 17.50 | .00 | 17.50 |
| 101-42-425-381 | 53.62 | .00 | 53.62 |
| 101-42-425-404 | 99.99 | .00 | 99.99 |
| 101-43-434-170 | 104.13 | .00 | 104.13 |
| 101-43-434-203 | 141.99 | .00 | 141.99 |
| 101-43-434-210 | 3,004.23 | 41.67- | 2,962.56 |
| 101-43-434-212 | 87.85 | .00 | 87.85 |
| 101-43-434-240 | 277.98 | .00 | 277.98 |
| 101-43-434-303 | 4,575.43 | .00 | 4,575.43 |
| 101-43-434-320 | 203.34 | .00 | 203.34 |
| 101-43-434-381 | 214.47 | .00 | 214.47 |
| 101-43-434-386 | 2,412.80 | .00 | 2,412.80 |
| 101-43-434-404 | 9,056.22 | .00 | 9,056.22 |
| 101-43-434-405 | 1,416.69 | 24.18- | 1,392.51 |
| 101-43-434-406 | 527.20 | .00 | 527.20 |
| 101-43-434-417 | 832.69 | .00 | 832.69 |
| 101-43-434-430 | 380.00 | .00 | 380.00 |
| 101-43-436-202 | 1,006.42 | .00 | 1,006.42 |
| 101-43-436-381 | 5.36 | .00 | 5.36 |
| 101-45-451-201 | 221.92 | .00 | 221.92 |
| 101-45-451-205 | 48.81 | .00 | 48.81 |
| 101-45-451-206 | 16,166.67 | .00 | 16,166.67 |
| 101-45-451-210 | 248.94 | .00 | 248.94 |
| 101-45-451-320 | 155.53 | .00 | 155.53 |
| 101-45-451-381 | 643.41 | .00 | 643.41 |
| 101-45-451-404 | 2,163.50 | .00 | 2,163.50 |
| 101-45-451-406 | 415.34 | .00 | 415.34 |
| 101-45-451-409 | 4,000.00 | .00 | 4,000.00 |
| 101-45-451-414 | 51.00 | .00 | 51.00 |
| 101-45-451-430 | 9.96 | .00 | 9.96 |
| 101-45-452-170 | 73.59 | .00 | 73.59 |
| 101-45-452-210 | 354.03 | .00 | 354.03 |
| 101-45-452-212 | 68.00 | .00 | 68.00 |
| 101-45-452-320 | 180.00 | .00 | 180.00 |

| GL Account | Debit | Credit | Proof |
|------------------|--------------|--------|--------------|
| 101-45-452-381 | 16.09 | .00 | 16.09 |
| 101-45-452-401 | 13.99 | .00 | 13.99 |
| 101-45-452-404 | 2,211.41 | .00 | 2,211.41 |
| 101-45-452-413 | 1,915.71 | .00 | 1,915.71 |
| 101-45-453-210 | 43.94 | .00 | 43.94 |
| 101-45-453-401 | 363.28 | .00 | 363.28 |
| 101-45-454-381 | 46.92 | .00 | 46.92 |
| 212-42-421-210 | 473.80 | .00 | 473.80 |
| 212-42-421-36230 | 1,287.00 | .00 | 1,287.00 |
| 217-42-421-170 | 112.96 | .00 | 112.96 |
| 221-45-452-229 | 21.53 | .00 | 21.53 |
| 221-45-452-305 | 28,500.00 | .00 | 28,500.00 |
| 221-45-452-381 | 33.51 | .00 | 33.51 |
| 235-42-429-203 | 21,751.43 | .00 | 21,751.43 |
| 241-46-465-303 | 981.35 | .00 | 981.35 |
| 250-49-441-381 | 1.34 | .00 | 1.34 |
| 260-45-452-303 | 2,645.48 | .00 | 2,645.48 |
| 260-45-452-500 | 121,042.19 | .00 | 121,042.19 |
| 267-45-452-201 | 291.21 | .00 | 291.21 |
| 267-45-452-305 | 100.00 | .00 | 100.00 |
| 267-45-452-36230 | 750.00 | .00 | 750.00 |
| 402-46-465-303 | 9,990.08 | .00 | 9,990.08 |
| 412-42-421-500 | 925.00 | .00 | 925.00 |
| 413-42-422-500 | 5,300.00 | .00 | 5,300.00 |
| 417-43-431-303 | 30,722.25 | .00 | 30,722.25 |
| 437-46-465-303 | 12,507.55 | .00 | 12,507.55 |
| 437-46-465-500 | 1,687,302.65 | .00 | 1,687,302.65 |
| 454-46-465-303 | 44,150.75 | .00 | 44,150.75 |
| 454-46-465-308 | 224.75 | .00 | 224.75 |
| 454-46-465-500 | 820,665.71 | .00 | 820,665.71 |
| 601-49-414-202 | 3,302.07 | .00 | 3,302.07 |
| 601-49-414-311 | 11,294.00 | .00 | 11,294.00 |
| 601-49-414-354 | 3,999.58 | .00 | 3,999.58 |
| 601-49-493-170 | 62.13 | .00 | 62.13 |
| 601-49-493-210 | 276.16 | .00 | 276.16 |
| 601-49-493-214 | 10.00 | .00 | 10.00 |
| 601-49-493-227 | 2,226.28 | .00 | 2,226.28 |
| 601-49-493-240 | 337.66 | .00 | 337.66 |
| 601-49-493-303 | 557.37 | .00 | 557.37 |
| 601-49-493-314 | 303.99 | .00 | 303.99 |

| GL Account | Debit | Credit | Proof |
|----------------|---------------------|----------------------|------------|
| 601-49-493-320 | 257.82 | .00 | 257.82 |
| 601-49-493-387 | 1,742.56 | .00 | 1,742.56 |
| 601-49-493-388 | 536.18 | .00 | 536.18 |
| 601-49-493-389 | 46.92 | .00 | 46.92 |
| 601-49-493-430 | 28.50 | .00 | 28.50 |
| 601-49-493-434 | 40.86 | .00 | 40.86 |
| 602-49-496-170 | 10.96 | .00 | 10.96 |
| 602-49-496-210 | 11,200.00 | .00 | 11,200.00 |
| 602-49-496-303 | 2,084.12 | .00 | 2,084.12 |
| 602-49-496-305 | 252.51 | .00 | 252.51 |
| 602-49-496-381 | 643.41 | .00 | 643.41 |
| 602-49-496-404 | 342.50 | .00 | 342.50 |
| 603-49-850-303 | 7,144.88 | .00 | 7,144.88 |
| Grand Totals: | <u>3,048,881.22</u> | <u>3,048,881.22-</u> | <u>.00</u> |

Report Criteria:

Detail Report

Check.Check number = 85773-85879

| | | |
|--------------|------------------|----------------|
| Check Number | Check Issue Date | Payee |
| 85805 | 06/28/2022 | DYER, ROCHELLE |

| Sequence | Source | Description | GL Account | Amount | Check Amount |
|----------|--------|--------------------|------------|--------|--------------|
| 1 | WATER | Refund overpayment | 001-10105 | 10.65 | |
| 2 | SEWER | Refund overpayment | 001-10105 | 18.59 | |
| 3 | STORM | Refund overpayment | 001-10105 | 4.06 | 33.30 |

Grand Totals: 33.30



STAFF MEMO

| | | |
|---|--------------------------------------|--|
| Lead Department and Contact: Administration – Anna Gruber | Meeting Date: July 11 2022 | Agenda Item No. 06b |
| Agenda Section: Consent | Goal Area: None | Item: Approval of Personnel Items |

PREVIOUS COUNCIL REVIEW OR ACTION: Council approved the hiring of 2 Engagement Specialists in June 2022.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Personnel Committee has reviewed these items and is in support and recommends approval.

DEPARTMENTAL REVIEW AND IMPACTS:

- Administration:** hiring processes for all open positions, management of engagement specialists/cmty ctr.
- Finance:** new hire payroll & benefits processing.
- Community Development:** Revisions to JD’s in community development.
- Public Works:** new duties for Parks Department at Community Center.
- Public Safety:** None.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: Two Engagement Specialist Positions and Revisions to Park Supervisor, Park Lead, and Engagement Director roles were all accounted for in the new Community Center Agreement with ISD 748 and the budget going forward. This model will provide a cost savings to the City of nearly \$20,000 annually. Future state, we will need to look at a FT Director or Supervisor for the Community Center, but currently a shared role by Parks & Administration is more cost effective.

OPPORTUNITY COST IF APPROVED: we could leave everything as-is and continue operations at Community Center with current ISD 748 agreement, increased cost. Parks Supervisor/Lead and Engagement Director will need to allocate some of their time towards community center duties, which will pull them from other duties.

COUNCIL ACTIONS REQUESTED: Approval of consent agenda serves as approval of this item.

BACKGROUND: The City has been in partnership with ISD 748 for community center operations and a revision to that agreement (06c on Consent Agenda) will provide cost efficiencies for all parties. This revision involves the City hiring two engagement specialists to operate the Community Center, as well as splitting the supervisory duties of the Community Center and Parks amongst multiple current staff members. The below are the recommended hirings/approvals to facilitate the new community center operations:

- Hiring of Ann Doyscher-Domres as Engagement Specialist, effective immediately, pay grade 10 step 2.
- Hiring of Kristina Leppanen as Engagement Specialist, effective immediately, pay grade 10 step 1.
- Revision to Parks Supervisor position, as provided below, at pay grade 14 step 1, due to addition of supervising community center operations & respective building attendant staff.
- Revision to Parks Lead position, as provided below, at pay grade 12 step 1, due to addition of supervision over parks maintenance staff in order to allow time for Parks Supervisor to assist at Community Center.

- Revision to Engagement Director position, as provided below, at pay grade 18 step 1, due to addition of supervision over community center engagement specialist staff. Also includes movement to 5 years of service credit for vacation leave (10 hours per month from 6.667 currently). The Engagement Director includes revisions to vacation leave due to their being such minimal movement allowed on the pay scale per our compensation plan.

All of the above recommended approvals amount to a cost savings in the overall Community Center operations budget, which was a current agreement with the school for \$194,000. Above will result in estimated cost of \$172,071 annually.

In addition to the above job description edits, we have attached minor edits to the Administrative Specialist, City Planner, and Development Specialist roles. These changes were due to revision to job duties now that the departments are fully staffed after the hiring of the City Planner. The edits are minor and do not involve any pay grade or step changes.

Lastly, this memo and consent agenda approval serves as acceptance of the retirement of Volunteer Firefighter Kellan Hemmesch. His retirement notice is attached.

ATTACHMENTS: Job Descriptions and Retirement Notice.

Administrative Specialist

Department: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work providing administrative, clerical, and receptionist duties in support of daily City operations, and related work as apparent or assigned. Work is performed under the moderate supervision of City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

All City administrative specialist positions provide support for all City functions based upon time available, so every position remains flexible in providing administrative assistance to all City departments but this position normally provides general City Hall administrative assistance and primarily the Community Development, Finance, and General Administration Teams.

Receives, screens, and routes calls; greets visitors; provides information, explanations, and assistance to the public and other employees or refers to appropriate person, and performs a wide range of clerical support activities.

Processes documents such as memos, correspondence, reports, minutes, and statements.

Assists the general public at front counter with licenses, permits, payments, etc.

Coordinates public hearing notices, publications, public notices and affidavits of mailing, press releases, agenda packets, and related documents and services.

~~Provides administrative support for rental licensing and inspections.~~

Assists with grass, weed, and snow removal complaints.

Manage electronic signage for the City, ~~including signs and invoicing.~~

Maintains cemetery records and assists with locating and payments of cemetery lots.

Maintains associated databases for departments ~~and posts any database reports to the City website.~~

Coordinates and implements document imaging for all departments.

~~Provides back up assistance to Development Specialist and City Planner regarding permitting and software operations.~~

~~Processes Data Requests for the City.~~

Assists in the administrative duties of the Chamber of Commerce, Everything Sartell, and Planning Commission.

Provides assistance in general communication updates to the City website, Employee Intranet, and other applicable systems.

~~Assists with Electrical Contractor Licensing.~~

~~Maintains the Adopt-a-Street Program for the City, as well as other applicable community engagement related programs.~~

Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; thorough knowledge of business English, spelling and arithmetic; general knowledge of standard office practices and procedures; general knowledge of customer service, billing and collection procedures; skill in the use of personal computers, associated software packages, hardware, and job-specific peripheral equipment; excellent mathematical and basic accounting and finance skills; skill in handling customer complaints and general information requests through phone and/or personal contact; ability to handle confidential information with discretion; ability to work with limited supervision and as part of a team; ability to work under time constraints; ability to work with basic mathematical calculations and keep track of money and receipts; ability to be bonded; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, and the general public.

Education and Experience

High school diploma or GED and moderate experience in clerical services including customer contact and some finance or accounting experience, or equivalent combination of education and experience. Associate's Technical degree preferred.



Administrative Specialist

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, pushing or pulling and lifting; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; this work does not require any specialized sensory utilization; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

| ~~Last Revised: July, 2020~~



City Planner

Department: Community Development

FLSA Status: Exempt

General Definition of Work

Performs difficult administrative work providing assistance with code enforcement, planning and zoning administration services, and related work as apparent or assigned. Work is performed under the general direction of the Director of Community & Economic Development.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Processes and reviews land use applications such as plats, subdivisions, site plans, building and zoning permits, vacations and variances.

Acts as primary lead for managing and implementing software needs of the community development department.

Processes and reviews annexation requests per the agreement between City and Township

Assists with code enforcement activities including plan review, inspections, and site visits.

Coordinates and implements plans, policies, ordinance amendments; conducts technical research.

Writes and implements grants.

Assists the Director of Community & Economic Development and City Administrator on implementing and updating the City's Comprehensive plan.

Works with community partners in advancing community and economic development.

Administers the GIS system; prepares graphics and maps for written reports and presentations.

Prepares planning reports and memos for Planning Commission, Joint Planning Board, and Council meetings.

Serves as staff liaison to various Boards and Commissions.

Provides information to property owners, investors, real estate developers, and other interested parties.

Conducts neighborhood and community development/redevelopment meetings, as necessary

Provides secondary staff support to the Planning Commission, Joint Planning Board, and staff.

[Manages Public Hearing process for Community Development/Planning related items.](#)

[Manages Community Development related software, including implementation and overall operations.](#)

[Processes and maintains Home Occupancy Applications and Permits.](#)

Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; thorough knowledge of the laws, ordinances, and regulations underlying a municipal organization; thorough knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning including areas such as land use, transportation, environmental impact, or other related areas; working knowledge of Building Code/Fire Code implementation/enforcement and practices; working knowledge of ArcView and other GIS software programs; knowledge of research methods and ability to compile and analyze original data; skill in the use of personal computers, associated software packages, hardware, and job-specific peripheral equipment; ability to prepare and administer plans based on survey and analysis of data, citizen participation, and agency consultation; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with associates, supervisors, other departments, property and business owners, contractors, outside agencies, engineers, and the general public.

City Planner

Education and Experience

Bachelor's degree in planning, community development, urban studies, or related field, and three years of experience as a Planner or Assistant Planner in municipal government, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

~~Last Revised: 9.14.21~~

Development Specialist

Department: Community Development

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work providing administrative and planning, related duties in support of daily City development operations, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant City Administrator/Director of Community & Economic Development.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

All City administration positions provide support for all City functions based upon time available, so every position remains flexible in providing administrative assistance to all City departments but this position normally provides general City Hall administrative assistance with focus on the community development team, primarily inspections, building and zoning.

Receives, screens, and routes calls; greets visitors; provides information, explanations, and assistance to the public and other employees or refers to appropriate person and performs a wide range of clerical support activities.

Provides information to contractors, engineers, and the general public relating to the policies and procedures applicable to permits, building and related construction codes, and zoning and subdivision ordinances.

Reviews and approves applications for permits, licenses, and all other submittals relating to building construction, additions or repairs.

Accepts construction plans; verifies workers' compensation and valid contractor's license information has been filed with the City.

Reviews and approves building, plumbing, and mechanical permits.

Processes and reviews land use applications such as plats, site plans, building and zoning permits, variances.

Assists with code enforcement activities including site visits.

~~Coordinates and implements plans, policies, ordinance amendments; conducts technical research.~~

~~Administers the GIS system; prepares graphics and maps for written reports and presentations.~~

Prepares planning reports and memos.

Provides information to property owners, investors, real estate developers, and other interested parties.

Prepares reports and maintains files relating to permitting activity.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; general knowledge of the laws, ordinances, and regulations underlying a municipal organization regarding zoning and general building construction; skill in the use of personal computers, associated software packages, hardware, and job-specific peripheral equipment; skill in handling customer complaints and general information requests regarding various City services through phone and or/or personal contact; skill and ability to work with basic mathematical calculations and keep track of money and receipts; ability to learn and apply building and related development codes and zoning regulations; ability to understand and comply with Open Meeting Law and Data Practices Actability to interpret and apply policies, regulations and procedures; ability to learn and apply basic terms, materials, and practices involved in general building construction; ability to handle private and confidential information with discretion; ability to work with limited supervision and as part of a team; ability to work under time constraints; ability to be bonded; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, and the general public.

Education and Experience

Associates or Technical Degree in GIS/Permitting/Zoning/Construction Management or 10 years of experience in lieu. Considerable experience in clerical service including customer contact and working with building permit technician or construction duties, or equivalent combination of education and experience.

Physical Requirements



Development Specialist

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

ICC Permit Technician certification is preferred.
Valid driver's license in the State of Minnesota.

~~Last Revised: 07/2020~~



Engagement Director

Department: Administration

FLSA Status: Exempt

General Definition of Work

Provides intermediate and professional administrative work supporting existing community outreach, engagement activities, and initiatives while recommending, planning, and coordinating various projects and new programs that promote positive relationships, and support and integrate community involvement. Collaborates with multiple organizations and staff to create engagement plans; share information and materials that contribute to an understanding of best engagement practices; develop positive relationships with internal and external partners, and identify ways to improve inclusivity in community programs and decision-making processes. This role ensures timely development and distribution of accurate, engaging, and relevant information to residents, businesses, media outlets, and stakeholders. This position translates department stories and city policies into narratives to build engaging content that amplifies the city's efforts and promotes a positive image. This includes providing direction for marketing and communications projects, public relations efforts, and media initiatives to ensure clear, transparent, and concise information to all city stakeholders. Supervision of Engagement Specialist staff and Community Center is exercised. Work is performed under the limited supervision of the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develop, plan, implement and evaluate engagement strategies, programs, and activities that help facilitate relationship building, resident participation, and public input for existing and new community programs and initiatives.

Supports all City departmental efforts with marketing and public relation needs, including assisting and reviewing communication pieces and media releases. Monitors effectiveness of communications and communications tools, including communications assistance in the event of an emergency or disaster

Provides supervision of the general operations at the Community Center, including staff. Includes Community Center in engagement activities.

Coordinate activities and partners with internal departments to leverage skills and resources that support citizen participation, engagement, and customer satisfaction. Ensure consistency in communication and marketing efforts amongst internal departments.

Act as event planner for community events, such as (but not limited to) Summerfest, Country Lights Festival, all Chamber Events, Neighborhood Events, Events at the Parks.

Facilitate, Develop, and implement surveys, focus groups, and needs assessments for city efforts.

Research, explore, and recommend new methods of community engagement including online tools and various other creative, leading-edge strategies. Coordinate implementation and ongoing maintenance of tools.

Act as a City liaison and interact directly with residents, local organizations, community leaders, businesses, and others to assist with information gathering and two-way communication toward the goal of identifying local issues, developing community networks and assisting with community consensus building, and through these various interactions help discern where there are emerging and ongoing issues that need attention. Assist with related meetings and other activities.

Serves as liaison to the media and keeps the media list current.

Responsible for oversight of City logo for use on stationery, envelopes and other promotional items.

Manages marketing calendar to achieve maximum exposure and publicity for events and programs.

Updates content on City website. Understands website infrastructure, email marketing system, and keeps current on changing technology and updates as it relates to the website Content Management System.

Provides Project Management role over community engagement tools (ticketing systems, website, text notifications, IM, reporting tools).

Manages project work-flows as it relates to communication, technology, and marketing efforts.

Assist with developing, implementing, and evaluating engagement activities such as neighborhood events, tours, conferences, and other community. Participate directly in these events to establish contact with residents and other community members.



Engagement Director

Assist in the dissemination of information regarding community services, programs, and initiatives and the gathering and assessing of various community concerns regarding projects, programs, and initiatives.

Work with elected officials, as requested, on community engagement activities and communications. Assist with marketing initiatives for the community, including new resident and business welcome packets, newsletter, social media, website, videos.

Organizes, develops and implements the community branding communication plan.

Develops, prepares and distributes quarterly community newsletter.

Attend Chamber & CVB Board meetings (also set agendas and facilitate), attend monthly meetings, attend monthly networking events.

Assist with day to day tasks for the Chamber and City, including phone calls, emails, invoicing, paying bills, keep database and website up to date.

Facilitate all related board and city committees, including monthly check ins.

Assists Directors in the absence of the City Administrator.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge and experience in planning, implementing, and evaluating community events; skill employing effective communication that include a very high level of communication competency and confidence, the ability to listen well and make a connection with the person, their point of view, and their concerns. Is a relationship builder and a collaborative thinker. Possesses a high level of positive energy, commitment, and passion for inclusion of all segments of the population in city governance and community activities, this includes a range of people, from business representatives to residents to visitors. Ability to make people of varying backgrounds and levels of education feel comfortable such that they will share their opinions and feel they are being heard. Has the ability to see and understand a wide variety of perspectives. Self-motivated such that once given approval will implement a program, event, or activity with vigor. Has the ability to bridge divides that can exist internally to evaluate other departments' engagement attitudes and activities, offer constructive criticism, and assist in the implementation of positive engagement practices. Looks for ways to work together throughout the community. Ability to develop and implement new community engagement programs and initiatives. Ability to establish and maintain good working relationships with other City employees, residents, and various community organizations. Ability to work well with individuals from a variety of different backgrounds and experience, including community leaders, residents, service providers, local officials, and elected representatives. Excellent written and verbal communication skills. Ability to work a varied schedule to attend meetings and events outside regular office hours.

Education and Experience

Bachelor's degree in communications or a related field from an accredited college or university, required 3-5 years experience working in community engagement role, or equivalent combination of education and experience. Preferred Master's Degree in Business, Communications, or Related Field.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling and occasionally requires lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Class created July, 2021.



Parks Maintenance Lead

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs skilled trades work maintaining municipal parks including buildings, equipment, cemetery grounds, and ditches; assisting with street maintenance, and related work as apparent or assigned. Provides lead groundskeeping assistance to the Parks Supervisor and supervision of summer temporary workers. Work is performed under the limited supervision of the Parks Supervisor and Public Works Director. Work and training oversight is exercised over Seasonal Staff, including scheduling assistance for appropriate management of Pinecone Central Park and St. Cloud Orthopedics Fields. [Supervision exercised over full-time parks maintenance staff.](#)

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Maintains areas around City buildings, including picking up and removing debris.
- Performs general park custodial tasks such as cleaning and painting.
- Performs mowing, lawn care, and street snow removal.
- Contacts plumbing, electrical, building contractors to schedule work.
- Inspects playground equipment; maintains outdoor hockey/skating rinks.
- Responds to animal control calls; apprehends and transports animal to the City kennel and/or transports animal to veterinary clinic.
- Applies fertilizer, pesticides, herbicides on park grounds.
- Maintains trees and gardens.
- Maintains and fixes irrigation lines and system.
- Performs lawn mower and other equipment maintenance.
- Assists with traffic control and street repairs needed.
- Provides supervision and oversight over temporary staff.
- Assists in scheduling of parks systems.
- Provides lead duties over groundskeeping and turf management.
- [Directly supervises and oversees park maintenance staff for overall operations.](#)
- Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; general knowledge of basic construction, electrical, and plumbing; skill and ability to use a variety of hand and power tools and equipment such as lawn mowers, chain saws, trimmers, and table saw; skill and ability to operate a variety of public works equipment such as dump truck, plow truck, and front-end loader; ability to comprehend and follow applicable Material Safety Data Sheets and OSHA standards; ability to direct the work of assigned personnel and ensure their safety; ability to plan work around weather and other factors; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, contractors, and the general public.

Education and Experience

Parks Maintenance Lead

High school diploma or GED, and 5 years' experience in park or grounds maintenance, or equivalent combination of education and experience. Preferred experience supervising temporary staff.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions, frequently requires reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to vibration, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Minnesota Class B driver's license with required endorsements upon hire
Herbicide, Pesticide, Fertilizer certification within one year of employment.

~~Last Revised: September 2021~~

Parks Supervisor

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs intermediate skilled trades work involving parks maintenance activities and supervising the work of parks maintenance staff, and related work as apparent or assigned. Supervisory work coordinating maintenance functions and serving as a liaison between park maintenance staff, public works maintenance staff, and sport associations. Work is performed under the general direction of the Public Works Director. Continuous supervision is exercised over the Park Maintenance Workers and Community Center facility staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Participates in and oversees the work of park operations; plans and directs staff work assignments.

Provides supervision and leadership to personnel under position's span of control; makes and/or participates in decisions on matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under position's span of control; sets goals and objectives for others to work towards and monitors performance; creates and maintains a positive work environment fostering effective performance of staff.

Provides supervision and direction for operational and facility needs at Community Center. This includes policy creation, vision, mission, and developmental duties.

Oversees concession management for all City concession facilities.

Coordinates and manages park rental processes – from reservations to set up and tear down.

Relationship management with community associations, organizations, and volunteer groups.

Manages Park Lead for direction of all turf and park maintenance duties.

Oversees and inspects job sites to determine work progress, changing priorities, problems, hazards, and material and equipment.

Assists with the development of cost estimates for budget preparation; assists with the monitoring of expenditures and receipts; reviews and recommends changes to capital improvement projects and plans.

Operates a variety of equipment such as the loader, plow, mowers, and ~~back hoe~~backhoe.

Performs maintenance of all City parks, including turf management, weeding, mowing, field maintenance, park structure maintenance, and irrigation.

Involves civic organizations, service groups and interested individuals in support of parks including recruiting financial and in-kind contributions.

Develops a comprehensive park development program involving staff and community through the development of a one-year, three-year, and five-year plan.

Coordinates interdepartmental work with other supervisors or directors.

Develops inventories and other databases utilizing GIS and other computerized resources related to all data relevant to the comprehensive park system.

Oversees and manages contract services.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating park and fleet maintenance. Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training. Theories, principles, methods, materials, techniques, and equipment used in the construction, maintenance, and repairs of parks and related facilities. Proper horticultural practices related to parks, plants, trees, and shrubs including species identification and disease management. Methods and techniques of

Parks Supervisor

manual and automatic irrigation system installation, operation, and repair. Operational characteristics of a variety of tools and equipment. Methods and techniques of inspecting maintenance and repair work to ensure compliance with safety requirements, standards, and quality requirements. Relevant laws, rules, regulations, policies, and procedures. Principles and practices of administrative procedures, recordkeeping, budgeting, and financial management. Principles and practices of contract and procurement administration. Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service. Modern office practices, methods, and computer equipment and applications. Ability to select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned areas and working teams. Plan and develop policies and procedures. Perform skilled park maintenance and repair work in a diverse range of trade areas. Read and understand complex construction and development plans and specifications. Independently organize work, set priorities, meet deadlines, and follow up on assignments. Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships. Use English effectively to communicate in person, over the telephone, and in writing.

Education and Experience

Bachelor's degree in horticulture, parks administration, natural resources, or a related field; Five years of relevant professional experience, with at least one year in a supervisory capacity. Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires standing, reaching with hands and arms and lifting and occasionally requires walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Minnesota Class B driver's license with required endorsements upon hire.

June 20, 2022

To: Sartell Fire Chief Kedrowski

From: Firefighter Kellan Hemmesch

Subject: Pending Retirement

This letter is my official notice of my pending retirement from the Sartell Fire Department effective July 1, 2022. With selling our house and relocating out of the area, along with my pending retirement from the Sheriff's Office, it is time. I want to thank you for the leadership, professionalism and forward thinking that you have brought to the agency. I will miss the firefighters, activities and calls for service. (Maybe not the 2 am false alarms)

I am proud to say that I gave Sartell Fire 20 years of service.

Thanks

Kellan Hemmesch

12221 212ave NE

New London, Mn 56273

Kellan.Hemmesch@gmail.com



STAFF MEMO

| | | |
|---|---|---|
| Lead Department and Contact: Administration – Anna Gruber | Meeting Date: July 11, 2022 | Agenda Item No. 06c |
| Agenda Section: Consent | Goal Area: Creation of Parks Dept. | Item: Approval of Community Center Agreement |

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: hiring process, organizational improvements at Community Center, general operations.

Finance: finances of the community center/budget, as well as invoicing to the ISD 748.

Community Development: None.

Public Works: operations of the community center & building attendants/parks.

Public Safety: None.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: Cost savings of ending Community Center Agreement with the school (\$194,000) and hiring of 2 staff members. We expect hiring of staff to be \$172,071, for an overall budget savings.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Approval of consent agenda serves as approval of this item.

BACKGROUND: City Staff and ISD 748 staff have been reviewing the current Community Center Agreement between the City & ISD 748 and determining appropriate operations going forward. It was determined that the ISD 748 staff members currently at the Community Center spend a majority of their time (65%+) on city tasks related to operating the community center. With this, it was recommended to reverse the current arrangement and for the City to employ staff and in turn bill the ISD 748 for 35% of their time, to be utilized towards Community Education duties, as needed. We are estimating a cost savings to the City under this approach. Below is a table showing the changes in roles with the ISD 748.

The current Community Education Director will relocate to a school facility and operate Community Education from the school, instead of the Community Center. The City will leverage the current Engagement Director and Park Supervisor for oversight of staff at the Community Center. The City does not intend to replace the Director role at the Community Center, which is currently the Community Education Director for ISD 748. As our parks/rec department grows, we will revisit the demand for a Parks/Rec Director. For the time being, we think the Engagement Director and Parks Supervisor can collaboratively direct the operations of the Community Center. There will be slight revisions to their job descriptions for this work, which will be brought to Council in July.

The City will post for 2 engagement specialists, as well as split supervisory duties amongst current staff. See Consent Agenda Item 06b for further explanation of these roles and the hiring of the engagement specialists.

The City staff will operate the Community Center, as-is currently being done. They will also coordinate all scheduling of facilities for the City & ISD 748 rec spaces, work with the Seniors group, schedule building attendants, and assist with Community Education duties as needed (no more than 35% of their time). The ISD 748 will reimburse the City for the 35%.

Attached is the agreement that represents the above information and below breakdown.

| Future State for Facilities - Employees | | | | | |
|---|------|---|-------------------|-------------------|----------------------|
| Entity | Name | Title | 2022 Salary/Wage | 2022 BR Benefits | Total |
| City | | Community Center Management | | | 194,000 |
| School | | Community Center Management | | | (194,000) |
| School | | Facilities Scheduler | 31,355 | 13,738 | 44,084 |
| City | | Community Center Coordinator II (Grade 7, Step 4) | 54,758 | 16,564 | 71,322 |
| City | | Community Center Coordinator I (Grade 9, Step 5) | 63,526 | 15,195 | 78,721 |
| City | | Building Attendants @ Community Center | 34,200 | 5,181 | 39,381 |
| City | | Building Attendant Lead @ Community Center | 30,000 | 5,162 | 35,162 |
| School | | Community Ed Director | 94,664 | 26,283 | 120,947 |
| School | | Building Attendent - Schools | 19,950 | 3,022 | 22,972 |
| School | | 35% of Each of their Time for CMTY ED/Sched. | 52,515 | - | 52,515 |
| Total | | | 231,329 | 39,648 | 342,299 |
| City Net Impact | | | | | 172,071 |
| School Net Impact | | | | | 196,434 |

ATTACHMENTS: Community Center Agreement.

**AGREEMENT BETWEEN THE CITY OF SARTELL AND
INDEPENDENT SCHOOL DISTRICT #748 RELATING TO
COMMUNITY RECREATION AND COMMUNITY EDUCATION
PROGRAMS**

THIS AGREEMENT is made and entered into effective the _____ by and between INDEPENDENT SCHOOL DISTRICT NO. 748, Sartell, Minnesota ("School") and the CITY OF SARTELL, a Minnesota municipal corporation ("City").

WHEREAS, the School is organized for the purpose of providing public school education, including at its discretion Community Education and associated recreation programs; and

WHEREAS, the City is authorized to provide park and recreation, senior center, and library services; and

WHEREAS, the City owns a multi-purpose facility located at 850 - 19th Street South in Sartell, such facility commonly referred to as the Sartell Community Center ("Center") which is currently managed through an Agreement between City and School and

WHEREAS, the City has hired personnel with the professional experience to manage the Center's operations going forward; and

WHEREAS, City and School desire to enter into an agreement for the use of Center personnel's time to the benefit of the City and School shared taxpayers;

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

1. On-Going Management: City will assume management and staff for all Community Center operations going forward, after the date of the execution of this agreement. This includes:

- a. advertising, marketing, and promotions costs
- b. janitorial, waste removal and cleaning expenses
- c. information technology costs
- d. dues, subscriptions, and membership costs
- e. postage, printing and copying costs, including any equipment leases related thereto
- f. all concessions and event-related expenses
- g. all equipment rental costs
- h. all equipment and building maintenance costs
- i. all utility costs
- j. all personnel, including Engagement Specialists and Building Attendants
- k. all supervisory duties

2. Personnel Time: School has determined that a portion of the Center staff time could be utilized to benefit the Community Education Programming, which is supervised and directed by the Community Education Director located at the Sartell Middle School. The use of Center staff for School activities is limited to 35% for Engagement Specialists and includes assisting with Community Education Programming Duties, specifically recreational and senior programming.

3. Payments to School: School will pay the City for the 35% of time utilized for the above duties. The total payment annually will be \$55,000, payable on or before July 1st of each year. Annually, there will be a cost-of-living inflator rate, equal to the National COLA Index.

4. Merger and Modification: It is understood and agreed that the entire Agreement between the parties is contained here, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

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

5. Term and Termination: The term of this Agreement is from July 1st, 2022, through July 1st, 2025, unless cancelled by either party upon 120 day written notice to the other party. Either party may terminate this Agreement upon a default by the other party hereunder. A party shall be in default hereunder if (a) such party fails to pay any sum payable hereunder within thirty (30) days after same is due and payable, or (b) such party fails in any material respect to perform or comply with any of the other terms, covenants, agreements, or conditions hereof and such failure continues for more than sixty (60) days after written notice thereof from the other party. In the event that a default (other than a default in the payment of money) is not reasonably susceptible to being cured within the sixty (60) day period, the defaulting party shall not be considered in default if it shall within such sixty (60) day period have commenced with due diligence and dispatch to cure such default and thereafter completes with dispatch and due diligence the curing of such default.

The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation. Any dispute that has not been resolved by negotiation within ninety (90) days of the initiation of such negotiation shall be submitted for arbitration.

The parties acknowledge the importance of a smooth transition of responsibility and uninterrupted operation of the Center upon termination of this Agreement. Following such termination, School shall provide to City, at no additional cost, the right to use any of School's proprietary or other software or Center data for a period of not less than 180 days to allow City a transition period for computer conversion. School shall cooperate with City and any successor management entity in an effort to minimize any disruptions in operations relating to such termination, including the provision of reasonable access to School's Community Education Director.

6. Indemnification: The parties agree that each will defend, indemnify, and hold harmless the other party, its officers, and employees against any and all liability, loss, costs, damages, and expenses which the other party, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the other party's performance or failure to adequately perform its obligations pursuant to this Agreement.

7. IRS Rev. Proc. 97-13: School and City acknowledges that Center will be financed with proceeds of tax-exempt bonds and City and School agree that it is their intent that this Agreement satisfy the conditions of IRS Rev. Proc. 97-13 so that such proceeds will not be treated as used in private business under Code Sec. 141(b). All provisions of this Agreement shall be interpreted so as to give effect to such intent of the parties, and, if City bond counsel at any time determines that an amendment to this Agreement is necessary in order to satisfy the conditions of Rev. Proc. 97-13, City and School agree promptly to negotiate in good faith and enter into such amendment.

8. Binding Effect and Amendments: This Agreement shall be binding upon the parties and shall insure to the benefit of the parties hereto and their respective successors and assigns, provided, however, that School may not assign its rights or obligations hereunder.

This Agreement may be modified or amended only by written instrument signed by the duly authorized officers of the parties hereto.

9. Severability: The parties expressly agree that it is not their intention to violate any public policies, statutory or common laws, rules, regulations, or decisions of any government or agency thereof. If any provision of this Agreement is judicially or administratively interpreted or construed as being so in violation, such provision shall be inoperative, and the remainder of this Agreement shall remain binding upon the parties hereto.

10. Notices: All notices, demands or requests provided for or permitted to be given pursuant to this Agreement must be in writing. All notices, demands and requests shall be deemed to have been properly served if given by personal delivery, or if deposited in the United States mail addressed as follows:

If to City: City of Sartell
 Attn: City Administrator
 125 Pinecone Road North
 Sartell, MN 56377

If to School: Sartell School District
 212 Third Ave N
 Sartell, MN 56377

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers pursuant to the authority granted by each party's governing body.

City of Sartell

City Administrator

School District

Superintendent of Schools



STAFF MEMO

| | | |
|--|---|---|
| Lead Department and Contact: Finance – Rob Voshell | Meeting Date: July 11, 2022 | Agenda Item No. 06d |
| Agenda Section: Consent | Goal Area: Purposeful Financial Management | Item: Approval of Bond Sale Resolution |

PREVIOUS COUNCIL REVIEW OR ACTION:

May 23, 2022 – Adopted Resolution adopting the Street Reconstruction Plan and approving the issuance of G.O. Street Reconstruction Bonds

June 13, 2022 – Passed the agreement engaging Northland as our Municipal Advisor on the issue, along with authorizing Northland to solicit proposals for the competitive negotiated sale of the bonds.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: Involved in the process, recommends approval.

Finance: Reviewed Bond Sale resolution with Northland Securities, recommends approval.

Community Development: None.

Public Works: None.

Public Safety: None.

RECURRING REQUEST: Required for every bond issue.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Approval of Consent Agenda Items serves as approval for this item.

BACKGROUND: On the May 23 meeting council adopted the Street Reconstruction Plan and approved the issuance of G.O. Street Reconstruction Bonds. Then, on the June 13 meeting the council passed the agreement engaging Northland as our Municipal Advisor on the issue, along with authorizing Northland to solicit proposals for the competitive negotiated sale of the bonds. The next step in the bond issuance process is to approve the Resolution providing for the issuance and sale of \$14,785,000 GO Bonds, Series 2022A.

ATTACHMENTS: Resolution Providing for the Issuance and Sale of Bonds

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF SARTELL, MINNESOTA

HELD: JULY 11, 2022

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Sartell, Benton and Stearns Counties, Minnesota, was duly held at the City Hall on July 11, 2022, at 6:00 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of \$14,785,000 General Obligation Bonds, Series 2022A.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$14,785,000
GENERAL OBLIGATION BONDS, SERIES 2022A, PLEDGING FOR THE SECURITY
THEREOF NET REVENUES AND LEVYING A TAX FOR THE PAYMENT THEREOF

A. WHEREAS, the City Council of the City of Sartell, Minnesota (the "City") has heretofore determined and declared that it is necessary and expedient to issue \$14,785,000 General Obligation Bonds, Series 2022A (the "Bonds" or individually a "Bond"), pursuant to Minnesota Statutes, Chapter 475; and

1. Section 475.58, Subdivision 3b, to finance street reconstruction improvements under the City's Street Reconstruction Plan (the "Street Reconstruction Project");

2. Section 444.075 to finance improvements to the municipal water system, sanitary sewer system and storm water system (collectively, the "Utility Improvements);

B. WHEREAS, on May 23, 2022, following duly published notice thereof, the Council held a public hearing on the issuance of approximately \$8,500,000 principal amount of bonds to finance the Street Reconstruction Project and all persons who wished to speak or provide written information relative to the public hearing were afforded an opportunity to do so; and

C. WHEREAS, no petition signed by voters equal to 5 percent of the votes cast in the City in the last municipal general election requesting a vote on the issuance of the street reconstruction bonds was filed with the City Administrator within 30 days after the public hearing on May 23, 2022; and

D. WHEREAS, the Bonds, together with any outstanding bonds of the City that are subject to the City's net debt limit, do not exceed the City's net debt limit; and

E. WHEREAS, the City owns and operates a municipal water system (the "Water System"), a municipal sanitary sewer system (the "Sanitary Sewer System"), and a municipal storm water system (the "Storm Water System", and together with the Water System and the Sanitary Sewer System, the "System"), as separate revenue producing public utilities; and

F. WHEREAS, the net revenues of the Water System are pledged to the payment of the City's outstanding (i) General Obligation Bonds, Series 2018A, in the original principal amount of \$17,580,000, dated May 31, 2018, of which a portion was designated the "Water Tower Portion"; and (ii) General Obligation Bonds, Series 2018B, in the original principal amount of \$7,610,000, dated May 31, 2018, of which a portion was designated the "2008B Refunding Portion of the Bonds"(the "Outstanding Water Bonds"); and

G. WHEREAS, the net revenues of the Sanitary Sewer System are pledged to the payment of the City's outstanding \$6,015,000 original principal amount General Obligation Refunding Bonds, Series 2010B, dated March 4, 2010, of which a portion was designated the "Sewer Revenue Bonds Refunding Portion" (the "Outstanding Sanitary Sewer Bonds"); and

H. WHEREAS, the net revenues of the Water System and the Sanitary Sewer System are pledged to the payment of the City's outstanding General Obligation Bonds, Series 2020A, in the original principal amount of \$5,925,000, dated July 15, 2020, of which a portion was designated the "Utility Portion" (the "Outstanding Water and Sanitary Sewer Bonds"); and

I. WHEREAS, the net revenues of the System are pledged to the payment of the City's outstanding (i) General Obligation Bonds, Series 2012A, in the original principal amount of \$7,315,000, dated July 10, 2012, of which a portion was designated the "2006A Refunding System Portion"; (ii) General Obligation Bonds, Series 2018A, in the original principal amount of \$17,580,000, dated May 31, 2018, of which a portion was designated the "Utility Portion"; and (iv) General Obligation Bonds, Series 2018B, in the original principal amount of \$7,610,000, dated May 31, 2018, of which a portion was designated the "2009A Refunding Portion of the Bonds" (collectively, the "Outstanding Utility Bonds"); and

J. WHEREAS, the City has retained Northland Securities, Inc., in Minneapolis, Minnesota ("Northland"), as its independent municipal advisor for the sale of the Bonds and was therefore authorized to sell the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9) and proposals to purchase the Bonds have been solicited by Northland; and

K. WHEREAS, the proposals set forth on Exhibit A attached hereto were received by the Finance Director, or designee, at the offices of Northland at 10:00 A.M. on the date hereof, pursuant to the Notice of Sale established for the Bonds; and

L. WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

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

1. Acceptance of Proposal. The proposal of _____ (the "Purchaser"), to purchase the Bonds, in accordance with the Notice of Sale, at the rates of interest hereinafter set forth, and to pay therefor the sum of \$_____, plus interest accrued to settlement, is hereby found, determined and declared to be the most favorable proposal received, is hereby accepted and the Bonds are hereby awarded to the Purchaser.

2. Bond Terms.

(a) Original Issue Date; Denominations; Maturities; Term Bond Option. The Bonds shall be dated August 9, 2022, as the date of original issue and shall be issued forthwith on or after such date in fully registered form, shall be numbered from R-1 upward in the denomination of \$5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations") and shall mature on February 1 in the years and amounts as follows:

| <u>Year</u> | <u>Amount</u> | <u>Year</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|
| 2024 | \$ | 2034 | \$ |
| 2025 | | 2035 | |
| 2026 | | 2036 | |
| 2027 | | 2037 | |
| 2028 | | 2038 | |
| 2029 | | 2039 | |
| 2030 | | 2040 | |
| 2031 | | 2041 | |
| 2032 | | 2042 | |
| 2033 | | 2043 | |

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

(b) Allocation. The aggregate principal amount of \$_____ maturing in each of the years and amounts hereinafter set forth are issued to finance the Street Reconstruction Project (the "Street Reconstruction Portion" of the Bonds). The aggregate principal amount of \$_____ maturing in each of the years and amounts hereinafter set forth are issued to finance the Utility Improvements (the "Utility Portion" of the Bonds).

| <u>Year</u> | <u>Street Reconstruction Portion</u> | <u>Utility Portion</u> | <u>Total Amount</u> |
|-------------|--|------------------------|---------------------|
| 2024 | \$ | \$ | \$ |
| 2025 | | | |
| 2026 | | | |
| 2027 | | | |
| 2028 | | | |

2029
2030
2031
2032
2033
2034
2035
2036
2037
2038
2039
2040
2041
2042
2043

If Bonds are prepaid, the prepayments shall be allocated to the portions of debt service (and hence allocated to the payment of Bonds treated as relating to a particular portion of debt service) as provided in this paragraph. If the source of prepayment moneys is the general fund of the City, or other generally available source, including the levy of taxes, the prepayment may be allocated to any of the portions of debt service in such amounts as the City shall determine. If the source of a prepayment is excess net revenues of the System pledged to the Utility Improvements, the prepayment shall be allocated to the Utility Portion of debt service.

(c) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

- (i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.
- (ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").
- (iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the

Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

- (iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.
- (v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10, references to the Nominee hereunder shall refer to such new Nominee.
- (vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").
- (vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall

be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than fifteen calendar days in advance of such special record date to the extent possible.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(d) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bond if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bond that the Beneficial Owners be able to obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 10. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (d) shall limit or restrict the provisions of paragraph 10.

(e) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any

such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose. The Street Reconstruction Portion of the Bonds shall provide funds to finance the Street Reconstruction Project. The Utility Portion of the Bonds shall provide funds to finance the Utility Improvements. The Street Reconstruction Project and the Utility Improvements are herein referred to together as the Project. The total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bonds. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Interest. The Bonds shall bear interest payable semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing August 1, 2023, calculated on the basis of a 360-day year of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years as follows:

| <u>Maturity Year</u> | <u>Interest Rate</u> | <u>Maturity Year</u> | <u>Interest Rate</u> |
|----------------------|----------------------|----------------------|----------------------|
| 2024 | % | 2034 | % |
| 2025 | | 2035 | |
| 2026 | | 2036 | |
| 2027 | | 2037 | |
| 2028 | | 2038 | |
| 2029 | | 2039 | |
| 2030 | | 2040 | |
| 2031 | | 2041 | |
| 2032 | | 2042 | |
| 2033 | | 2043 | |

5. Redemption. All Bonds maturing on February 1, 2031 and thereafter, shall be subject to redemption and prepayment at the option of the City on February 1, 2030, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the City; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected registered holder of the Bonds at least thirty (30) days prior to the date fixed for redemption.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in

its discretion, from the numbers so assigned to such Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. Northland Trust Services, Inc., in Minneapolis, Minnesota, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
BENTON AND STEARNS COUNTIES
CITY OF SARTELL

R- _____ \$ _____

GENERAL OBLIGATION BOND, SERIES 2022A

| <u>Interest Rate</u> | <u>Maturity Date</u> | <u>Date of Original Issue</u> | <u>CUSIP</u> |
|----------------------|----------------------|-------------------------------|--------------|
| % | February 1, | August 9, 2022 | |

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

THE CITY OF SARTELL, BENTON AND STEARNS COUNTIES, MINNESOTA (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, unless called for earlier redemption, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing August 1, 2023, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of Northland Trust Services, Inc., in Minneapolis, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer, acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of

this Bond. Until termination of the book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Optional Redemption. All Bonds of this issue (the "Bonds") maturing on February 1, 2031, and thereafter, are subject to redemption and prepayment at the option of the Issuer on February 1, 2030, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the Issuer; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected Holder of the Bonds at least thirty (30) days prior to the date fixed for redemption.

Prior to the date on which any Bond or Bonds are directed by the Issuer to be redeemed in advance of maturity, the Issuer will cause notice of the call thereof for redemption identifying the Bonds to be redeemed to be mailed to the Bond Registrar and all Bondholders, at the addresses shown on the Bond Register. All Bonds so called for redemption will cease to bear interest on the specified redemption date, provided funds for their redemption have been duly deposited.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of \$14,785,000, all of like date of original issue and tenor, except as to number, maturity, interest rate, denomination and redemption privilege, issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on July 11, 2022 (the "Resolution"), for the purpose of providing money to finance street reconstruction projects and improvements to the water, sanitary sewer and storm water systems within the jurisdiction of the Issuer. This Bond is payable out of the General

Obligation Bonds, Series 2022A Fund of the Issuer. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Not Qualified Tax-Exempt Obligation. This Bond has not been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the Issuer has covenanted and agreed with the Holders of the Bonds that it will impose and collect charges for the service, use and availability of its municipal water, storm sewer and sanitary

sewer systems (the "System") at the times and in amounts necessary to produce net revenues, together with other sums pledged to the payment of the Utility Portion of the Bonds, as defined in the Resolution, adequate to pay all principal and interest when due on the Utility Portion of the Bonds; and that the Issuer will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property of the Issuer, without limitation as to rate or amount, for the years and in amounts sufficient to pay the principal and interest on Utility Portion of the Bonds as they respectively become due, if the net revenues from the System, and any other sums irrevocably appropriated to the Debt Service Account are insufficient therefor; and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Sartell, Benton and Stearns Counties, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its City Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

Registrable by: NORTHLAND TRUST SERVICES, INC.

Payable by: NORTHLAND TRUST SERVICES, INC.

BOND REGISTRAR'S
CERTIFICATE OF
AUTHENTICATION

CITY OF SARTELL,
BENTON AND STEARNS COUNTIES,
MINNESOTA

This Bond is one of the
Bonds described in the
Resolution mentioned
within.

/s/ Facsimile

Mayor

NORTHLAND TRUST SERVICES,
INC.
Minneapolis, Minnesota,
Bond Registrar

/s/ Facsimile

City Administrator

By: _____
Authorized Signature

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

- TEN COM - as tenants in common
- TEN ENT - as tenants by the entireties
- JT TEN - as joint tenants with right of survivorship and not as tenants in common
- UTMA - _____ as custodian for _____
 (Cust) _____ (Minor)
 under the _____ Uniform
 (State)
 Transfers to Minors Act

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not affect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____

(Include information for all joint owners if the Bond is held by joint account.)

8. Execution. The Bonds shall be in typewritten form, shall be executed on behalf of the City by the signatures of its Mayor and City Administrator and be sealed with the seal of the City; provided, as permitted by law, both signatures may be photocopied facsimiles and the corporate seal has been omitted. In the event of disability or resignation or other absence of either officer, the Bonds may be signed by the manual or facsimile signature of the officer who may act on behalf of the absent or disabled officer. In case either officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, the signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on the Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue, which date is August 9, 2022. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or the Holder's attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The Finance Director is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Finance Director to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. There is hereby established a special fund to be designated "General Obligation Bonds, Series 2022A Fund" (the "Fund") to be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the

manner herein specified until all of the Bonds and the interest thereon have been fully paid. The Operation and Maintenance Account for the Water System, the Operation and Maintenance Account for the Sanitary Sewer System and the Operation and Maintenance for the Storm Water System (collectively, the "Operation and Maintenance Accounts") heretofore established by the City shall continue to be maintained in the manner heretofore and herein provided by the City. All moneys remaining after paying or providing for the items set forth in the resolutions establishing the Operation and Maintenance Accounts shall constitute and are referred to as "net revenues" until the Utility Portion of the Bonds have been paid. In such records there shall be established accounts of the Fund for the purposes and in the amounts as follows:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Bonds [plus any amount paid for the Bonds in excess of the minimum bid]. From the Construction Account there shall be paid all costs and expenses of making the Project, including the cost of any construction or other contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. Moneys in the Construction Account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Bonds may also be used to the extent necessary to pay interest on the Bonds due prior to the anticipated date of commencement of the collection of taxes herein levied or covenanted to be levied; and provided further that if upon completion of the Project there shall remain any unexpended balance in the Construction Account, the balance shall be transferred to the Debt Service Account.

(b) Debt Service Account. There shall be maintained two separate subaccounts in the Debt Service Account to be designated the "Street Reconstruction Project Debt Service Subaccount" and the "Utility Improvements Debt Service Subaccount". There are hereby irrevocably appropriated and pledged to, and there shall be credited to the separate subaccounts of the Debt Service Account:

- (i) Street Reconstruction Project Debt Service Subaccount. To the Street Reconstruction Project Debt Service Subaccount there shall be credited: (A) all taxes herein and hereafter levied for the payment of the Street Reconstruction Portion of the Bonds; (B) a pro rata share of all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (C) all investment earnings on funds held in the Street Reconstruction Project Debt Service Subaccount; and (D) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Street Reconstruction Project Debt Service Subaccount. The Street Reconstruction Project Debt Service Subaccount shall be used solely to pay the principal and interest and any premiums for redemption of the Street Reconstruction Portion of the Bonds.
- (ii) Utility Improvements Debt Service Subaccount. To the Utility Improvements Debt Service Subaccount there shall be credited: (A) the net revenues of the System not otherwise pledged and applied to the payment of other obligations of the City, in an amount, together with other funds which may herein or hereafter from time to time be irrevocably appropriated to the Utility Improvements Debt Service Subaccount, sufficient to meet the requirements of Minnesota Statutes,

Section 475.61 for the payment of the principal and interest of the Utility Portion of the Bonds; [(B) a pro rata share of any amount paid for the Bonds in excess of the minimum bid;] (C) any collections of all taxes which may hereafter be levied in the event that the net revenues of the System and other funds herein pledged to the payment of the principal and interest on the Utility Portion of the Bonds are insufficient therefore; (D) a pro rata share of all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (E) all investment earnings on funds held in the Utility Improvements Debt Service Subaccount; and (F) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Utility Improvements Debt Service Subaccount. The Utility Improvements Debt Service Subaccount shall be used solely to pay the principal and interest and any premium for redemption of the Utility Portion of the Bonds and any other general obligation bonds of the City hereafter issued by the City and made payable from said subaccount as provided by law.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Construction Account, Operation and Maintenance Accounts or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

16. Covenants Relating to the Street Reconstruction Portion of the Bonds.

(a) Tax Levy. To provide moneys for payment of the principal and interest on the Street Reconstruction Portion of the Bonds there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

| | | |
|--------------------------|--------------------------------|---------------|
| <u>Years of Tax Levy</u> | <u>Years of Tax Collection</u> | <u>Amount</u> |
|--------------------------|--------------------------------|---------------|

See Attached Schedule in Exhibit B

(b) Coverage Test. The tax levies are such that if collected in full they, together with other revenues herein pledged for the payment of the Street Reconstruction Portion of the Bonds,

will produce at least five percent in excess of the amount needed to meet when due the principal and interest payments on the Street Reconstruction Portion of the Bonds. The tax levies shall be irrevocable so long as any of the Street Reconstruction Portion of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

17. Covenants Relating to the Utility Portion of the Bonds.

(a) Sufficiency of Net Revenues. It is hereby found, determined and declared that the net revenues of the System are sufficient in an amount to pay when due the principal and interest on the Utility Portion of the Bonds and the Outstanding Utility Bonds and a sum at least five percent in excess thereof. The net revenues of the Water System is sufficient in amount to pay when due the principal of and interest on the Outstanding Water Bonds and a sum at least five percent in excess thereof. The net revenues of the Sanitary System is sufficient in amount to pay when due the principal of and interest on the Outstanding Sanitary Sewer Bonds and a sum at least five percent in excess thereof. The net revenues of the Water System and the Sanitary Sewer System are sufficient in amount to pay when due the principal of and interest on the Outstanding Water and Sanitary Sewer Bonds and a sum at least five percent in excess thereof. The net revenues of the System are hereby pledged on a parity lien with the Outstanding Utility Bonds, the Outstanding Water Bonds, the Outstanding Sanitary Sewer Bonds and the Outstanding Water and Sanitary Sewer Bonds and shall be applied for that purpose, but solely to the extent required to meet, together with other pledged sums, the principal and interest requirements of the Bonds. As used herein the term net revenues means the gross revenues derived by the City from the operation of the System, including all charges for service, use, availability, and connection to the System, and all monies received from the sale of any facilities or equipment of the System or any by-products thereof, less all normal, reasonable, or current costs of owning, operating, and maintaining the System.

Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that the estimated net revenues of the System will be sufficient in addition to all other sources, for the payment of the Utility Portion of the Bonds and such additional obligations and any such pledge and appropriation of the net revenues may be made superior or subordinate to, or on a parity with the pledge and appropriation herein.

(b) Excess Net Revenues. Net revenues in excess of those required for the foregoing may be used for any proper purpose.

(c) Covenant to Maintain Rates and Charges. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the Holders of the Bonds that it will impose and collect charges for the service, use, availability and connection to the System at the times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Utility Portion of the Bonds. Minnesota Statutes, Section 444.075, Subdivision 2, provides as follows: "Real estate tax revenues should be used only, and then on a temporary basis, to pay general or special obligations when the other revenues are insufficient to meet the obligations."

18. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the net revenues of the System appropriated and pledged to the payment of principal and interest on the Utility Portion of the Bonds, together with other funds irrevocably appropriated to the Utility Improvements Debt Service Subaccount herein established, shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as it becomes due. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

19. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bonds shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Bond Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

20. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Bonds, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement

Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar preliminary costs, which in the aggregate do not exceed twenty percent of the "issue price" of the Bonds, and (ii) a *de minimis* amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or five percent of the proceeds of the Bonds.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Bonds or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Bonds, and not later than 18 months after the later of (i) the date of the payment of the Reimbursement Expenditure, or (ii) the date on which the Project to which the Reimbursement Expenditure relates is first placed in service, but in no event more than three years after the date of payment of the Reimbursement Expenditure.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Bond proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Bonds are issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Bonds stating in effect that such action will not impair the tax-exempt status of the Bonds.

21. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such occurrence.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and City Administrator, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

22. Certificate of Registration. The City Administrator is hereby directed to file a certified copy of this resolution with the County Auditors of Benton and Stearns Counties, Minnesota, together with such other information as each of the County Auditors shall require, and to obtain from each County Auditor their certificate that the Bonds have been entered in their Bond Register, and that the tax levy required by law has been made.

23. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

24. Negative Covenant as to Use of Bond Proceeds and Project. The City hereby covenants not to use the proceeds of the Bonds or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

25. Tax-Exempt Status of the Bonds; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment earnings to the United States. The City expects to satisfy the 24-month exemption for gross proceeds of the Bonds as provided in Section 1.148-7(d)(1) of the Regulations. The Mayor and/or City Administrator and/or Finance Director are hereby authorized and directed to make such elections as to arbitrage and rebate matters relating to the Bonds as they deem necessary,

appropriate or desirable in connection with the Bonds, and all such elections shall be, and shall be deemed and treated as, elections of the City.

26. Not Designation of Qualified Tax-Exempt Obligations. The City will not designate the Bonds as "qualified tax exempt obligations" for purposes of Section 265(b)(3) of the Code.

27. Official Statement. The Official Statement relating to the Bonds prepared and distributed by Northland is hereby approved and the officers of the City are authorized in connection with the delivery of the Bonds to sign such certificates as may be necessary with respect to the completeness and accuracy of the Official Statement.

28. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

29. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

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

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTIES OF BENTON AND STEARNS
CITY OF SARTELL

I, the undersigned, being the duly qualified and acting City Administrator of the City of Sartell, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to authorizing the issuance and awarding the sale of \$14,785,000 General Obligation Bonds, Series 2022A.

WITNESS my hand on July 11, 2022.

City Administrator

EXHIBIT A

PROPOSALS

[To be supplied by Northland Securities, Inc.]

EXHIBIT B

TAX LEVY SCHEDULE

[To be supplied by Northland Securities, Inc.]



STAFF MEMO

| | | |
|---|--|--|
| Lead Department and Contact: Administration/Finance | Meeting Date: July 11, 2022 | Agenda Item No. 06e |
| Agenda Section: Consent | Goal Area: High-Value City Services & Staff | Item: Approval of Resolution Appointing Election Judges for the 2022 Primary Election |
| <p>PREVIOUS COUNCIL REVIEW OR ACTION: Approved the special election, election judges.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.</p> <p>DEPARTMENTAL REVIEW AND IMPACTS:</p> <p>Administration: Finance: Community Development: Public Works: Public Safety:</p> <p>RECURRING REQUEST: Yes, it is required by Minnesota State Statue that the City Council approved election judges prior to each election.</p> <p>PROPOSED BUDGET/FISCAL IMPACT: Election Judge Pay: \$15.00 per hour, with mileage reimbursement, Head Judge pay an additional \$75.00.</p> <p>OPPORTUNITY COST IF APPROVED: None.</p> <p>COUNCIL ACTIONS REQUESTED: To approve the attached resolution appointing election judges for the primary election held on August 9, 2022.</p> <p>BACKGROUND: Staff has received applications to be an election judge from each of the names on the attached resolution, and each person is scheduled or has already completed, as least two hours of election judge training, as required by state statue.</p> <p>ATTACHMENTS: Resolution appointing election judges for the primary election on August 9, 2022.</p> | | |

RESOLUTION NO.

**RESOLUTION APPOINTING ELECTION JUDGES FOR
PRIMARY ELECTION OF AUGUST 9, 2022**

WHEREAS, pursuant to Minnesota Statute 204B.19, the city council is required to appoint individuals who are eligible to vote in the state of Minnesota and are qualified to be appointed as an election judge; and

WHEREAS, the clerk has compiled a list of qualified election judges.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA: That the following persons listed are hereby appointed judges for the general election at a rate of \$15.00 per hour, with an additional \$75.00/day compensation for the head judge. Elections will be held at: Precinct 1 polling place being Sartell Community Center, 850 19th Street South; Precinct 2 with the polling place being Sartell Public Works Building, 230 4th Avenue South; Precinct 3 with the polling place being Sartell Community Center, 850 19th Street South; Precinct 4 with the polling place being First United Methodist Church, 1107 Pinecone Road South; Precinct 5 with the polling place being Messiah Lutheran Church, 320 4th Avenue North; Precinct 6 with the polling place being Celebration Church, 1500 Pinecone Road North; Precinct 7 with the polling place being City Hall, 125 Pinecone Road North on Tuesday, August 9, between the hours of 6:00 a.m. and continuing until the polls have been closed and counting of the ballots has been completed.

To serve as election judges for the City of Sartell:

| | | |
|------------------------------|--------------------|----------------------|
| Edith Harris* | Deb Hoffman | Ruth Steffes |
| Kari Theisen * | Stacie Kuefler | JonPaul Defour |
| Nikki Sweeter | Rob Voshell | Jack Parker |
| Mark Sauerer * | Megan Theisen | Laurie Keller |
| Lesa Kramer * | Nicholas Overby** | Kylee Ressemann |
| Kerstine Herda* | Allen Cook* | Judith Kedrowski |
| Ann Doyscher-Domres * | William Cripe | Bonnie Gohmann |
| Jody Helland * | Eileen Kampa | Donna Romstad |
| Daniel Kramer | Marge Bates | Peter Wilson |
| Nicole Smude | Alexis Roy | Lee Ann Kothenbeutel |
| Thomas Roy | Jess Eggert | Jeff Kellerman |
| Becky Wicklund | Diana Fuhrman | Laura Ramirez |
| Sara Devos | Judith Giffin | Gayle Smoley |
| Gary Schnellert | Emma Johnson** | Lauren Eydam |
| Inga Gerads** | Debra Adair | Audrey Mueller** |
| Gabrielle Sprenger ** | LuAnne Cedergren | Gary Kraemer |
| Bonnie Schraut | Nicole Dufour | Karen Fuglie** |
| Karell Sartell | Jennifer Smith | Paige Mackenthun |
| Tina Hengel | Tom Offerdahl | David Switzer |
| Gary Cordie | Julie Bruns | Merlin Bruns |
| Kent Nelson | Anna Gruber | Dennis Hahn |
| Lisa Hahn | Jill Hollenkamp | Capri Loegering |
| Harry Forsyth | | |

Bold* = Head Judge ** = Health Care Facility Judge

BE IT ALSO RESOLVED: That the Sartell City Council hereby authorizes the City Administrator, Finance Director or City Clerk/Assistant Finance Director to make substitutions, appoint additional election judges and/or reassign judges to different precincts as needed.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11TH DAY OF JULY 2022.

Mayor

ATTEST:

City Administrator

SEAL



STAFF MEMO

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|--|---|--------------------------------------|
| Lead Department and Contact: Finance – Rob Voshell | Meeting Date: July 11, 2022 | Agenda Item No. 06f |
| Agenda Section: Consent | Goal Area: Purposeful Financial Management | Item: Approval of Transfers |

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: None.

Finance: Budgeted transfers included in the 2022 budget, unbudgeted transfers were recommended by audit, fund closures help clean up our accounting – recommends approval

Community Development: None.

Public Works: None.

Public Safety: None.

RECURRING REQUEST: Yes, fund closures and unbudgeted transfers require council approval.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Approval of Consent Agenda Items serves as approval for this item.

BACKGROUND: Annually, and sometimes semiannually, staff brings budgeted transfers, unbudgeted transfers and fund closures to council for approval. The unbudgeted transfers and reclasses are to correct debt service payments being made from the incorrect fund in February. After reviewing with audit, they recommended the approach highlighted in the spreadsheet. Additionally, we are closing the COVID Fund which was created from the CARES Act funding. We finally received the funding from FEMA, so we were able to close the fund by leveraging the PEG fund and ARPA fund.

ATTACHMENTS: Transfers

July Transfers

| Journal_Code | Journal_Group | GL_Account_Number | Description | Amount | TITLE | FUND |
|--------------|---------------|---------------------|--|--------------|----------------------------|---------------------------|
| JE | | 1 217-42-421-39201 | BUD TRSFR - GENERAL FUND TO POLICE RESERVE | (1,500.00) | TRANSFER FROM GEN FUND | POLICE RESERVES |
| JE | | 1 101-42-421-720 | BUD TRSFR - GENERAL FUND TO POLICE RESERVE | 1,500.00 | TRANSFER OUT | GENERAL |
| JE | | 2 414-43-434-39203 | BUD TRSFR - BEAUTIFICATION TO PW EQUIPMENT | (40,000.00) | TRANSFER IN | PW EQUIPMENT FUND |
| JE | | 2 221-45-452-720 | BUD TRSFR - BEAUTIFICATION TO PW EQUIPMENT | 40,000.00 | TRANSFER OUT | BEAUTIFICATION |
| JE | | 3 241-46-465-720 | BUD TRSFR - LOCAL SALES TX TO 2016A & 2018A DEBT SERVICE | 991,000.00 | TRANSFER OUT | SALES TAX EXTENSION |
| JE | | 3 336-47-380-39203 | BUD TRSFR - LOCAL SALES TX TO 2016A & 2018A DEBT SERVICE | (568,000.00) | TRANSFER IN | 2016A BONDS |
| JE | | 3 338-47-380-39203 | BUD TRSFR - LOCAL SALES TX TO 2016A & 2018A DEBT SERVICE | (423,000.00) | TRANSFER IN | 2018A GO BONDS |
| JE | | 4 338-47-380-39203 | BUD TRSFR - STREETS TO 2018A DEBT SERVICE FUND | (306,192.00) | TRANSFER IN | 2018A GO BONDS |
| JE | | 4 417-43-431-720 | BUD TRSFR - STREETS TO 2018A DEBT SERVICE FUND | 306,192.00 | TRANSFER OUT | STREET FUND |
| JE | | 5 341-47-380-39203 | BUD TRSFR - STREETS, WATER, & SEWER TO 2019A DEBT SERVICE | (540,350.00) | TRANSFER IN | 2019A GO BONDS |
| JE | | 5 417-43-431-720 | BUD TRSFR - STREETS, WATER, & SEWER TO 2019A DEBT SERVICE | 389,331.00 | TRANSFER OUT | STREET FUND |
| JE | | 5 601-49-493-720 | BUD TRSFR - STREETS, WATER, & SEWER TO 2019A DEBT SERVICE | 75,509.50 | TRANSFER OUT | WATER FUND |
| JE | | 5 602-49-496-720 | BUD TRSFR - STREETS, WATER, & SEWER TO 2019A DEBT SERVICE | 75,509.50 | TRANSFER OUT | SEWER FUND |
| JE | | 6 342-47-380-39203 | BUD TRSFR - STREETS TO 2020A EAST SIDE RECON | (157,450.00) | TRANSFER IN | 2020A GO BONDS |
| JE | | 6 417-43-431-720 | BUD TRSFR - STREETS TO 2020A EAST SIDE RECON | 157,450.00 | TRANSFER OUT | STREET FUND |
| JE | | 7 342-47-380-39203 | BUD TRSFR - STREETS TO 2020A SAFE STREETS RECON | (101,450.00) | TRANSFER IN | 2020A GO BONDS |
| JE | | 7 417-43-431-720 | BUD TRSFR - STREETS TO 2020A SAFE STREETS RECON | 101,450.00 | TRANSFER OUT | STREET FUND |
| JE | | 8 101-41-350-39203 | BUD TRSFR - ANNUAL WATER/SEWER/STORM ADMIN COSTS TO GEN FUND | (120,000.00) | TRANSFER IN | GENERAL |
| JE | | 8 601-49-414-729 | BUD TRSFR - ANNUAL WATER/SEWER/STORM ADMIN COSTS TO GEN FUND | 40,000.00 | TRANSFER OUT - TO GEN FUND | WATER FUND |
| JE | | 8 602-49-414-729 | BUD TRSFR - ANNUAL WATER/SEWER/STORM ADMIN COSTS TO GEN FUND | 40,000.00 | TRANSFER OUT - TO GEN FUND | SEWER FUND |
| JE | | 8 603-49-850-729 | BUD TRSFR - ANNUAL WATER/SEWER/STORM ADMIN COSTS TO GEN FUND | 40,000.00 | TRANSFER OUT - TO GEN FUND | STORMWATER FUND |
| JE | | 9 342-47-380-610 | RECLASS 2020A W&S PRINCIPAL AND INTEREST PAYMENTS TO W&S | (105,000.00) | PRINCIPAL | 2020A GO BONDS |
| JE | | 9 342-47-380-611 | RECLASS 2020A W&S PRINCIPAL AND INTEREST PAYMENTS TO W&S | (16,400.00) | INTEREST | 2020A GO BONDS |
| JE | | 9 602-49-496-610 | RECLASS 2020A W&S PRINCIPAL AND INTEREST PAYMENTS TO W&S | 75,000.00 | PRINCIPAL | SEWER FUND |
| JE | | 9 602-49-496-611 | RECLASS 2020A W&S PRINCIPAL AND INTEREST PAYMENTS TO W&S | 11,875.00 | INTEREST | SEWER FUND |
| JE | | 9 601-49-400-610 | RECLASS 2020A W&S PRINCIPAL AND INTEREST PAYMENTS TO W&S | 30,000.00 | PRINCIPAL | WATER FUND |
| JE | | 9 601-49-400-611 | RECLASS 2020A W&S PRINCIPAL AND INTEREST PAYMENTS TO W&S | 4,525.00 | INTEREST | WATER FUND |
| JE | | 10 603-49-850-610 | RECLASS 2010B STORM PRINCIPAL AND INT PAY TO SEWER FUND | (215,000.00) | PRINCIPAL | STORMWATER FUND |
| JE | | 10 603-49-850-611 | RECLASS 2010B STORM PRINCIPAL AND INT PAY TO SEWER FUND | (10,537.50) | INTEREST | STORMWATER FUND |
| JE | | 10 602-49-496-610 | RECLASS 2010B STORM PRINCIPAL AND INT PAY TO SEWER FUND | 215,000.00 | PRINCIPAL | SEWER FUND |
| JE | | 10 602-49-496-611 | RECLASS 2010B STORM PRINCIPAL AND INT PAY TO SEWER FUND | 10,537.50 | INTEREST | SEWER FUND |
| JE | | 11 603-49-850-720 | TRANSFER STORMWATER TO SEWER FOR 2010B DEBT SERVICE PAYMENTS | 232,850.00 | TRANSFER OUT | STORMWATER FUND |
| JE | | 11 602-49-450-39203 | TRANSFER STORMWATER TO SEWER FOR 2010B DEBT SERVICE PAYMENTS | (232,850.00) | TRANSFER IN | SEWER FUND |
| JE | | 12 234-42-429-39203 | CLOSE COVID FUND INTO PEG FUND AND ARPA FUND | (387,766.49) | TRANSFER IN | COVID RELIEF FUND |
| JE | | 12 227-41-414-720 | CLOSE COVID FUND INTO PEG FUND AND ARPA FUND | 175,389.03 | TRANSFER OUT | PEG ACCESS FEES |
| JE | | 12 235-42-429-720 | CLOSE COVID FUND INTO PEG FUND AND ARPA FUND | 212,377.46 | TRANSFER OUT | AMERICAN RESCUE PLAN FUND |



STAFF MEMO

| | | |
|--|---|---|
| Lead Department and Contact: Engineering – Scott Lange | Meeting Date: July 11, 2022 | Agenda Item No. 06g |
| Agenda Section: Consent | Goal Area: Desirable & Proactive Development – High-Value City Services | Item: Approval of Geotech Proposals |
| <p>PREVIOUS COUNCIL REVIEW OR ACTION (River Oaks Lane):</p> <ul style="list-style-type: none"> • November 8, 2021 – Authorized preparation of plans and specs for River Oaks Lane. • May 23, 2022 – Approved plans and provide authorization solicit bids. • June 27, 2022 – Awarded the Construction project. <p>PREVIOUS COUNCIL REVIEW OR ACTION (2022 Trails Improvement):</p> <ul style="list-style-type: none"> • March 8, 2020 – Authorized preparation of preliminary plans and feasibility report. • December 14, 2022 – Authorized final design. • May 9, 2022 – Award of Construction Project. <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: No board, commission, or committee review was required for this action item.</p> <p>DEPARTMENTAL REVIEW AND IMPACTS:</p> <p>Administration: Staff has been involved with the project and recommends approval.</p> <p>Finance: Staff has been involved with the project, is accounting for project costs within the City’s financial plan and recommends approval.</p> <p>Community Development: Staff has been involved with the project and recommends approval.</p> <p>Public Works: Staff has been involved with the project, has provided input from an operation and maintenance perspective, and recommends approval.</p> <p>Public Safety: NA</p> <p>RECURRING REQUEST: No, this is a onetime project cost.</p> <p>PROPOSED BUDGET/FISCAL IMPACT: Following the award of the construction project for River Oaks Lane and the 2022 Trail Improvements, City staff obtained proposals for materials testing services. Staff recommends approval of the proposals from Independent Testing Technologies (ITT)</p> <p><u>River Oaks Lane</u> – This cost is included in the projected soft cost for the project, as previously submitted to the Council. See below for more detail.</p> <ul style="list-style-type: none"> • ITT Estimated fee: \$3,205.00 <p><u>2022 Trail Improvements</u> -- This cost is included in the projected soft costs for the project, as originally part of the 19th Ave S project. See below for more cost detail.</p> <ul style="list-style-type: none"> • ITT Estimated fee: \$3,460.00 <p>OPPORTUNITY COST IF APPROVED: The work will be the quality assurance materials testing for the two projects.</p> | | |

COUNCIL ACTIONS REQUESTED: A motion is requested to approve:

1. Approval of testing proposals from ITT for River Oaks Lane and 2022 Trail Improvements.

BACKGROUND:

River Oaks Lane:

The proposed River Crossing Development and the additional traffic generated by the project, justifies reconstruction, and widening of the street. The project includes:

- A 32-foot urban street section, with a 6-foot sidewalk on south side.
- Storm sewer improvements. Permanent stormwater treatment has been provided by the River Crossings development per the DA.
- Street Lighting.
- Residential water service connections to the existing main and a short sanitary sewer line will be constructed to accommodate residential service connections.

| RIVER OAKS LANE ESTIMATED PROJECT COSTS | |
|--|--------------------|
| Construction Bid – Larson Excavating | \$253,383.48 |
| 10% Construction Contingency | \$25,000.00 |
| Soft Costs (Engineering, geotechnical, Construction Services & Testing, Admin, legal) | \$129,650.00 |
| Developer Reimbursement | (\$350,000.00) |
| Estimated Total Project Cost = | \$58,033.48 |

Project to be constructed within the 2022 construction season minus final paving and punch list items, which will take place in spring of 2023.

2022 Trail Improvements:

This project was originally part of the 19th Avenue South project. However, due to the Federal Funding and its constraint, the trail portion of the project was removed from that project and bid as a stand-alone project. Design was included with the 19th Avenue South design fee.

| 2022 TRAIL IMPROVEMENTS ESTIMATED PROJECT COSTS | |
|--|---------------------|
| Construction Bid – Landwehr | \$433,762.90 |
| 10% Construction Contingency | \$44,000.00 |
| Soft Costs (Engineering, geotechnical, Construction Services & Testing, Admin, legal) | \$60,000.00 |
| Estimated Total Project Cost = | \$537,761.90 |

ATTACHMENTS:

1. 06-48 ITT Proposal for River Oaks Lane
2. 07-02 ITT Proposal for 2022 Trail Improvements.



INDEPENDENT TESTING TECHNOLOGIES

337 31st Avenue South • Waite Park, MN 56387 • (320) 253-4338 • www.independenttestingtech.com

June 29, 2022

Mr. Scott Lange
SEH, Inc.
2351 Connecticut Avenue, Suite 300
Sartell, MN 56377-2485

E-mail: slange@sehinc.com

RE: **Proposal #06-48**
2022 River Oaks Lane Improvements
Sartell, Minnesota

Dear Mr. Lange,

We are pleased to submit this comprehensive proposal to provide the construction materials testing for the above referenced project in Sartell, Minnesota. We will provide, on an on-call basis, certified and experienced field and laboratory consultants to conduct the necessary testing services for the project as detailed on the attached cost breakdown.

Based on our estimated quantities, the total cost of the project is anticipated to be **\$3,205.00**. Please note that if all the tests we have estimated are not conducted, you will only be billed for the tests performed.

We would be pleased to work with you on this project. If you have any questions about our company or the scope of services we offer, please feel free to contact me. I look forward to hearing from you.

Sincerely,

Tyler T. Burkes, EIT
Assistant Geotechnical Engineer

Kevin T. Reller,
President

Independent Testing Technologies, Inc.
337 31st Avenue South
Waite Park, MN 56387
Phone: 320-253-4338

June 29, 2022
 Proposal #06-48

Project: **2022 River Oaks Lane Improvements**
Sartell, Minnesota

Cost Estimate:

| <u>Description</u> | <u>Qty.</u> | <u>Unit Rate</u> | <u>Extension</u> |
|---|-------------|------------------|--------------------|
| <u>Utilities & Management</u> | | | |
| Project Management (In-House), hourly | 3 | \$ 90.00 | \$ 270.00 |
| Gradations – Granular Borrow, each | — | \$ 85.00 | — |
| Laboratory Proctor Test (Standard Method), each | 2 | \$ 200.00 | \$ 400.00 |
| Nuclear Density Tests – Utilities/Services/Subgrade, each | 7 | \$ 30.00 | \$ 210.00 |
| Laboratory Moisture Determination, each | — | \$ 40.00 | — |
| Proof Roll (On-Site Observation and Reporting by PE), each | — | \$ 250.00 | — |
| Topsoil Analysis (Hydrometer, pH, and Organic Content), each | — | \$ 350.00 | — |
| Trip Charges (Travel Time & Mileage), each | 5 | \$ 45.00 | \$ 225.00 |
| Subtotal: | | | \$ 1,105.00 |
| <u>Aggregate Base & Bituminous</u> | | | |
| Laboratory Proctor Tests – Standard Method, each | 1 | \$ 200.00 | \$ 200.00 |
| Gradations – Aggregate Base, each | 2 | \$ 90.00 | \$ 180.00 |
| Nuclear Density Tests – Aggregate Base, each | 3 | \$ 30.00 | \$ 90.00 |
| Laboratory Moisture Determination, each | — | \$ 40.00 | — |
| Bituminous Properties (Extraction Gradations, & Air Voids), Companions, each | 2 | \$ 400.00 | \$ 800.00 |
| Bituminous Density Roll Pattern, each | — | \$ 350.00 | — |
| Bituminous Coring, hourly | — | \$ 150.00 | — |
| Density of Pavement Cores, Companions, each | — | \$ 50.00 | — |
| Bituminous Nuclear Density Tests, each | — | \$ 40.00 | — |
| Percent Crushed, each | 2 | \$ 75.00 | \$ 150.00 |
| Trip Charges (Travel Time & Mileage), each | 5 | \$ 45.00 | \$ 225.00 |
| Subtotal: | | | \$ 1,645.00 |
| <u>Concrete</u> | | | |
| Concrete (Air, Slump, Casting, Curing & Compression of Cylinders), per set of 3 | 2 | \$ 160.00 | \$ 320.00 |
| Trip Charges (Travel Time & Mileage), each | 3 | \$ 45.00 | \$ 135.00 |
| Subtotal: | | | \$ 455.00 |
| TOTAL: | | | \$ 3,205.00 |

Submitted By:
 Tyler T. Burkes, EIT
 tylerb@ittmn.com



INDEPENDENT TESTING TECHNOLOGIES

337 31st Avenue South • Waite Park, MN 56387 • (320) 253-4338 • www.independenttestingtech.com

July 6, 2022

Mr. Scott Lange
SEH, Inc.
2351 Connecticut Avenue, Suite 300
Sartell, MN 56377-2485

E-mail: slange@sehinc.com

RE: **Proposal #07-02**
2022 Trail Improvements
Sartell, Minnesota

Dear Mr. Lange,

We are pleased to submit this comprehensive proposal to provide the construction materials testing for the above referenced project in Sartell, Minnesota. We will provide, on an on-call basis, certified and experienced field and laboratory consultants to conduct the necessary testing services for the project as detailed on the attached cost breakdown.

Based on our estimated quantities, the total cost of the project is anticipated to be **\$3,460.00**. Please note that if all the tests we have estimated are not conducted, you will only be billed for the tests performed.

We would be pleased to work with you on this project. If you have any questions about our company or the scope of services we offer, please feel free to contact me. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Tyler T. Burkes".

Tyler T. Burkes, EIT
Assistant Geotechnical Engineer

A handwritten signature in blue ink that reads "Kevin T. Reller".

Kevin T. Reller,
President

Independent Testing Technologies, Inc.
337 31st Avenue South
Waite Park, MN 56387
Phone: 320-253-4338

July 6, 2022
 Proposal #07-02

Project: **2022 Trail Improvements**
Sartell, Minnesota

Cost Estimate:

| <u>Description</u> | <u>Qty.</u> | <u>Unit Rate</u> | <u>Extension</u> |
|---|-------------|------------------|--------------------|
| <u>Utilities & Management</u> | | | |
| Project Management (In-House), hourly | 3 | \$ 90.00 | \$ 270.00 |
| Gradations – Granular Borrow, each | — | \$ 85.00 | — |
| Laboratory Proctor Test (Standard Method), each | 2 | \$ 200.00 | \$ 400.00 |
| Nuclear Density Tests – Utilities/Services/Subgrade, each | 7 | \$ 30.00 | \$ 210.00 |
| Laboratory Moisture Determination, each | — | \$ 40.00 | — |
| Proof Roll (On-Site Observation and Reporting by PE), each | — | \$ 250.00 | — |
| Topsoil Analysis (Hydrometer, pH, and Organic Content), each | — | \$ 350.00 | — |
| Trip Charges (Travel Time & Mileage), each | 5 | \$ 45.00 | \$ 225.00 |
| Subtotal: | | | \$ 1,105.00 |
| <u>Aggregate Base & Bituminous</u> | | | |
| Laboratory Proctor Tests – Standard Method, each | 1 | \$ 200.00 | \$ 200.00 |
| Gradations – Aggregate Base, each | 2 | \$ 90.00 | \$ 180.00 |
| Nuclear Density Tests – Aggregate Base, each | 10 | \$ 30.00 | \$ 300.00 |
| Laboratory Moisture Determination, each | — | \$ 40.00 | — |
| Bituminous Properties (Extraction Gradations, & Air Voids), Companions, each | 2 | \$ 400.00 | \$ 800.00 |
| Bituminous Density Roll Pattern, each | — | \$ 350.00 | — |
| Bituminous Coring, hourly | — | \$ 150.00 | — |
| Density of Pavement Cores, Companions, each | — | \$ 50.00 | — |
| Bituminous Nuclear Density Tests, each | — | \$ 40.00 | — |
| Percent Crushed, each | 2 | \$ 75.00 | \$ 150.00 |
| Trip Charges (Travel Time & Mileage), each | 6 | \$ 45.00 | \$ 270.00 |
| Subtotal: | | | \$ 1,900.00 |
| <u>Concrete</u> | | | |
| Concrete (Air, Slump, Casting, Curing & Compression of Cylinders), per set of 3 | 2 | \$ 160.00 | \$ 320.00 |
| Trip Charges (Travel Time & Mileage), each | 3 | \$ 45.00 | \$ 135.00 |
| Subtotal: | | | \$ 455.00 |
| TOTAL: | | | \$ 3,460.00 |

Submitted By:
 Tyler T. Burkes, EIT
 tylerb@ittmn.com



STAFF MEMO

| | | |
|---|--|--|
| Lead Department and Contact: Community Development – Theisen / Saehr | Meeting Date: July 11, 2022 | Agenda Item No. 06h |
| Agenda Section: Consent | Goal Area: Proactive Development | Item: Annexation Request – 201 Heritage Drive |

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Approve annexation request.

BACKGROUND:

Applicant Information: Kenneth & Joyce Heim
Current Zoning: R-1 Town Residential – Le Sauk Township
Future Land Use: R-1 Single Family Residential
Requested Plan: Annexation into the City of Sartell
Location: 201 Heritage Drive / PID: 17.09281.0005

Kenneth and Joyce Heim are requesting to annex the property located at 201 Heritage Drive from Le Sauk Township to the City of Sartell. The purpose for annexation is to obtain City services for the existing single-family residence.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Approval of Consent Agenda Items serves as approval for this item.

ATTACHMENTS: Resolution, Annexation Application, Certificate of Survey.

RESOLUTION NO. _____

**RESOLUTION ACCEPTING PETITION AND APPROVING ANNEXATION
UNDER OA-276 SARTELL/LESAUK TOWNSHIP
201 HERITAGE DRIVE, SARTELL
PARCEL #17.09281.0005**

WHEREAS, the City of Sartell and the Town of LeSauk are parties to an orderly annexation agreement by the Municipal Boundary Adjustment Unit as OA-276 and as amended; and

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

WHEREAS, a petition for annexation was filed with the Sartell City Administrator-Clerk on June 10, 2022; and

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

WHEREAS, the petition was presented to the City Council for their review at a regular meeting held on July 11, 2022; and

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

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

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

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

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

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

BE IT FURTHER RESOLVED: That the future land use plan designates the property as R-1 Single Family Residential.

BE IT FURTHER RESOLVED: That said property is being annexed to the City of Sartell under the current zoning classification of R-1, Single Family Residential.

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

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11th DAY OF JULY, 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:

City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

EXHIBIT A
LEGAL DESCRIPTION

PID 17.09281.0005 former PID 17.09281.0002
(Ken and Joyce Heim)

Lot 11 and the westerly 20.00 feet of Lot 10, BROMEN'S ADDITION, according to the recorded plat thereof, Stearns County, Minnesota.

Together with that part of Lot 12, BROMEN'S ADDITION, according to the recorded plat thereof, Stearns County, Minnesota, lying easterly of a line distant 65.00 feet westerly of, as measured at a right angle to and parallel with, the east line of said Lot 12.

**ANNEXATION
PETITION**



125 Pinecone Road North
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337

DATE RECEIVED 6/10/2022

FEE - \$450 Payable to the City of Sartell pd 6/10/22 CK
\$ 25 Payable to the State of Minnesota (\$2 per acre, min. \$25, max. \$200)

\$475
total

PETITION CONTACT PERSON Ken & Joyce Heim

PHONE 320 259-1157 FAX 320-259-1157 EMAIL KHeim@charter.net

ADDRESS 201 Heritage Dr

CITY Sartell STATE mn ZIP 56377

Reason for requesting annexation:

Services (sewer/walk) Both pd - no meter
now

Complete the attached petition form and include a site drawing or survey of the property proposed for annexation.

June 10 2022

Signature of Contact Person for Petition

Date

In the matter of the Petition of certain persons for annexation pursuant to Minnesota Statute, Section 414

PETITIONERS STATE:

1. That we, the undersigned, are 100 % of the owners of this following described property lying in the Town of LeSauk, County of Stearns, State of Minnesota. The number of petitioners required by the statute or orderly annexation agreement to commence this proceeding is _____, and the number of petitioners who have signed this petition is _____.
2. That said property is unincorporated, abuts does not abut (circle one) upon the limits of the City of Sartell, and is not included within any other municipality.
3. That said property is unplatted platted (circle one)
4. The said property of such area is .093 acres.
5. The reason for the requested annexation is to obtain City services, which may include municipal water and/or sewer service. If all forms of municipal utility service are not readily available at the time of annexation, this petition will also constitute a petition of record in favor of the installation of municipal utility services at such time as the City of Sartell determines it feasible. We understand that when municipal utility service is made readily available to the property(s), the property(s) is required to connect to the service(s) and to pay the applicable fees in accordance with City policy as of the date of connection. We understand that we are responsible to hire and pay a private excavator to install private service line(s) to the public line(s).
6. The population of the area to be annexed is 2 persons.
7. The parcel number (s) of the area to be annexed is 17.0928100075

PETITIONERS REQUEST: That Pursuant to M.S. 414, said property be annexed to and included within the City of Sartell.

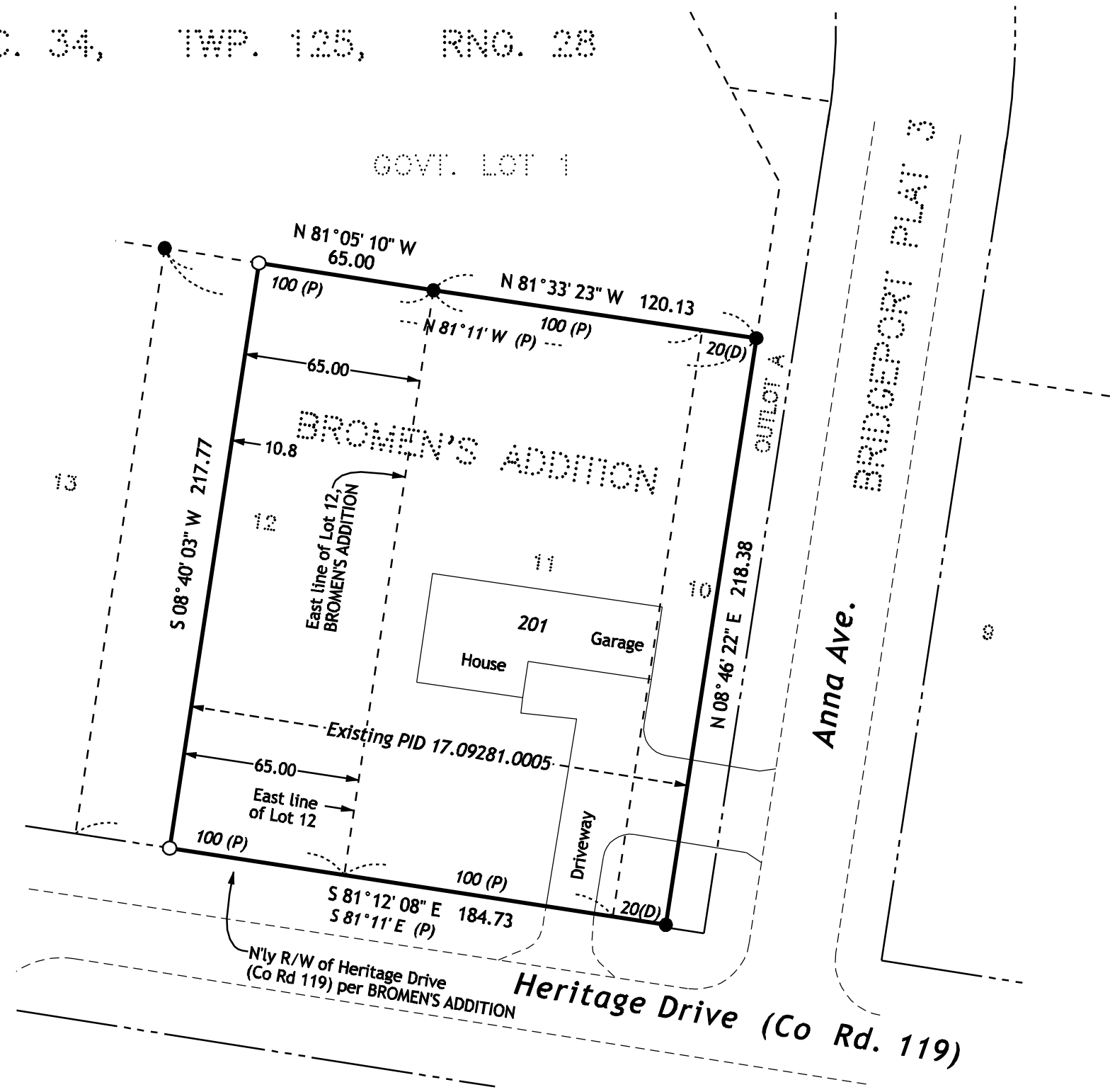
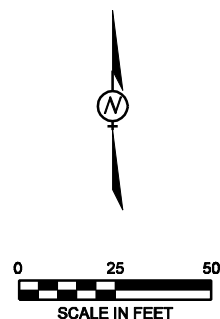
Dated: June 10 2022

SIGNATURE OF PROPERTY OWNERS:

LAND DESCRIPTION AND SURVEY OF EACH LOT:

Kenneth J. Heur Jay Heur

SEC. 34, TWP. 125, RNG. 28



Legal Description:

Lot 11 and the westerly 20.00 feet of Lot 10, BROMEN'S ADDITION, according to the recorded plat thereof, Stearns County, Minnesota.

Together with that part of Lot 12, BROMEN'S ADDITION, according to the recorded plat thereof, Stearns County, Minnesota, lying easterly of a line distant 65.00 feet westerly of, as measured at a right angle to and parallel with, the east line of said Lot 12.

PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
- FOUND IRON MONUMENT
- (D) DIMENSION PER DEED OF RECORD
- (P) DIMENSION PER UNDERLYING PLAT OF RECORD

THE RIGHT-OF-WAY WIDTHS SHOWN HEREON ARE ASSUMED

| NO. | REVISIONS SINCE INITIAL DATE OF 06/13/2022 | DATE |
|-----|--|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

1120 Industrial Park Road
Brainerd, MN 56401
218-828-5333

13 North 11th Avenue
St. Cloud, MN 56303
320-259-1296

KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRAINERD ST. CLOUD

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *Samuel J. DeLeo* 06/13/2022
Samuel J. DeLeo, MN License No. 40341 Date

PROJECT NO. HEIMK2101

CERTIFICATE OF SURVEY
Survey for Annexation

Ken & Joyce Heim
201 Heritage Drive, Sartell
Le Sauk Township, County of Stearns, State of Minnesota
Located in Section 34, Township 125 North, Range 28 West



STAFF MEMO

| | | |
|--|---|---|
| Lead Department and Contact: Engineering – April Ryan | Meeting Date: July 11, 2022 | Agenda Item No. 06i |
| Agenda Section: Consent | Goal Area: Desirable & Proactive Development | Item: Approval of Environmental Review Proposals |
| PREVIOUS COUNCIL REVIEW OR ACTION: NA | | |
| BOARD/COMMISSION/COMMITTEE RECOMMENDATION: No board, commission, or committee review was required for this action item. | | |
| DEPARTMENTAL REVIEW AND IMPACTS: Administration: Staff has been involved with the project and recommends approval. Finance: Staff has been involved with the project and recommends approval. Community Development: Staff has been involved with the project and recommends approval. Public Works: Staff has been involved with the project and recommends approval. Public Safety: NA. | | |
| RECURRING REQUEST: This is a one-time request. Future council action will include funding resolutions of support for potential funding grants to help redevelop the sites. | | |
| PROPOSED BUDGET/FISCAL IMPACT: The cost to complete a Phase I ESA for the identified properties is \$11,400. | | |
| OPPORTUNITY COST IF APPROVED: The Phase I ESA will allow the City to be eligible for future grant opportunities to help redevelop the properties. | | |
| COUNCIL ACTIONS REQUESTED: A motion is requested to approve the SEH Supplemental Letter Agreement | | |
| BACKGROUND: There are several grant programs to address the investigation and remediation of sites that may be impacted by past uses. Many of the funding options require the completion of a Phase I Environmental Site Assessment (ESA) for the site to be considered eligible for funding, including some programs that require the Phase I ESA to be completed prior to purchasing the site. | | |
| ATTACHMENTS: 1. SEH Agreement for completing Phase I ESA for the identified sites. | | |

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Sartell, Minnesota (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 12, 2017, this Supplemental Letter Agreement dated July 6, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Environmental Review of 4th Avenue Property and Sartell Street East Property.**

Client’s Authorized Representative: Anna Gruber
Address: 125 Pinecone Road North
Sartell, MN 56377
Telephone: 320.258.7306 **email:** Anna.Grubers@sartellmn.com

Project Manager: April Ryan
Address: 2351 Connecticut Avenue, Suite 300
Sartell, MN 56377
Telephone: 320.492.4174 **email:** aryan@sehinc.com

Scope:

Our scope of work includes conducting environmental reviews of the 4th Avenue property and the Sartell Street East property. The 4th Avenue property includes the following Property Identification Numbers: 92.57709.0000, 17.09080.0000, 92.577740.0010 in Sartell, Stearns County, Minnesota. The Sartell Street East Property includes the following PINs: 180000100, 180000140, 180007100, 180004000, 180003800, 180003803, and 180000103 in Sartell, Benton County, Minnesota.

As part of the environmental reviews, SEH will conduct a Phase I Environmental Site Assessment (ESA) for each of the properties in accordance with ASTM Standard Method E 1527-21 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process and in accordance with All Appropriate Inquiries.

The purpose of the Phase I ESA is to identify, to the extent feasible pursuant to the processes described in E 1527-21 and in a manner consistent with good commercial or customary practice, Recognized Environmental Conditions (RECs), Controlled RECs (CRECs) and Historical RECs (HRECs) in connection with the subject property.

By ASTM definition, **REC** means “the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment. **De minimis** conditions are not recognized environmental conditions.”

The term **HREC** is defined by ASTM to mean “a past release of any hazardous substances or petroleum products that has occurred in connection with the property and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted use criteria established by a regulatory authority, without subjecting the property to any required controls (for example, property use restrictions, activity and use limitations, institutional controls, or engineering controls).”

The term **CREC** is defined by ASTM to mean “a recognized environmental condition resulting from a past release of hazardous substances or petroleum products that has been addressed to the satisfaction of the applicable regulatory authority (for example, as evidenced by the issuance of a no further action letter or equivalent, or meeting risk-based criteria established by regulatory authority), with hazardous substances or petroleum products allowed to remain in place subject to the implementation of required controls (for example, property use restrictions, activity and use limitations, institutional controls, or engineering controls).”

Performance of the ESAs are intended to reduce but not eliminate uncertainty regarding the existence of RECs in connection with the subject properties. Not every property will warrant the same level of assessment. The findings, opinions, and conclusions of the ESA are not scientific certainties, but probabilities based on professional judgment regarding the significance and accuracy of the collected data. When reasonably ascertainable, data will be obtained and reviewed. However, the accuracy of the collected data is not the responsibility of SEH. Unless specifically requested and additional budget is authorized, any additional environmental sampling and analyses including assessment of wetlands, lead paint, lead in drinking water, and structural/mechanical building conditions are not included in the scope. Asbestos, radon and hazardous material surveys are also not included in the Phase I ESA scope of work.

The following series of steps and tasks identifies the activities that will be conducted by SEH:

1. Site Reconnaissance

The objective of site reconnaissance is to obtain potential visual and/or olfactory evidence of environmental degradation related to the property and adjoining properties. SEH will do a walk-through of the subject property, noting potential environmental concerns on the subject property and observable environmental concerns on adjoining properties that relate to improper waste storage and disposal, and hazardous materials.

2. Records Review

Publicly available federal, tribal, state, county and city records will be reviewed as appropriate to determine if the property has had a history of spills, leaks, hazardous waste storage, regulatory compliance and improper waste disposal practices.

3. Map Review

As available and appropriate, USGS 7.5 Minute Topographic Map(s), as-built construction plans, historical and recent aerial photographs, fire insurance maps, and assessor's maps will be reviewed. A review of the physiography of the area will be completed as necessary.

4. Historical Property Use Research

Reasonably ascertainable standard historical sources will be reviewed as necessary to identify prior uses of the property from the time the property was first developed or 1940, whichever is earlier. Significant data gaps of greater than 5 years in property historical information will be identified.

5. Interviews

As appropriate, past and present owners, operators, employees and occupants of the property, and government officials will be interviewed regarding the property.

6. Evaluation and Report Preparation

A report for each property will be completed that summarizes the compiled information, and offers findings, opinions and conclusions based on the available data.

Users' Responsibilities:

To qualify for Landowner Liability Protections offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2001, the user has certain tasks that must be completed. To assist the user and the environmental professional in gathering information from the user that may be material to identifying recognized environmental conditions, we will provide *User Questionnaires* to you under separate cover for you to complete and return to us.

Limitations:

The regulatory agencies commonly have a standard turnaround time for file review requests of at least thirty business days. If files are not received by the publication date of the report a data gap may be noted in the Phase I ESA report.

Assumptions:

SEH assumes that City of Sartell will provide or coordinate SEH access onto the properties.

SEH will not complete Environmental Lien Searches as part of this project.

The Phase I ESA and all reports, verbal and written, will be solely for the use of the City of Sartell.

Schedule:

SEH will complete the Phase I ESAs within 3 to 4 weeks upon receiving authorization to proceed.

Payment:

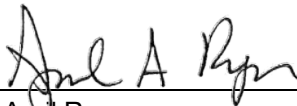
The lump sum fee is \$11,400 including expenses and equipment (i.e., mileage, vehicle use, vendor services to provide historical data and regulatory database search).

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

P:\PT\S\SARTE\common\AIM\Phase I ESA Proposal\2022.07.06 Supplemental Letter Agreement Phase 1 ESA.docx

Short Elliott Hendrickson Inc.

City of Sartell, Minnesota

By: 
Full Name: April Ryan
Title: City Engineer

By: _____
Full Name: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Sartell, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated July 6, 2022

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.



STAFF MEMO

| | | |
|---|--|---|
| Lead Department and Contact: Community Development – Theisen / Saehr | Meeting Date: July 11, 2022 | Agenda Item No. 07a |
| Agenda Section: Public Hearing | Goal Area: Proactive Development | Item: Variance – 695 Heritage Drive |

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Planning Commission Approved the Variance on July 5, 2022.

BACKGROUND:

| | |
|------------------------|---|
| Applicant Information: | Josh Mohs |
| Current Zoning: | I-1 Light Industrial |
| Requested Plan: | Variance for a private swimming pool located in the side yard of the property |
| Location: | 695 Heritage Drive / PID: 92.56718.0055 |

Joshua Mohs is requesting a Variance to have a private swimming pool located within the side yard of the property. Sartell City Code 10-8-12 states that the pool, surrounding sidewalk and pool equipment must be located within the rear yard, outside of any easement, and a minimum of ten feet (10') from the rear and side yard lot lines. The Applicant has stated that the reason for the variance is due to the water table in the rear yard is not deep enough to support a private swimming pool.

Variations shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variations are consistent with the comprehensive plan. Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the City’s Zoning ordinance. “Practical difficulties”, as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the City’s zoning ordinance; the plight of the landowner is due to the circumstances unique to the property not created by the landowner; and the variance if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

In addition, if granting a variance, the Board of Adjustments may impose conditions to ensure compliance and to protect adjacent properties.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Motion and 2nd to Approve the Variance.

ATTACHMENTS: Variance Application, Resolution, and Supporting Documents.

RESOLUTION NO. _____

**A RESOLUTION FOR A VARIANCE AT
695 HERITAGE DRIVE, SARTELL, MINNESOTA**

WHEREAS, Josh Mohs (the “Applicant”) has applied for a variance for a property located in Sartell described as 695 Heritage Drive, Sartell, Minnesota 92.56718.0055 (the “Property”), which is owned by Josh Mohs (**Exhibit A**);

WHEREAS, the Property is currently zoned I-1 Light Industrial;

WHEREAS, the Applicant seeks a variance for the Property to construct a private swimming pool located in the side yard;

WHEREAS, The Planning Commission met on July 5, 2022 and reviewed the request for the variance and recommended to approve the variance;

WHEREAS, the City Council met on July 11, 2022, and, after proper mailed and published notice, conducted the public hearing on the variance request.

NOW THEREFORE, THE SARTELL CITY COUNCIL ADOPTS THE FOLLOWING FINDINGS OF FACT:

1. The variance is in harmony with the general purposes and intent of the City’s Zoning Ordinance. The Property is currently zoned I-1 Light Industrial, which allows a private swimming pool as a permitted accessory use.
2. The request is consistent with the comprehensive plan because the Property is currently zoned I-1 Light Industrial and located within developed residential area.
3. The Applicant proposes to use the Property in an appropriate manner as private swimming pools are a permitted accessory use in I-1 Light Industrial.

4. The plight of the landowner is due to circumstances unique to the Property, not created by the landowner. The water table limits where a private swimming pool could be located on the Property.
5. The variance, if granted, will not alter the essential character of the locality.
6. Economic considerations alone do not constitute practical difficulties.

BASED UPON THE ABOVE FINDINGS OF FACTS, THE STANDARDS APPLIED IDENTICALLY TO THE VARIANCE REQUEST, BE IT HEREBY FURTHER RESOLVED:

The variance to construct a private swimming pool in the side yard is hereby approved for the Property located at 695 Heritage Drive, Sartell, Minnesota.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11TH DAY OF JULY 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:

City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

EXHIBIT A
LEGAL DESCRPTION

Lot 002 Block 001 of MEADOWLAKE

Lot OUTLOT B of MEADOWLAKE

28-125-28 1.76A LOT 2 BLK 1 & P/O OUTLOT B LYING WLY OF FDL: COM NW COR OUTLOT B-S89D E ALG N LN 30' TO POB-S1D W 278.94' TO SW COR OUTLOT B & TERM LESS P/O LOT 2 BLK 1 LYING SLY & ELY OF FDL: COM NW COR OUTLOT B-S89D E 30' TO POB-S1D W 252.60'-N89D W TO INT WITH SLY BOUND LOT 2 & TERM LESS PART BEG NW COR OUTLOT B-S89D E ALG N LN 30'-S1D W 252.60'-N89D W 95.94' TO S LN LOT 2-NWLY 12.39'-N5D E 278.16' TO N LN LOT 2-S89D E ALG N LN 54.29' TO NE COR LOT 2-S4D E ALG E LN 28.11' TO POB

**VARIANCE
APPLICATION**

125 Pine Cone Road North
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337



DATE RECEIVED 6/6/22

FEE - \$375 Pd 6/6/22 - CK

=====

APPLICANT Josh Mohs

PHONE 320-309-2109 FAX _____ EMAIL Consolidated Contracting 18@gmail.com

ADDRESS 695 Heritage Pr

CITY Sartell STATE MN ZIP 56377

FEE OWNER _____

ADDRESS _____ PHONE _____ FAX _____

PROPERTY IDENTIFICATION NUMBER(PIN) _____

PROJECT/DEVELOPMENT NAME _____

PROJECT LOCATION _____

PURPOSE OF VARIANCE Pool Location on East Side of House
Due to water table Issue Behind Home

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

92.56718.0085

PROCEDURE FOR VARIANCE APPROVAL

The City Council may allow a departure from the terms of the zoning ordinance pertaining to setbacks, height or width of structures or the size of yard and open spaces where such departure will still be in harmony with the general purpose and intent of the ordinance.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For a variance to be granted, the applicant

must satisfy a three-factor test for practical difficulties under state statute. All three factors must be satisfied to constitute practical difficulties. The factors are as follows: (1) That the property owner proposes to use the property in a reasonable manner but cannot do so under the rules of the ordinance. (2) That the landowner's problem is due to circumstances unique to the property not caused by the landowner. There are uniquely exceptional circumstances or conditions applying to the land, structure or building in questions that do not generally apply to other properties in the same zoning district i.e. sloping topography or other natural features. (3) That if the variance is granted it will not alter the essential character of the locality meaning the structure will not be out of scale, out of place, or otherwise inconsistent with the surrounding area.

NOTE: Economic considerations alone shall not constitute practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met. Additional conditions may be imposed to ensure compliance with the City Code and to protect adjacent properties.

APPLICATION FOR VARIANCE APPROVAL

Applications for Variance Approval shall be on a form provided by the City Clerk or City Planner and shall include the established processing fee. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Planning Commission meeting. (Please see attached meeting schedule). The application shall contain thirty (30) copies (8.5"x11", 8.5"x14" or 11"x17") of exhibits, which will include the following information:

- Name of project/development
- Location of project/development by street address
- Description of site (legal description)
- Site Plan drawn at scale showing parcel, grading, landscaping and location of utilities, as applicable
- Location of all buildings and their square footage
- Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks
- Sanitary sewer and water plans with estimated use per day
- Soil Type
- Any additional information reasonably required by the City Staff, Planning Commission or City Council.

PROCEDURE

The Planning Commission shall review the variance and a recommendation shall be made to the City Council.

A notice of a Variance application shall be mailed at least 10 days prior to the City Council meeting, to each owner of property situated wholly or partly within 350 feet of the property to which the Conditional Use is related. The City of Sartell shall be responsible for mailing such notices.

The City would also recommend that you are prepared to give a presentation with enlarged drawings or elevations of the proposed units, plat and/or other materials that would be helpful for and during the public hearing to better familiarize not only the City Council, but any residents that are present for the public hearing on your proposed land use request.




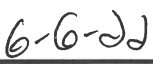
The City Council shall hold a Public Hearing on the proposed variance request and shall have notice of such hearing, publicized in the official paper at least ten (10) days prior to the Meeting.

If the variance is not approved by the City Council, the reasons for such action will be recorded in the proceedings and transmitted to the applicant.

SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

| | |
|---|---|
|  |  |
| _____ Signature of Applicant | _____ Date |
|  |  |
| _____ Signature of Owner (s) | _____ Date |

- a. Violation: Violation of the performance standards shall be grounds for the revocation of the permit.
- b. Notice Of Intent To Revoke: Notice of intent to revoke the permit shall be sent (by certified mail) by the City Administrator to the permit holder. The notice shall state the grounds for revocation and the date, at least ten (10) days after the notice is sent, when the City Council shall consider revocation.
- c. Cease Operation: Operation of the accessory apartment shall cease within sixty (60) days from the date of revocation by the City Council.

C. Performance Standards:

- 1. Remodeling: All remodeling for the addition of the accessory apartment shall be on the inside of the structure. Exceptions of this condition will be made only if the applicant submits exterior elevation drawings determined by the Building Official and Zoning Administrator to be architecturally compatible with the adjacent structures and consistent with this Title.
- 2. Off-Street Parking: In addition to the normal parking required for the dwelling unit, there shall be at least one additional paved off-street parking space per accessory apartment dweller.
- 3. Detached Garages: Detached garages shall not be converted to living spaces.
- 4. Compliance With Uniform Building Code: Both the principal and accessory structure must meet the standards of the Uniform Building Code.
- 5. Residence of Owners(s): The owner(s) of the residence in which the accessory unit is created shall occupy at least one of the dwelling units on the premises, except for temporary absences.
- 6. House Numbers: House numbers shall be placed on the structure to indicate that the structure has more than one dwelling unit.
- 7. Conformity With State And Local Codes: The accessory apartment must at all times be kept in conformity to all State and local codes and ordinances.
- 8. Total Dwelling Space: The accessory apartment shall occupy no more than fifty percent (50%) of the total dwelling space.

10-8-12: PRIVATE SWIMMING POOLS: A building permit shall be required for the construction or installation of a permanent swimming pool that has a depth of more than 24 inches and/or a volume of over 5,000 gallons. The following requirements shall be met:

- A. The pool, surrounding sidewalk and pool equipment must be located within the rear yard, outside of any easement, and a minimum of ten feet (10') feet from the rear and side yard lot lines. Except corner lots on which the side yard on the intersecting street shall be a minimum of fifteen feet (15').

- B. Back-flush water or water from pool drainage shall be on the owner's property or into approved public drainage ways. Water shall not drain onto adjacent land.
- C. Lighting for the pool shall be directed onto the pool and shall not spill onto the adjacent property.
- D. Permanent pools shall be enclosed by a fence to effectively prevent the entrance of small children and be without hand or footholds that would enable a small child to climb over it. The fence and gate shall be at least four feet (4') high. Entrances shall be equipped with self-closing, latching gates, which are capable of being locked and be placed on the top of the gate or otherwise inaccessible to small children and provided with hardware for permanent locking devices. The opening between the bottom of the fence and the ground or other surface shall not be more than four (4) inches.
- E. For an in-ground pool, an automatic pool cover can be used in lieu of fencing requirements provided it is certified and complies with ASTM F 1346-91 requirements.
- F. For an above ground pool the wall of the pool can serve as the fence provided the pool wall is at least four feet (4') high and has an automatically retractable ladder or a removable ladder. The ladder must be removed or retracted when the pool is not being attended.
- G. If access to the pool is via a deck or porch, then no access from the ground is permitted to the deck areas unless the property or ground access to the deck is fenced.

10-8-13: CONFORMANCE WITH MUNICIPAL THOROUGHFARE PLAN: No building permit shall be issued and no structure shall be placed in such a way as to interfere with the construction of streets or roads as shown in the Comprehensive Plan or on the street plan as such plan exists or is amended or adopted in the future.

10-8-14: LAND SUBJECT TO FLOODING: All development or redevelopment of land, which is located within the flood plain, shall occur in conformance with the Title 12 of this Code.

10-8-15: BUILDING LINE ESTABLISHED BY DEVELOPMENT: In platted areas, where buildings have been constructed having front yard setbacks different from those described as minimum of this Title and said construction extends over thirty percent (30%) or more of one block, the setback line will be assumed to have been established and subsequent construction shall not be required to provide a greater or lesser depth of front yard, in which instance no new building or portion thereof shall project beyond a straight line drawn between the point closest to the street line of the residence upon either side of proposed structure or, if there be residences upon only one side, then beyond the straight line projected from the front of the nearest residences, and no new building or portion thereof shall have a front yard more than twenty feet (20') deeper than the established building line. However, this Section shall not be interpreted to require a front yard of more than fifty feet (50'). Where the street is curved the line shall follow the curve of the street rather than a straight line.

1102 TENTH AVE N
 851 Meadowlark CT
 906 1ST ST N

Search
 Layers
 Draw/
 Measure



- 32 x 80 Shed 2560
- 20 x 80 Concrete Apron 1600
- 68 x 40 House 2720
- 30 x 40 Barn 1200
- 20 x 30 Shed 600
- 65 x 12 Concrete 780
- 20 x 12 Drive In 240
- 18 x 36 Pool 648

1.76 Acre
 76,665 Sq ft
 17%
 Non permeable

52 x 46' Paver Patio Around Pool 2400

12,748 Sq ft

Safety:

Having the swimming pool right outside our home door would make it much easier to see and hear everything that goes on in it. This would also allow us to get to the scene quicker if an accident were to occur. Our pool would be located 30 ft from our home as opposed to 130 ft., if placed in our backyard. When it comes to pool safety, it's no exaggeration to say that every second counts.

In addition, with the open field behind our property, we often get wild animals who roam our land at all hours of the day. It would be less likely for them to be near our pool next to our home, as they're often in our backyard of our property.

Farmhouse Aesthetics:

Due to the timeframe in which our home was built (1908), our home does not align with a typical "backyard pool". In order to keep the aesthetics of our home, we do not want to break away from how it is currently built and laid out with changes that would be required if the pool was placed in what is considered our backyard. We also do not want to take away from the land visual in our backyard as it relates to the openness and greenery along side our existing farm buildings.

Water Table:

Our backyard has 4ft water table whereas the side of our home has 9 ft.

Ordinance Compliance:

The location of our pool would be 50ft from the road, 70ft from our property line and 30ft from our home.



STAFF MEMO

| | | | | | | | | | | |
|--|--|---|------------------------|---------------------------|-----------------|--------------------------------------|-----------------|--|-----------|---|
| Lead Department and Contact: Community Development – Theisen / Saehr | Meeting Date: July 11, 2022 | Agenda Item No. 07b | | | | | | | | |
| Agenda Section: Public Hearing | Goal Area: Proactive Development | Item: Variance – 1809 33 rd St N | | | | | | | | |
| <p>PREVIOUS COUNCIL REVIEW OR ACTION: None.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Planning Commission approved the Variance to reduce the rear yard setback to 10 feet plus the required 10-foot wetland buffer.</p> <p>BACKGROUND:</p> <table data-bbox="186 751 1474 890"> <tr> <td>Applicant Information:</td> <td>Dennis and Tamara Holland</td> </tr> <tr> <td>Current Zoning:</td> <td>R-1 Single-Family Residence District</td> </tr> <tr> <td>Requested Plan:</td> <td>Reduce building setbacks to allow construction of a new single-family home</td> </tr> <tr> <td>Location:</td> <td>1809 33rd Street North / PID: 92.56572.0011</td> </tr> </table> <p>Dennis and Tamara Holland have requested a variance for a 10-foot building setback against the 10 foot wetland buffer (delineated wetland is under 5 acres in size) for the rear yard of the property. City Staff have worked with the applicants to determine what setbacks would be appropriate to allow the construction of a new home without impacting the identified wetlands on the property.</p> <p>Variations shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variations are consistent with the comprehensive plan. Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the City’s Zoning ordinance. “Practical difficulties”, as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the City’s zoning ordinance; the plight of the landowner is due to the circumstances unique to the property not created by the landowner; and the variance if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.</p> <p>RECURRING REQUEST: No.</p> <p>PROPOSED BUDGET/FISCAL IMPACT: None.</p> <p>OPPORTUNITY COST IF APPROVED: None.</p> <p>COUNCIL ACTIONS REQUESTED: Motion and 2nd to Approve the Variance.</p> <p>ATTACHMENTS: Variance Application, Variance Resolution and Supporting Documents.</p> | | | Applicant Information: | Dennis and Tamara Holland | Current Zoning: | R-1 Single-Family Residence District | Requested Plan: | Reduce building setbacks to allow construction of a new single-family home | Location: | 1809 33 rd Street North / PID: 92.56572.0011 |
| Applicant Information: | Dennis and Tamara Holland | | | | | | | | | |
| Current Zoning: | R-1 Single-Family Residence District | | | | | | | | | |
| Requested Plan: | Reduce building setbacks to allow construction of a new single-family home | | | | | | | | | |
| Location: | 1809 33 rd Street North / PID: 92.56572.0011 | | | | | | | | | |

RESOLUTION NO. _____

**A RESOLUTION FOR A VARIANCE AT
1809 33RD STREET NORTH, SARTELL, MINNESOTA**

WHEREAS, Dennis Holland (the “Applicant”) has applied for a variance for a property located in Sartell described as 1809 33rd Street North, Sartell, Minnesota 92.56572.0011 (the “Property”), which is owned by Dennis and Tamara Holland (**Exhibit A**);

WHEREAS, the Property is currently zoned R-1 Single Family Residential;

WHEREAS, the Applicant seeks a variance for a 10-foot building setback against the 10 foot wetland buffer for the rear yard of the Property;

WHEREAS, The Planning Commission met on July 5, 2022 and reviewed the request for the variance and recommended to approve the variance;

WHEREAS, the City Council met on July 11, 2022, and, after proper mailed and published notice, conducted the public hearing on the variance request.

NOW THEREFORE, THE SARTELL CITY COUNCIL ADOPTS THE FOLLOWING FINDINGS OF FACT:

1. The variance is in harmony with the general purposes and intent of the City’s Zoning Ordinance. The Property is currently zoned R-1 Single Family Residential, which allows a single-family home to be constructed on the proposed lot.
2. The request is consistent with the comprehensive plan because the Property is currently zoned R-1 Single Family Residential and located within developed residential area.
3. The Applicant proposes to use the Property in an appropriate manner as the Property would still maintain the 10-foot wetland buffer as required by City Code 10-18-6.
4. The plight of the landowner is due to circumstances unique to the Property, not created by the landowner, as identified by the wetland delineation.

5. The variance, if granted, will not alter the essential character of the locality.
6. Economic considerations alone do not constitute practical difficulties.

BASED UPON THE ABOVE FINDINGS OF FACTS, THE STANDARDS APPLIED IDENTICALLY TO THE VARIANCE REQUEST, BE IT HEREBY FURTHER RESOLVED:

The variance to reduce the building setback to 10-foot against the 10-foot wetland buffer for in the rear yard is hereby approved for the Property located at 1809 33rd Street North, Sartell, Minnesota.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11TH DAY OF JULY 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:

City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

EXHIBIT A Legal Description



Building a Better World
to All of Us

PROPOSED DESCRIPTIONS

TRACT A: Lot 8 and all that part of Lot 7, lying westerly and southwesterly of Line A described below, all in Block 2, BLACKBERRY RIDGE ESTATES, according to the recorded plat thereof, Stearns County, Minnesota.

Line A: Commencing at the southwest corner of said Lot 7; thence North 89 degrees 06 minutes 39 seconds East, assigned bearing along the south line of said Lot 7, a distance of 21.34 feet to the point of beginning of the line to be described; thence North 00 degrees 53 minutes 21 seconds West, 95.85 feet; thence North 36 degrees 25 minutes 37 seconds West, 38.24 feet to the west line of said Lot 7 and terminating thereat.

TRACT B: All that part of Lot 7, lying northeasterly of Line A described below, Block 2, BLACKBERRY RIDGE ESTATES, according to the recorded plat thereof, Stearns County, Minnesota.

Line A: Commencing at the southwest corner of said Lot 7; thence North 89 degrees 06 minutes 39 seconds East, assigned bearing along the south line of said Lot 7, a distance of 21.34 feet to the point of beginning of the line to be described; thence North 00 degrees 53 minutes 21 seconds West, 95.85 feet; thence North 36 degrees 25 minutes 37 seconds West, 38.24 feet to the west line of said Lot 7 and terminating thereat.

CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

A handwritten signature in black ink, appearing to read "Daniel J. Bemboom", is written over a horizontal line.

Daniel J. Bemboom, PLS
Minnesota License No. 46562

June 16, 2022
Date

HOLLD
164052

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, MN 56301-4806

SEH is 100% employee-owned | sehinc.com | 320.229.4300 | 888.572.0617 | 888.908.8166 fax

**VARIANCE
APPLICATION**

125 Pinecone Road North
Sartell, MN 56377
Phone: 320-253-2171
Fax: 320-253-3337



DATE RECEIVED _____

FEE - \$375

=====

APPLICANT _____

PHONE _____ FAX _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FEE OWNER _____

ADDRESS _____ PHONE _____ FAX _____

PROPERTY IDENTIFICATION NUMBER(PIN) _____

PROJECT/DEVELOPMENT NAME _____

PROJECT LOCATION _____

PURPOSE OF VARIANCE _____

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

PROCEDURE FOR VARIANCE APPROVAL

The City Council may allow a departure from the terms of the zoning ordinance pertaining to setbacks, height or width of structures or the size of yard and open spaces where such departure will still be in harmony with the general purpose and intent of the ordinance.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For a variance to be granted, the applicant must satisfy a three-factor test for practical difficulties under state statute. All three factors must be satisfied to constitute practical difficulties. The factors are as follows: (1) That the property owner proposes to use the property in a reasonable manner but cannot do so under the rules of the ordinance. (2) That the landowner's problem is due to circumstances unique to the property not caused by the landowner. There are uniquely exceptional circumstances or conditions applying to the land, structure or building in questions that do not generally apply to other properties in the same zoning district i.e. sloping topography or other natural features. (3) That if the variance is granted it will not alter the essential character of the locality meaning the structure will not be out of scale, out of place, or otherwise inconsistent with the surrounding area.

NOTE: Economic considerations alone shall not constitute practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met. Additional conditions may be imposed to ensure compliance with the City Code and to protect adjacent properties.

APPLICATION FOR VARIANCE APPROVAL

Applications for Variance Approval shall be on a form provided by the City Clerk or City Planner and shall include the established processing fee. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Planning Commission meeting. (Please see attached meeting schedule). The application shall contain thirty (30) copies (8.5"x11", 8.5"x14" or 11"x17") of exhibits, which will include the following information:

- Name of project/development
- Location of project/development by street address
- Description of site (legal description)
- Site Plan drawn at scale showing parcel, grading, landscaping and location of utilities, as applicable
- Location of all buildings and their square footage
- Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks
- Sanitary sewer and water plans with estimated use per day
- Soil Type
- Any additional information reasonably required by the City Staff, Planning Commission or City Council.

PROCEDURE

The Planning Commission shall review the variance and a recommendation shall be made to the City Council.

A notice of a Variance application shall be mailed at least 10 days prior to the City Council meeting, to each owner of property situated wholly or partly within 350 feet of the property to which the Variance is related. The City of Sartell shall be responsible for mailing such notices.

The City would also recommend that you are prepared to give a presentation with enlarged drawings or elevations of the proposed units, plat and/or other materials that would be helpful for

and during the public hearing to better familiarize not only the City Council, but any residents that are present for the public hearing on your proposed land use request.

The City Council shall hold a Public Hearing on the proposed variance request and shall have notice of such hearing, publicized in the official paper at least ten (10) days prior to the Meeting.

If the variance is not approved by the City Council, the reasons for such action will be recorded in the proceedings and transmitted to the applicant.

SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant Date

Signature of Owner (s) Date

=====



34 ST N

BLACKBERRY CIR

BLACKBERRY CIR

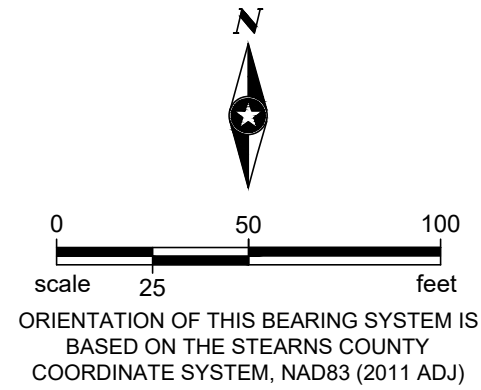
33 ST N

BLACKBERRY CIR

BLACKBERRY CIR

Save: 5/19/2022 9:45 AM dbemboom Plot: 5/19/2022 10:19 AM X:\F\J\H\HOLL16405219-survey\92-CAD\15-dwg\HO164052 20 FT WL SB.dwg

PROPOSED DESCRIPTIONS

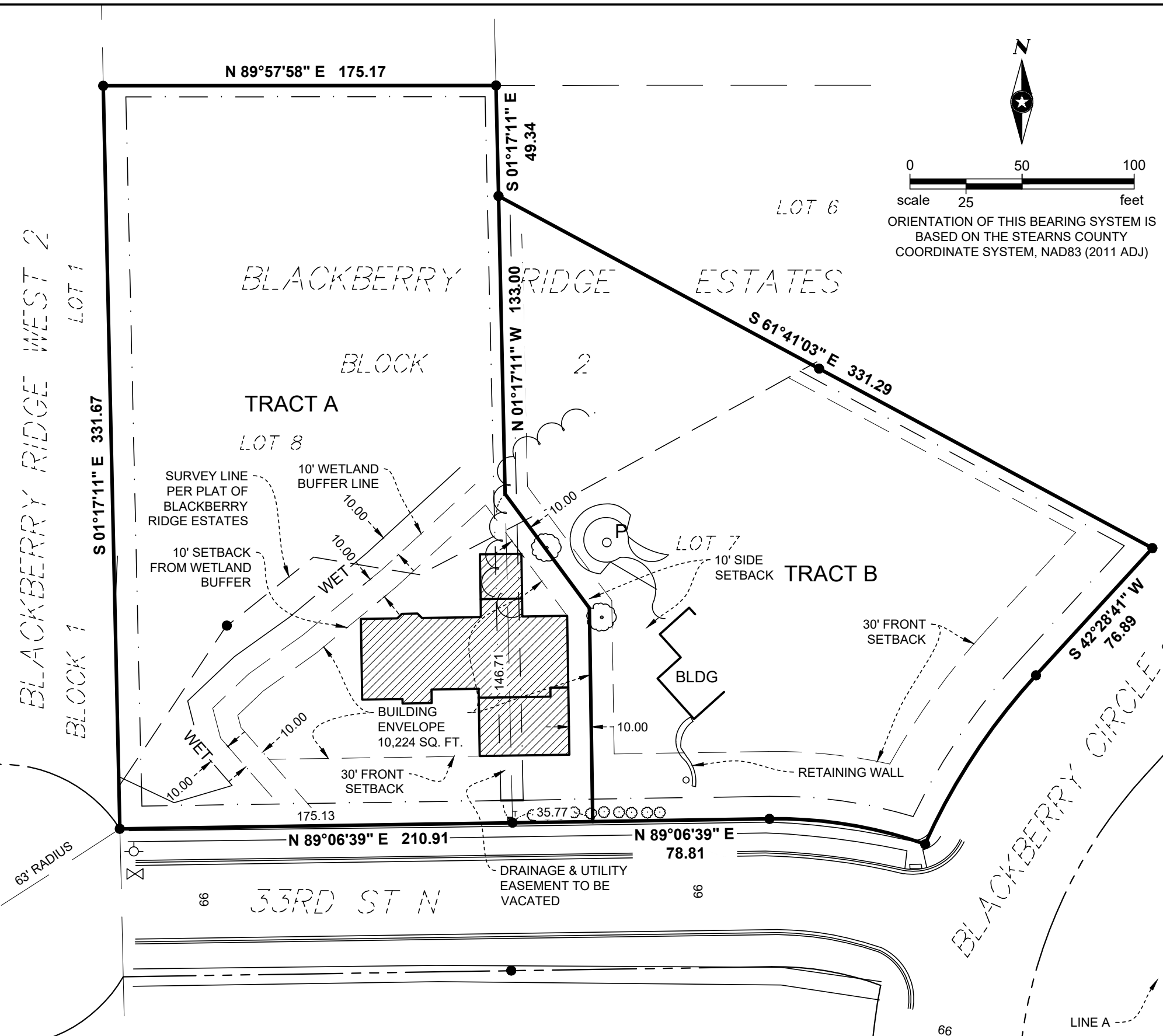


NOTES TO SURVEY

1. Stearns County Parcel ID = 92.56572.0011
2. Gross Area of new Tract A = 62,231 sq. ft. (1.43± ac.)
3. Buildable Area of Tract A = 10,224 sq. ft. w/ variance for a 10' setback from the wetland buffer line
2. Gross Area of new Tract B = 46,911 sq. ft. (1.08± ac.)
3. The wetland delineation was conducted by Joel Asp, SEH Sr. Scientist and Certified Minnesota Wetland Professional #1252 on November 17, 2021.
4. Building Setbacks for R-1 Residential Districts
 - 4.a. Front and Rear Line = 30 feet
 - 4.b. Side Line = 10 feet
5. Wetland Setbacks
 - 5.a. Wetland Buffer = 10 feet
 - 5.b. Buildings = 20 feet from Wetland Buffer (would need a 10' variance)
 - 5.c. Patios/Decks = 10 feet from Wetland Buffer
 - 5.d. Driveway/Parking = 10 feet from Wetland Buffer
 - 5.e. Fences = No setback required but not allowed inside Wetland Buffer

LEGEND

- FOUND IRON MONUMENT
- DENOTES SET 1/2"x18" IRON PIPE WITH CAP STAMPED 42656
- RIGHT OF WAY LINE
- BOUNDARY LINE
- ADJACENT LOT LINES
- BUILDING SETBACK
- WET WETLAND DELINEATION



| SEH Project | HOLL164052 | Revision Issue Description | Date |
|-------------|------------|----------------------------|------|
| Drawn By | JCP | | |
| Designed By | DJB | | |
| Checked By | DJB | | |

CERTIFICATE OF SURVEY
FOR:
DENNIS & TAMMY
HOLLAND



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

DANIEL J. BEMBOOM
 DATE 05-06-2022 LICENSE NO. 46562



STAFF MEMO

| | | |
|---|--|--|
| Lead Department and Contact: Community Development – Theisen / Saehr | Meeting Date: July 11, 2022 | Agenda Item No. 07c |
| Agenda Section: Public Hearing | Goal Area: Proactive Development | Item: Vacation – Portion of River Oaks Lane |
| <p>PREVIOUS COUNCIL REVIEW OR ACTION: Previous Vacation of a portion of River Oaks Lane in 2021.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Planning Commission approved the Vacation of a portion of River Oaks Lane on July 5, 2022.</p> <p>BACKGROUND:</p> <p>Applicant Information: Sartell River Crossings, LLC Current Zoning: B-2 General Business Requested Plan: Vacate a portion of River Oaks Lane Location: River Crossings Development</p> <p>Sartell River Crossings, LLC submitted an application to vacate a portion of River Oaks Lane. The area to be vacated is a portion of the roadway that Sartell River Crossings, LLC now owns. The current emergency turnaround easement will need to be adjusted to reflect the new road vacation. Everything east of the roadway vacation will be owned by the development/developer.</p> <p>A drainage and utility easement will remain in place for the City owned and maintained utilities within the River Crossings development.</p> <p>RECURRING REQUEST: None.</p> <p>PROPOSED BUDGET/FISCAL IMPACT: None.</p> <p>OPPORTUNITY COST IF APPROVED: None.</p> <p>COUNCIL ACTIONS REQUESTED: Motion and 2nd to approve the Vacation</p> <p>ATTACHMENTS: Vacation Application, Survey and Supporting Documents.</p> | | |

RESOLUTION NO. _____

RESOLUTION VACATING A PORTION OF RIVER OAKS LANE

WHEREAS, the City Council of the City of Sartell upon its own motion, set a public hearing for the purpose of hearing those present regarding the vacation of a portion of River Oaks Lane as dedicated in the plat of River Crossings; and

WHEREAS, in conformity with provided notice, a hearing thereon was duly held on July 11, 2022, at which time all those present were given an opportunity to be heard; and

WHEREAS, due to the current infrastructure of Water and Sewer services, the current easement will remain to maintain access to the City utilities; and

WHEREAS, the Council finds it in the interest of the public to vacate the portion of River Oaks Lane because the property on each side of the roadway is owned by the same developer.

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

1. That the following described portion of roadway is hereby vacated:

That part of River Oaks Lane North, formerly known as State Aid Road No. 1, lying northeasterly of the centerline thereof, westerly of the west line of Lot 7, Block 1, RIVER CROSSINGS, according to the recorded plat thereof, Stearns County, Minnesota, and southeasterly of the following described line:

Commencing at the intersection of said centerline of River Oaks Lane North and said west line of Lot 7, Block 1, RIVER CROSSINGS; thence North 52 degrees 34 minutes

51 seconds West, assumed bearing along said centerline, a distance of 360.00 feet to a point hereinafter referred to as Point A and the point of beginning of the line to be described; thence North 32 degrees 35 minutes 04 seconds East 332.00 feet, more or less to the shoreline of the Mississippi River, and said line there terminating.

TOGETHER WITH that part of said River Oaks Lane North lying southwesterly of the centerline thereof, westerly of said west line of Lot 7, Block 1, RIVER CROSSINGS, and southeasterly of the following described line:

Beginning at the aforementioned Point A; thence southwesterly, perpendicular to said centerline of River Oaks Lane North, a distance of 33.00 feet to the southwesterly right of way line of said River Oaks Lane North, and said line there terminating.

2. This roadway vacation in no way affects or vacates the easements dedicated by the plat of River Crossings.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11TH DAY OF JULY 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:

City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

**VACATION
APPLICATION**

125 Pine Cone Road North
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337



DATE RECEIVED _____

FEE - \$525

APPLICANT SARTELL RIVER CROSSINGS, LLC

PHONE 612-578-3615 FAX _____ EMAIL cyfrucci1@gmail.com

ADDRESS 11985 Technology Drive, Suite 110

CITY Eden Prairie STATE MN ZIP 55344

FEE OWNER SARTELL RIVER CROSSINGS, LLC

ADDRESS _____ PHONE _____ FAX _____

PROJECT/DEVELOPMENT NAME RIVER CROSSINGS

PROJECT LOCATION NW 1/4 Highway 15 + CR 1

VACATION TYPE REQUESTED:

- PUBLIC STREET/ALLEY
- EASEMENT - UTILITY
- EASEMENT - DRAINAGE

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

See Attached Exhibit

UTILITY AGENCIES

IN PLACE UTILITIES

Qwest: _____ yes _____ no _____
(Signature of Company Representative)

Xcel: (gas) _____ yes _____ no _____
(Signature of Company Representative)

(Electric) _____ yes _____ no _____
(Signature of Company Representative)

Stearns Electric: _____ yes _____ no _____
(Electric) _____
(Signature of Company Representative)

Charter: _____ yes _____ no _____
(Signature of Company Representative)

City of Sartell: _____ yes _____ no _____
(Signature of Company Representative)

Justification for Requested Vacation:

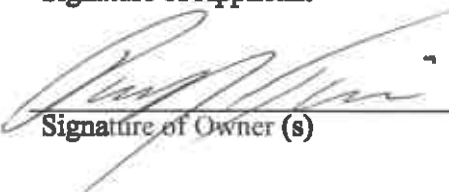
SEE ATTACHED LETTER

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date



6-14-72

Signature of Owner (s)

Date



New Vacation

Previous Vacation

RIVER OAKS LN

RIVER OAKS LN

15

15

15

15

15

SHORELINE OF THE MISSISSIPPI RIVER

AUDITOR'S
SUBD. NO. 2

LOT 18

POINT OF
BEGINNING
AND 'POINT A'
90°

N32°35'04"E
±.334

SOUTHWESTERLY RIGHT OF LINE
OF RIVER OAKS LANE NORTH

RIVER OAKS LANE N
(FKA STATE AID ROAD 1)

E. OF RIVER OAKS
LANE NORTH

WEST LINE OF LOT 7, BLOCK 1, RIVER CROSSINGS

POINT OF
COMMENCEMENT

BLOCK

RIVER

CROSSINGS

OUTLOT A



RIGHT OF WAY
VACATION AREA



SHEET 1 OF 2 SHEETS

| | |
|---------------------------|--------------------|
| Design File: 210017 | Checked By: DPE |
| Dwg Name: ROW VAC 2082 | Drawn By: DPE |
| Date: 6/18/22 | Scale: 1" = 60' |

RIVER OAKS LANE NORTH
RIGHT OF WAY VACATION EXHIBIT
STEARNS COUNTY, MINNESOTA



Alliant Engineering, Inc.
733 Marquette Ave, Ste 700
Minneapolis, MN 55402
612.758.3080 MAIN
612.758.3099 FAX
www.alliant-inc.com

RIVER OAKS LANE NORTH VACATION DESCRIPTION

That part of River Oaks Lane North, formerly known as State Aid Road No. 1, lying northeasterly of the centerline thereof, westerly of the west line of Lot 7, Block 1, RIVER CROSSINGS, according to the recorded plat thereof, Stearns County, Minnesota, and southeasterly of the following described line:

Commencing at the intersection of said centerline of River Oaks Lane North and said west line of Lot 7, Block 1, RIVER CROSSINGS; thence North 52 degrees 34 minutes 51 seconds West, assumed bearing along said centerline, a distance of 360.00 feet to a point hereinafter referred to as Point A and the point of beginning of the line to be described; thence North 32 degrees 35 minutes 04 seconds East 332.00 feet, more or less to the shoreline of the Mississippi River, and said line there terminating.

TOGETHER WITH that part of said River Oaks Lane North lying southwestery of the centerline thereof, westerly of said west line of Lot 7, Block 1, RIVER CROSSINGS, and southeasterly of the following described line:

Beginning at the aforementioned Point A; thence southwestery, perpendicular to said centerline of River Oaks Lane North, a distance of 33.00 feet to the southwestery right of way line of said River Oaks Lane North, and said line there terminating.

SHEET 2 OF 2 SHEETS

| | |
|---------------------------|--------------------|
| Design File: 210017 | Checked By: DPE |
| Dwg Name: ROW VAC 2022 | Drawn By: DPE |
| Date: 01/18/22 | Scale: 1" = 60' |

**RIVER OAKS LANE NORTH
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STEARNS COUNTY, MINNESOTA**



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STAFF MEMO

| | | |
|---|---|---|
| Lead Department and Contact: Community Development – Kari Theisen | Meeting Date: July 11, 2022 | Agenda Item No. 07d |
| Agenda Section: Public Hearing | Goal Area: Proactive Development | Item: Preliminary Plat & Variances – Mill Town Cove |

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Planning Commission approved the Preliminary Plat and Variances for Mill Town Cove on July 5, 2022.

BACKGROUND:

| | |
|------------------------|---|
| Applicant Information: | C&F Invest LLC |
| Current Zoning: | U-1 Urban Service District |
| Proposed Zoning | R-1 Single Family & R-2 Single and Multiple-Family Residence District |
| Requested Plan: | 21.26-acre parcel with 67 total lots |
| Location: | County Road 133 & 19 th Avenue South / PID: 17.09375.0110 |

PRELIMINARY PLAT

Mill Town Cove

R1 Single Family & R-2 Multiple Family - 9,500 square feet greater minimum lot size

R-2 Single Family detached – 6,000 square feet or greater minimum lot size

Setbacks proposed – Front 30’, Side 10’, Rear 30’ for R-1 Single Family and R-2 Multiple Family (Common Wall). Front 25’, Side 6’, Rear 25’ for R-2 Single Family.

Conditions of approval should include, but not limited to:

- A. That the Developer will be required to obtain a NPDES Phase II (Construction Site) permit from the MPCA
- B. That all comments by the City Zoning, City/County engineering, police, and/or fire departments must be resolved to the satisfaction of the City to be evidenced by written notice to proceed.
- C. That the lots be constructed as proposed on the approved grading plan. Any deviation from the grading plan will result in the need to submit a new grading plan for review.
- D. This development will be subject to a Development and Maintenance Agreement.
- E. This development is subject to trunk storm, water, sewer, and park dedication fees based on the current fee schedule.
- F. The City’s engineer will complete the final design for the development.

VARIANCE

Mill Town Cove

The variance request is for the road radiuses and minimum width on 8 lots.

11-5-2-F-6 Minimum curvature: the minimum horizontal curvature of streets shall be in accordance with the MN/DOT Highway Design Manual for the type of street and design speed. The minimum radius of curvature shall be two hundred (200) feet. The preliminary plat does not meet the minimum radius requirement.

10-5E-5 Lot, yard, area, and height requirements: Requirements for single family detached dwellings – each lot shall have a minimum width of fifty (50) feet. On the preliminary plat of Mill Town Cove 8 lots would not

meet the minimum lot width. These lots requiring the variance for lot width are planned in the phase 2 and phase 3 of the development.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: None. Developer expense.

OPPORTUNITY COST IF APPROVED: None.

ACTIONS REQUESTED: Motion and 2nd to approve the Preliminary Plat and Variances for Mill Town Cove.

ATTACHMENTS: Preliminary Plat, Preliminary Plat Resolution, and Supporting Documents, Variance Application, Variance Resolution and supporting documents.

RESOLUTION NO. _____

**RESOLUTION APPROVING PRELIMINARY PLAT OF
MILL TOWN COVE**

WHEREAS, a public hearing was held on the preliminary plat of Mill Town Cove on July 11, 2022, at which time all persons wishing to be heard regarding the matter were given an opportunity to be heard; and

WHEREAS, a preliminary plat for Mill Town Cove has been submitted, which indicates that no significant changes within that portion of the preliminary plat, will be in the final plat.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That the preliminary plat for Mill Town Cove be approved with the following conditions:

- A.** That the Developer will be required to obtain a NPDES Phase II (Construction Site) permit from the MPCA.
- B.** That all comments by the County/City engineering, police, and/or fire departments must be resolved to the satisfaction of the City to be evidenced by written notice to proceed issued by the City.
- C.** That the lot be constructed as proposed on the approved grading plan. Any deviation from the grading plan will result in the need to submit a new grading plan for review. There will be no exceptions.
- D.** This development will be subject to a Development and Maintenance Agreement.
- E.** This development is subject to trunk storm, water, sewer, and park dedication fees based on current fee schedule.
- F.** The City's engineer will complete the final design for the development.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11th DAY OF JULY 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:

City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

**PRELIMINARY PLAT
APPLICATION**

125 Pinecone Road N
Sartell, MN 56377
Phone: 320-253-2171
Fax: 320-253-3337



DATE RECEIVED 4/16/22 pdcc

FEE: Residential: \$800 + \$35 per lot for first 80 lots; plus \$90 County fee; plus \$20 per lot each lot over 80
Residential PUD/ESA: \$900 + \$35 per lot for first 80 lots; plus \$90 County fee; plus \$15 per lot each lot over 80
Comm/Industrial: \$800 + \$200 per lot for first 10 lots; plus \$90 County fee; plus \$50 per lot each lot over 10
Comm/Industrial PUD/ESA: \$900 + \$200 per lot for first 10 lots; plus \$90 County fee; plus \$50 per each lot over 10

This fee covers original review and second review. If additional plat draft reviews are required, supplemental fees to cover City staff and engineering time will be charged to the applicant.

=====

APPLICANT C+F INVEST, LLC

PHONE 208-863-8602 FAX _____ EMAIL loant 0704@aol.com

ADDRESS 18140 Zane Street NW #120

CITY Elk River STATE MN ZIP 55330

FEE OWNER LOUISE ? DAVID BRUMENSCHENKEC

ADDRESS 9816 JENNY LANE PHONE 320252-5212 FAX _____

PROJECT/DEVELOPMENT NAME Mill Town Cove

PROJECT LOCATION 19th Ave / Co. Rd. 133; in NE SE Sec. 30; T12S, R30

PROPERTY IDENTIFICATION NUMBER (PIN) 17.09375.0110

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):
 Lot 2, Block 1, LAHR'S ESTATE, Stearns Co, MN, Except Parcel 4, STEARNS COUNTY RIGHT OF WAY PLAT NO. 51, Stearns Co., MN.

PROCEDURE FOR PRELIMINARY PLAT APPROVAL

- A. Following the pre-application meeting and following review of the concept plan, the applicant shall prepare a request for approval of the preliminary plat for the subdivision, as provided within this Ordinance. The request shall be filed with the City on an official application form. A fee as provided for by City Council Ordinance shall accompany such application. Such application shall also be accompanied by five (5) large-scale copies and twelve (12) reduced scale (not less than 11"x17") copies of a preliminary plat and supportive information in conformity with the requirements of this Ordinance. If, in the opinion of the Zoning Administrator, reduced scale drawings (11"x17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.

- B. The applicant shall also supply proof of title and the legal description of the property for which the subdivision is requested, consisting of an abstract of title or registered property abstract currently certified together with any unrecorded documents whereby the petitioners acquire a legal ownership or equitable ownership interest and as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision. The applicant shall also submit any necessary applications for variances from the provisions of this Ordinance, as set out in the subdivision ordinance and necessary variances from the provisions of the City of Sartell Zoning Ordinance (Title 10).

Required Information:

1. The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in Stearns/Benton County.
2. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
3. Name, address, phone number and where applicable license number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer and designer of the plan.
4. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
5. North point and key map of the area, showing well-known geographical points for orientation including streets within a one-half (1/2) mile radius.
6. Date of preparation.
7. The legal description of the land contained within the subdivision including the total acreage of the proposed subdivision.

8. An indication as to which lands are registered torrens property or abstract property. If land is registered property, a registered land survey shall be required.
9. A list of any liens or encumbrances.
10. Elevation benchmarks used for the topographic survey and datum on which they are based. Reference to the coordinate system use for the survey.
11. Results of site evaluation, including percolation tests and soil borings.
12. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
13. Existing zoning classifications for land in and abutting the subdivision.
14. Total area of the proposed plat.
15. Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance of one hundred fifty (150) feet beyond the plat.
16. Location, size, and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one hundred fifty (150) feet beyond. Such data as top grades and locations of catch basins, manholes, elevations, invert elevations, hydrants and the street pavement width and type also shall be shown.
17. Boundary lines of adjoining un-subdivided or subdivided land, within one hundred fifty (150) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.
18. Topographic data, including contours at vertical intervals of not more than one (1) foot shown on a contour/topographic map. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. U. S. G. S. datum shall be used for all topographic mapping.
19. Subsurface conditions location and results of tests to ascertain subsurface soil, rock and groundwater conditions and availability; location and results of soil percolation tests.
20. 100-year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.
21. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.

22. Geotechnical data prepared by a qualified soils engineer showing surface and subsurface soils and groundwater in sufficient detail to show the site to be suitable for the development proposed.
23. A vicinity map at, at least 4" x 4" in size on the full size plans, to the Planning Commission showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivision within three hundred-fifty feet (350) of the proposed subdivision, and the relation of the plat to the surrounding zoning districts.
24. All existing survey monuments that have been found.
25. Areas in the plat which have been designated as shoreland, delineated wetlands and/or floodplains by the Department of Natural Resources, including the high water mark of all wetlands.
26. Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City of Sartell street identification policies. The name of any street heretofore used in the City or its vicinity shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
27. Locations and widths of proposed alleys and pedestrian ways.
28. Locations and size of proposed storm sewer, sanitary sewer lines and water mains.
29. Gradients of proposed streets, storm sewer, sanitary sewer lines and water mains, as requested.
30. Location, dimension and purpose of all easements.
31. Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots. The total number of proposed lots, their minimum, maximum and average size in square footage.
32. Minimum front and side street building setback lines.
33. When lots are located on a curve, the width of the lot at the building setback line.
34. Building pads intended for construction.
35. Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such an area or areas in acres.
36. The proposed location and sizing of public water system mains and service connections.
37. The proposed location and routing of public sewer mains and service connections

38. Preliminary grading plan with minimum one (1) foot contours which shall include the proposed grading and drainage of the site: prior to, during and post-construction. The preliminary grading plan shall include, but not be limited to, the illustration of provisions for erosion control, hydrology calculations and drainage. Also to be stipulated are the garage floor, first floor and basement elevations of all structures.
39. The location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.
40. Proposed pedestrian ways, trails, drainage easements and utility easements.
41. The items listed in this section shall be in conformance with all other applicable sections of this Ordinance and the Sartell Zoning Ordinance (Title 10).
42. Supplementary Information: Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or the City Council to adequately address the application and site in question.
43. If the developer is contemplating financing under Mn. Stat. Chapter 429, an official request to the City Council for the uses of said financing and the Council's approval of the drafting of a feasibility report.
44. A build-out plan as defined by the City and/or its assigns.
45. Proposed protective covenants or private restrictions.
46. Proposed phasing/staging plan for any project involving more than one construction season which sets forth the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities and gives estimated completion dates.
47. A listing of all required federal, state and City permits and status of applications. This includes a wetland permit if there are proposed impacts to wetlands on the property being platted.
48. A plat overlay on an aerial photo, illustrating the relationship of the proposed subdivision to the surrounding area.
49. An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.

50. The City may require the applicant to have formal traffic or other studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.
51. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
52. A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system. Such plans are to be in accordance with the technical standards and specifications of the Soil Conservation Service, as provided by Stearns/Benton County Soil and Water Conservation District Office.
53. An environmental review shall be submitted if the City, City consultants or other groups or agencies determine that one is required by law.
54. Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.
55. Such other applicable information as may be required by the City.

NOTE: PRELIMINARY AND FINAL APPROVAL IS ALSO SUBJECT TO PARK DEDICATION REQUIREMENTS, SEWER AND WATER ACCESS CHARGES AND SEWER, WATER AND STORM TRUNK FEES.

Park Dedication Requirements:

Single Family Home – 1,150 sf per unit (park land dedication) or \$978 per unit (Payment in Lieu)

Multi-family Home – 1,150 sf per unit (parkland dedication) or \$978 per unit (Payment in Lieu), paid at time of building permit/site plan

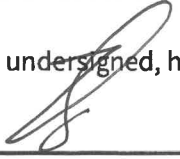
Commercial – 5% land or \$1.64 per sf cash equivalent

If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant.

SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. It will be required for any ESA Plat. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.



Signature of Applicant

6.13.22

Date

Louis Bronenshenkel David Bronenshenkel 6-9-22

Signature of Owner (s)

Date



133

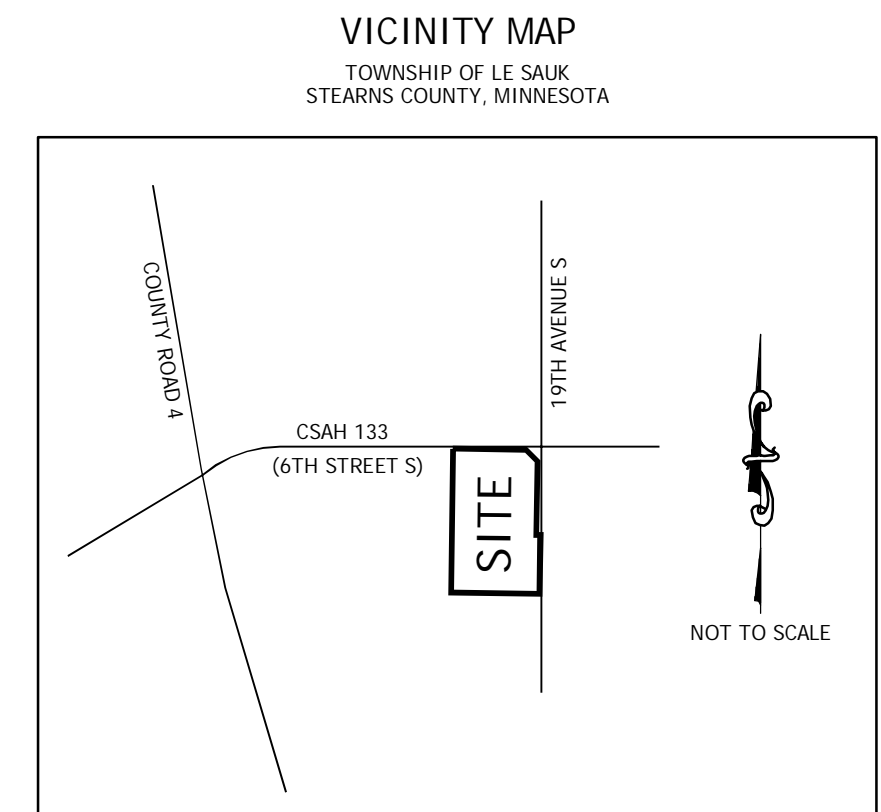
6 STS

Northern Meadows

CORDA

Daybreak

PRELIMINARY PLAT MILL TOWN COVE



HORIZONTAL DATA
Stearns County Coordinate System, NAD83 (2011)
Adjustment, U.S. Survey Foot

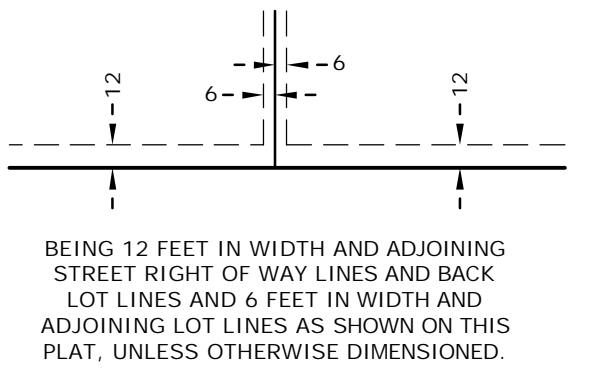
VERTICAL DATA
NAVD88
12B GEOID

- DENOTES IRON MONUMENT FOUND, MARKED AS FOUND
- DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET WITH PLASTIC PLUG INSCRIBED WITH "STANTEC 23682"
- ⊙ DENOTES BENTON COUNTY CAST IRON MONUMENT, FOUND

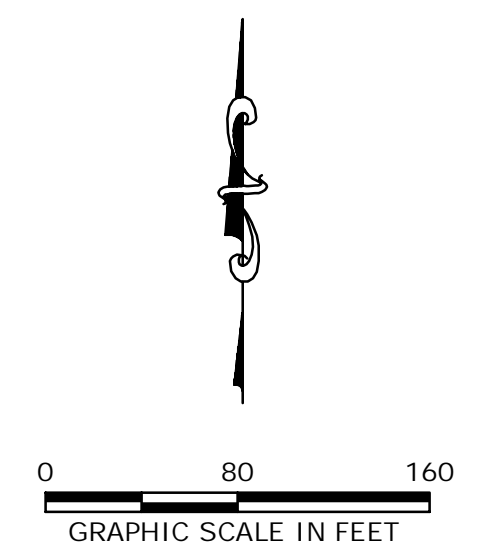
LEGAL DESCRIPTION

Lot 2, Block 1, LAHR'S ESTATE, Stearns County, Minnesota, EXCEPT PARCEL 4, STEARNS COUNTY HIGHWAY RIGHT OF WAY PLAT NUMBER 51.

DRAINAGE & UTILITY EASEMENTS



BEING 12 FEET IN WIDTH AND ADJOINING STREET RIGHT OF WAY LINES AND BACK LOT LINES AND 6 FEET IN WIDTH AND ADJOINING LOT LINES AS SHOWN ON THIS PLAT, UNLESS OTHERWISE DIMENSIONED.



Owner / Developer:
C&F Invest LLC
18140 Zane Street NW
#120
Elk River, MN 55330
208-863-8602

Land Surveyor:
Linda Brown
MN License No. 23682
320-333-6979

Daniel J Roeber
MN License No. 43133
Stantec Consulting
3717 23rd Street South
St. Cloud, MN 56301

LEGEND

- BUSH
- DECIDUOUS TREE
- CONIFEROUS TREE
- TRAFFIC SIGN
- CABLE TV PEDISTAL
- COMMUNICATION PEDISTAL
- COMMUNICATION MANHOLE
- ELECTRIC PEDISTAL
- POWER POLE
- LIGHT POLE
- TRAFFIC SIGNAL
- WELL
- CLVT
- APRON
- CATCH BASIN
- STORM MANHOLE
- PICNIC TABLE
- BOUNDARY CENTERLINE
- EASEMENT LINE
- EXISTING LOT LINE
- EXISTING RIGHT-OF-WAY SECTION LINE
- G-B
- FO-B
- OHP
- OVERHEAD POWER
- EXISTING STORM SEWER LINE
- EXISTING WATER MAIN LINE
- TREE LINE
- ASPHALT SURFACE
- CONCRETE SURFACE

SURVEYORS NOTES

- Total site acreage = ±926,266 square feet (±21.26 acres).
- Legal description taken from tax description on County website.
- Wet lands shown are delineated by Granite City Environmental. P.O. Box 1382, St. Cloud MN 56302 320-253-5411

ACCORDING TO THE FEMA FLOOD INSURANCE RATE MAP NUMBERED 27145C0626E WITH AN EFFECTIVE DATE OF FEBRUARY 16, 2002, THE SUBJECT PROPERTY LIES WITHIN ZONE X

MINIMUM FRONT LOT WIDTH = 50 FT, EXCEPT LOTS 5-8, & 17-20, BLOCK 1 WHICH ARE 40 FT

PROPOSED R1 ZONING

LOTS 1-11, BLOCK 2, AND LOTS 15-23, BLOCK 3 ARE SINGLE FAMILY.

PROPOSED R2 ZONING

LOTS 1-8, 17-20, & LOT 31, BLOCK 1, AND LOTS 24 & 25, BLOCK 3 ARE SINGLE FAMILY IN R2.

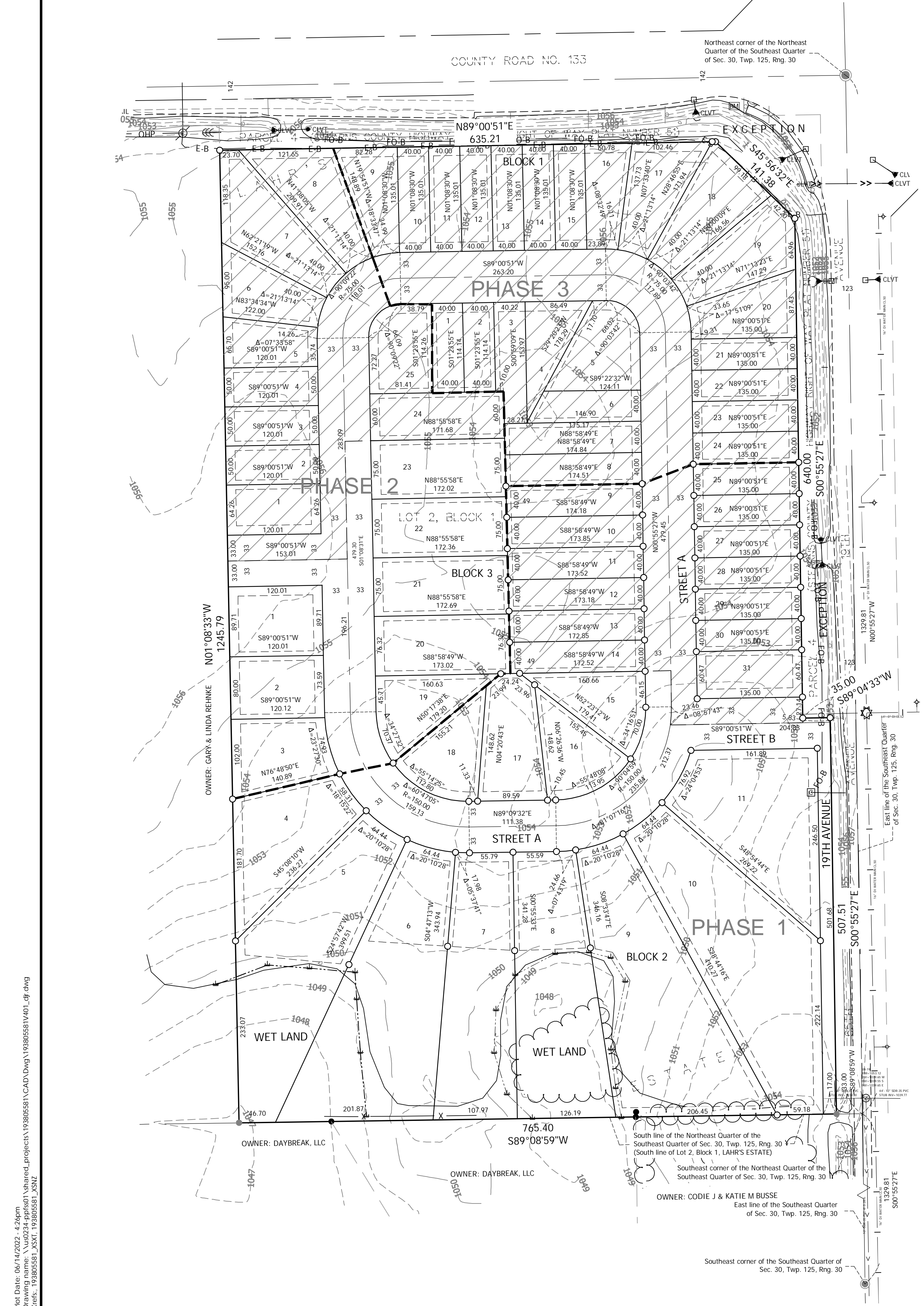
LOTS 9-16, & 21-30, BLOCK 1, AND LOTS 1-14, BLOCK 3 ARE TWIN HOMES IN R2

BUILDING SETBACKS

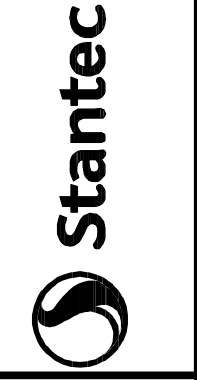
R/W (Front) = 30 feet
Side-Interior = 10 feet
Rear = 30 feet

BEARING ORIENTATION

BASED ON THE SOUTH LINE OF THE SOUTH LINE OF LOT 2, BLOCK 1, LAHR'S ESTATE WITH AN ASSUMED BEARING OF SOUTH 89 DEGREES 08 MINUTES 59 SECONDS WEST.



Plot Date: 06/14/2022 - 4:26pm
 Drawing Name: 193805581_V4.dwg
 Drawing Path: \\s:\projects\193805581\CADD\Drawings\193805581_V4.dwg
 User: 193805581



St. Cloud Office
3717 23rd Street South
Saint Cloud, MN 56301
Phone: 320-251-4633
Website: www.stantec.com

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

DATE:

REVISION:

DATE:

PRINT NAME: DANIEL J ROEBER
SIGNATURE: [Signature]
DATE: JUNE 14, 2022
LIC. NO.: 43133

PRELIMINARY PLAT
MILL TOWN COVE

193805581V401.dwg
PROJECT NUMBER
193805581
SHEET NUMBER
V4.01

PRELIMINARY PLAT MILL TOWN COVE

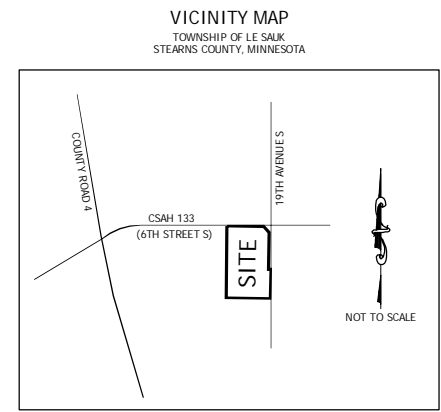


St. Cloud Office
3717 23rd Street South
Saint Cloud, MN 56301
Phone: 320-251-1453
Website: www.stantec.com

| DATE | REVISION |
|------|----------|
| | |
| | |
| | |

HIBBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR SURVEY WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF MINNESOTA.
PRINT NAME: DANIEL J ROEBER
SIGNATURE: *Daniel J Roeber*
DATE: JUNE 14, 2022
LIC. NO. 43133

PRELIMINARY PLAT
MILL TOWN COVE
PROJECT NUMBER
193805581
SHEET NUMBER
V4.01



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Stearns County Coordinate System, NAD83 (2011)
Adjustment, U.S. Survey Foot

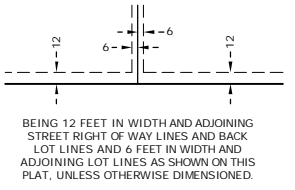
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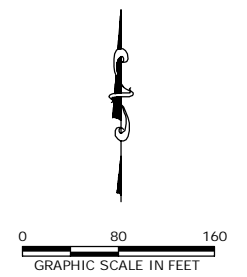
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- DECIDUOUS TREE
- CONIFEROUS TREE
- TRAFFIC SIGN
- CABLE TV PEDISTAL
- COMMUNICATION PEDISTAL
- COMMUNICATION MANHOLE
- ELECTRIC PEDISTAL
- POWER POLE
- LIGHT POLE
- TRAFFIC SIGNAL
- WATER WELL
- CULVERT
- APRON
- CATCH BASIN
- STORM MANHOLE
- PICNIC TABLE
- BOUNDARY CENTERLINE
- EASEMENT LINE
- EXISTING LOT LINE
- EXISTING RIGHT-OF-WAY SECTION LINE
- GAS LINE QUALITY LEVEL B
- OVERHEAD POWER
- EXISTING STORM SEWER LINE
- EXISTING WATER MAIN LINE
- TREE LINE
- ASPHALT SURFACE
- CONCRETE SURFACE

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MINIMUM FRONT LOT WIDTH = 50 FT, EXCEPT LOTS 5-8, & 17-20, BLOCK 1 WHICH ARE 40 FT

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PROPOSED R2 ZONING

LOTS 1-8, 17-20, & LOT 31, BLOCK 1, AND LOTS 24 & 25, BLOCK 3 ARE SINGLE FAMILY IN R2.

LOTS 9-16, & 21-30, BLOCK 1, AND LOTS 1-14, BLOCK 3 ARE TWIN HOMES IN R2

BUILDING SETBACKS

R/W (Front) = 30 feet
Side-Interior = 10 feet
Rear = 30 feet

BEARING ORIENTATION

BASED ON THE SOUTH LINE OF THE SOUTH LINE OF LOT 2, BLOCK 1, LAHR'S ESTATE WITH AN ASSUMED BEARING OF SOUTH 89 DEGREES 08 MINUTES 59 SECONDS WEST.



Plot Date: 06/14/2022 - 4:38pm
Owner: C&F Invest LLC
Project: 193805581_V4.01.dwg
User: DANIEL.J.ROEBER

RESOLUTION NO. _____

**A RESOLUTION FOR A VARIANCE
MILL TOWN COVE**

WHEREAS, C & F Invest LLC (the “Applicant”) has applied for a variance for a property located near the intersection of County Road 133 and 19th Avenue South, Sartell, Minnesota, PID: 17.09375.0110 (the “Property”), which is owned by C&F Invest LLC (**Exhibit A**).

WHEREAS, the Property is currently zoned U-1 Urban Service District;

WHEREAS, the Applicant seeks a variance for the Property to reduce the roadway radius requirement and reduce the minimum lot width requirement;

WHEREAS, The Planning Commission met on July 5, 2022 and reviewed the request for the variance and recommended to approve the variance;

WHEREAS, the City Council met on July 11, 2022, and, after proper mailed and published notice, conducted the public hearing on the variance request.

NOW THEREFORE, THE SARTELL CITY COUNCIL ADOPTS THE FOLLOWING FINDINGS OF FACT:

1. The variance is in harmony with the general purposes and intent of the City’s Zoning Ordinance. The Property is currently zoned U-1 Urban Service District with the intent of R-1 Single Family Residential and R-2 Single and Multiple Family Residential use.
2. The request is consistent with the comprehensive plan because the Property is currently zoned U-1 Urban Service District within the Le Sauk Township and Future Land Use shows the property as Low Density Residential Area.
3. The Applicant proposes to use the Property in an appropriate manner as Future Land Use shows this property to be used as a residential use.

4. The plight of the landowner is due to circumstances unique to the Property, not created by the landowner. The property has limited access points to County Road 133 and 19th Avenue South.
5. The variance, if granted, will not alter the essential character of the locality.
6. Economic considerations alone do not constitute practical difficulties.

BASED UPON THE ABOVE FINDINGS OF FACTS, THE STANDARDS APPLIED IDENTICALLY TO THE VARIANCE REQUEST, BE IT HEREBY FURTHER RESOLVED:

The variance for roadway radius and front lot width is hereby approved for the Property described as Mill Town Cove.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11TH DAY OF JULY 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

**EXHIBIT A
LEGAL DESCRPTION**

MILL TOWN COVE
June 30, 2022

Lot 2, Block 1, LAHR'S ESTATE, Stearns County, Minnesota, EXCEPT PARCEL 4, STEARNS COUNTY HIGHWAY RIGHT OF WAY PLAT NUMBER 51.

**VARIANCE
APPLICATION**

125 Pine Cone Road North
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337



DATE RECEIVED 6/16/11 pdc

FEE - \$375

APPLICANT C & F Invest LLC

PHONE 208-863-8602 FAX _____ EMAIL loont0704@aol.com

ADDRESS 18140 Zane Street NW #120

CITY Elk River STATE MN ZIP 55330

FEE OWNER LOUISE & DAVID BROMENSCHENKEL

ADDRESS 9816 JENNY LANE PHONE 320252-5212 FAX _____
ST JOSEPH, MN

PROPERTY IDENTIFICATION NUMBER(PIN) 17, 09375. 0110

PROJECT/DEVELOPMENT NAME Mill Town Cove

PROJECT LOCATION 19th Ave & Co. Rd 133; in NE SE Section 30; T12S, R30

PURPOSE OF VARIANCE Radius reduced on roadway and reduced frontage width of lots (R2)

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):
Lot 2, Block 1, LAHR'S ESTATE, Stearns County, MN
Except Parcel 4; STEARNS COUNTY RIGHT OF WAY PLAT NO. 51,
Stearns Co., MN.

PROCEDURE FOR VARIANCE APPROVAL

The City Council may allow a departure from the terms of the zoning ordinance pertaining to setbacks, height or width of structures or the size of yard and open spaces where such departure will still be in harmony with the general purpose and intent of the ordinance.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For a variance to be granted, the applicant

must satisfy a three-factor test for practical difficulties under state statute. All three factors must be satisfied to constitute practical difficulties. The factors are as follows: (1) That the property owner proposes to use the property in a reasonable manner but cannot do so under the rules of the ordinance. (2) That the landowner's problem is due to circumstances unique to the property not caused by the landowner. There are uniquely exceptional circumstances or conditions applying to the land, structure or building in questions that do not generally apply to other properties in the same zoning district i.e. sloping topography or other natural features. (3) That if the variance is granted it will not alter the essential character of the locality meaning the structure will not be out of scale, out of place, or otherwise inconsistent with the surrounding area.

NOTE: Economic considerations alone shall not constitute practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met. Additional conditions may be imposed to ensure compliance with the City Code and to protect adjacent properties.

APPLICATION FOR VARIANCE APPROVAL

Applications for Variance Approval shall be on a form provided by the City Clerk or City Planner and shall include the established processing fee. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Planning Commission meeting. (Please see attached meeting schedule). The application shall contain thirty (30) copies (8.5"x11", 8.5"x14" or 11"x17") of exhibits, which will include the following information:

- Name of project/development
- Location of project/development by street address
- Description of site (legal description)
- Site Plan drawn at scale showing parcel, grading, landscaping and location of utilities, as applicable
- Location of all buildings and their square footage
- Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks
- Sanitary sewer and water plans with estimated use per day
- Soil Type
- Any additional information reasonably required by the City Staff, Planning Commission or City Council.

PROCEDURE

The Planning Commission shall review the variance and a recommendation shall be made to the City Council.

A notice of a Variance application shall be mailed at least 10 days prior to the City Council meeting, to each owner of property situated wholly or partly within 350 feet of the property to which the Conditional Use is related. The City of Sartell shall be responsible for mailing such notices.

The City would also recommend that you are prepared to give a presentation with enlarged drawings or elevations of the proposed units, plat and/or other materials that would be helpful for and during the public hearing to better familiarize not only the City Council, but any residents that are present for the public hearing on your proposed land use request.

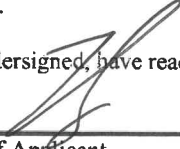
The City Council shall hold a Public Hearing on the proposed variance request and shall have notice of such hearing, publicized in the official paper at least ten (10) days prior to the Meeting.

If the variance is not approved by the City Council, the reasons for such action will be recorded in the proceedings and transmitted to the applicant.

SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.



Signature of Applicant

6.13.22

Date

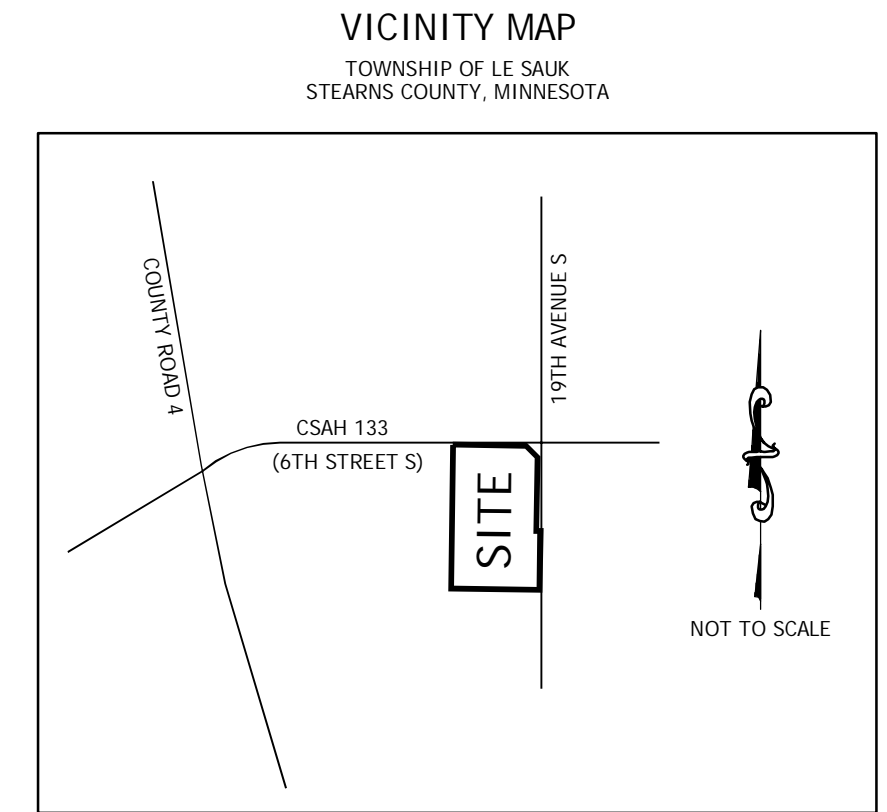
Louise Bronsenschel

Signature of Owner (s)

6-9-22

Date

PRELIMINARY PLAT MILL TOWN COVE



HORIZONTAL DATA
Stearns County Coordinate System, NAD83 (2011)
Adjustment, U.S. Survey Foot

VERTICAL DATA
NAVD88
12B GEOID

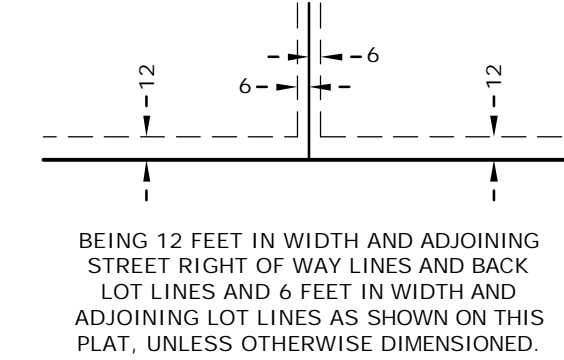
- DENOTES IRON MONUMENT FOUND, MARKED AS FOUND
- DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET WITH PLASTIC PLUG INSCRIBED WITH "STANTEC 23682"
- ⊙ DENOTES BENTON COUNTY CAST IRON MONUMENT, FOUND

LEGAL DESCRIPTION

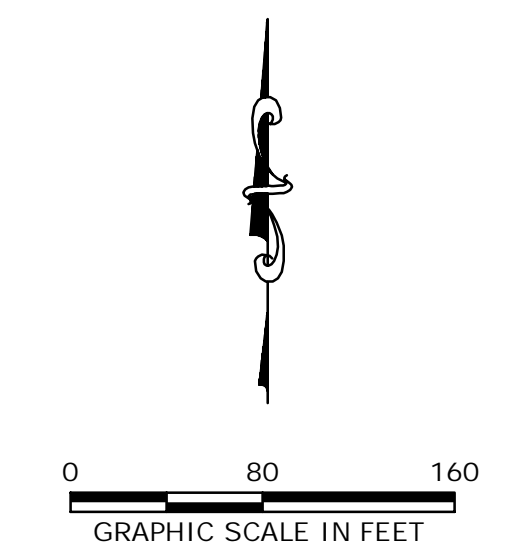
Lot 2, Block 1, LAHR'S ESTATE, Stearns County, Minnesota, EXCEPT PARCEL 4, STEARNS COUNTY HIGHWAY RIGHT OF WAY PLAT NUMBER 51.

DRAINAGE & UTILITY EASEMENTS

SHOWN THUS (NTS):



BEING 12 FEET IN WIDTH AND ADJOINING STREET RIGHT OF WAY LINES AND BACK LOT LINES AND 6 FEET IN WIDTH AND ADJOINING LOT LINES AS SHOWN ON THIS PLAT, UNLESS OTHERWISE DIMENSIONED.



Owner / Developer:
C&F Invest LLC
18140 Zane Street NW
#120
Elk River, MN 55330
208-863-8602

Land Surveyor:
Linda Brown
MN License No. 23682
320-333-6979

Daniel J Roeber
MN License No. 43133
Stantec Consulting
3717 23rd Street South
St. Cloud, MN 56301

LEGEND

- BUSH
- DECIDUOUS TREE
- CONIFEROUS TREE
- TRAFFIC SIGN
- CABLE TV PEDISTAL
- COMMUNICATION PEDISTAL
- COMMUNICATION MANHOLE
- ELECTRIC PEDISTAL
- POWER POLE
- LIGHT POLE
- TRAFFIC SIGNAL
- WELL
- CLVT
- APRON
- CATCH BASIN
- STORM MANHOLE
- PICNIC TABLE
- BOUNDARY CENTERLINE
- EASEMENT LINE
- EXISTING LOT LINE
- EXISTING RIGHT-OF-WAY SECTION LINE
- G-B
- FO-B
- OHP
- OVERHEAD POWER
- EXISTING STORM SEWER LINE
- EXISTING WATER MAIN LINE
- TREE LINE
- ASPHALT SURFACE
- CONCRETE SURFACE

SURVEYORS NOTES

- Total site acreage = ±926,266 square feet (±21.26 acres).
- Legal description taken from tax description on County website.
- Wet lands shown are delineated by Granite City Environmental. P.O. Box 1382, St. Cloud MN 56302 320-253-5411

ACCORDING TO THE FEMA FLOOD INSURANCE RATE MAP NUMBERED 27145C0626E WITH AN EFFECTIVE DATE OF FEBRUARY 16, 2002, THE SUBJECT PROPERTY LIES WITHIN ZONE X

MINIMUM FRONT LOT WIDTH = 50 FT, EXCEPT LOTS 5-8, & 17-20, BLOCK 1 WHICH ARE 40 FT

PROPOSED R1 ZONING

LOTS 1-11, BLOCK 2, AND LOTS 15-23, BLOCK 3 ARE SINGLE FAMILY.

PROPOSED R2 ZONING

LOTS 1-8, 17-20, & LOT 31, BLOCK 1, AND LOTS 24 & 25, BLOCK 3 ARE SINGLE FAMILY IN R2.

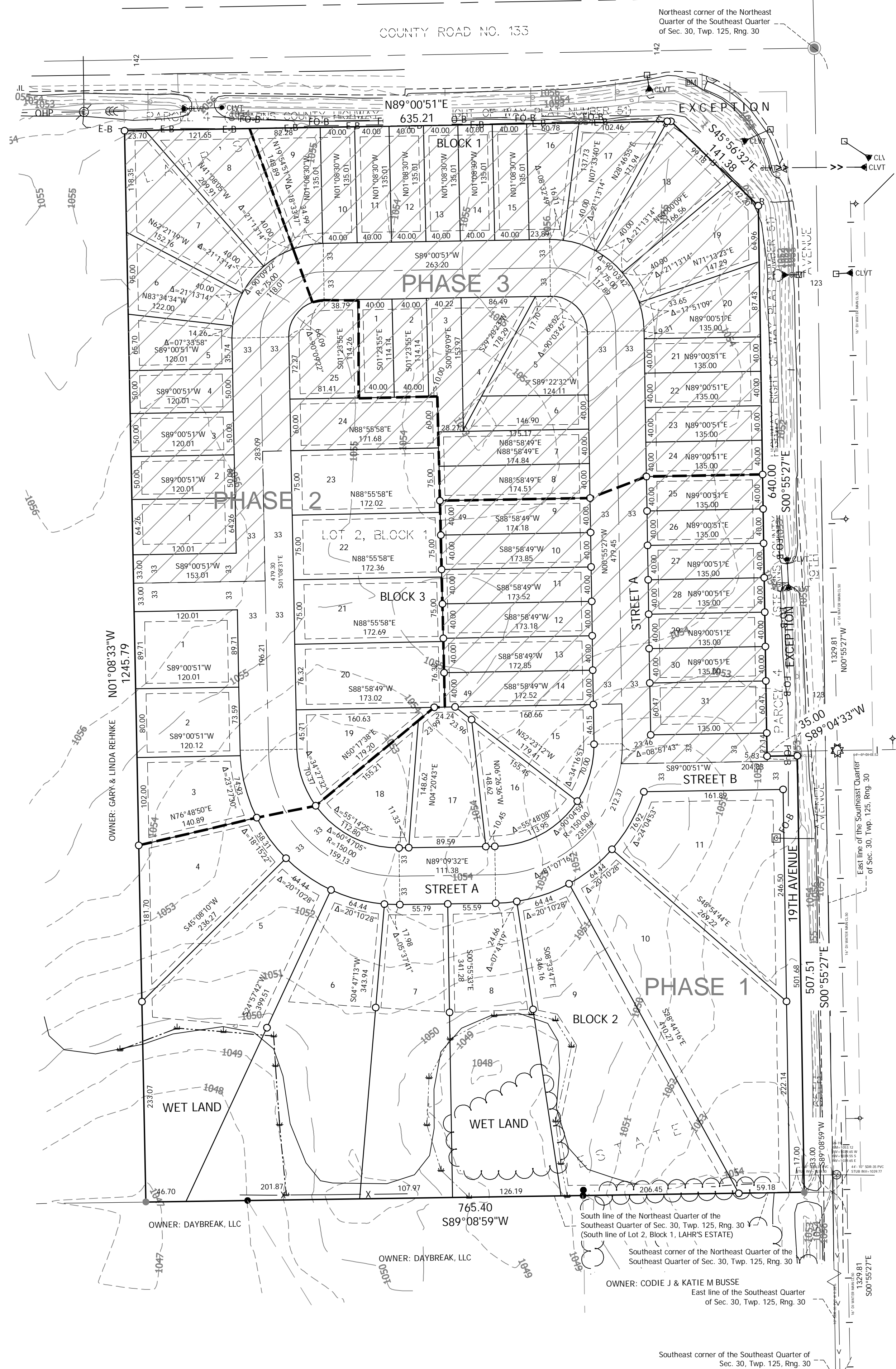
LOTS 9-16, & 21-30, BLOCK 1, AND LOTS 1-14, BLOCK 3 ARE TWIN HOMES IN R2

BUILDING SETBACKS

R/W (Front) = 30 feet
Side-Interior = 10 feet
Rear = 30 feet

BEARING ORIENTATION

BASED ON THE SOUTH LINE OF THE SOUTH LINE OF LOT 2, BLOCK 1, LAHR'S ESTATE WITH AN ASSUMED BEARING OF SOUTH 89 DEGREES 08 MINUTES 59 SECONDS WEST.



Plot Date: 06/14/2022 - 4:26pm
 Drawing Name: 193805581_V4.dwg
 Drawing Path: \\server\projects\193805581\CADD\Drawings\193805581_V4.dwg
 User: 193805581

Stantec

St. Cloud Office
3717 23rd Street South
Saint Cloud, MN 56301
Phone: 320-251-4633
Website: www.stantec.com

| | |
|--------------|----------|
| DATE | REVISION |
| SURVEY BY: | |
| DRAWN BY: | |
| DESIGNED BY: | |
| CHECKED BY: | |
| APPROVED BY: | |
| DATE: | |

DATE: JUNE 14, 2022 LIC. NO. 43133

PRELIMINARY PLAT
MILL TOWN COVE

193805581V401.dwg
PROJECT NUMBER
193805581
SHEET NUMBER
V4.01



STAFF MEMO

| | | |
|---|--------------------------------------|--------------------------------------|
| Lead Department and Contact: Administration – Anna Gruber | Meeting Date: July 11 2022 | Agenda Item No. 08a |
| Agenda Section: Old Business | Goal Area: None | Item: Compost Site Agreement |

PREVIOUS COUNCIL REVIEW OR ACTION: Council previously approved new permitting software for the compost to operate automatically. This is the physical equipment to complete that process.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:

- Administration:** contract management & technology operations.
- Finance:** processing of ARPA funds, as well as budgeting for compost site.
- Community Development:** None.
- Public Works:** Install of Equipment, Management of Compost Site.
- Public Safety:** Easier supervision of security to Compost Site.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: One Time Cost of \$25,097. Monthly cost of \$150.

OPPORTUNITY COST IF APPROVED: ARPA Funds could be used elsewhere, but this will provide contactless and automatic entry that will create cost efficiencies for us going forward and ROI of less than 1 year.

COUNCIL ACTIONS REQUESTED: Motion and 2nd to Approve Compost Site Agreement.

BACKGROUND: The City owns and operates a compost site, which residents and non-residents can use with a permit and fee. Historically, this site has been operated with physical attendants who monitor usage and permits. In 2022, the Council approved a new permitting software that allows for the scanning of permits to the site, which has automated some of the process but still requires attendants.

This agreement will finalize the automated process at the compost site by installing an automatic gate. This automatic gate will read the current permits from residents, scan the permit, and operate the gate accordingly. Permits are accessible online 24/7 and now the site itself will be accessible any time the Council desires (hours TBD). With fiber being installed to the compost site, the gate will be able to be operated remotely and we will also install security cameras to monitor the site remotely.

This will replace the need for compost site attendants, which has been increasingly difficult with current workforce challenges. We have also had issues with break ins at the compost site, so this new system will provide greater security overall.

The attached agreement will provide for the necessary equipment to fully automate this site, as well as install and monthly costs of \$150. This is intended to be paid for from ARPA funds and was included in our spending summary for ARPA funds.

ATTACHMENTS: Compost Site Agreement.



+

City of Sartell - Compost Q-33678

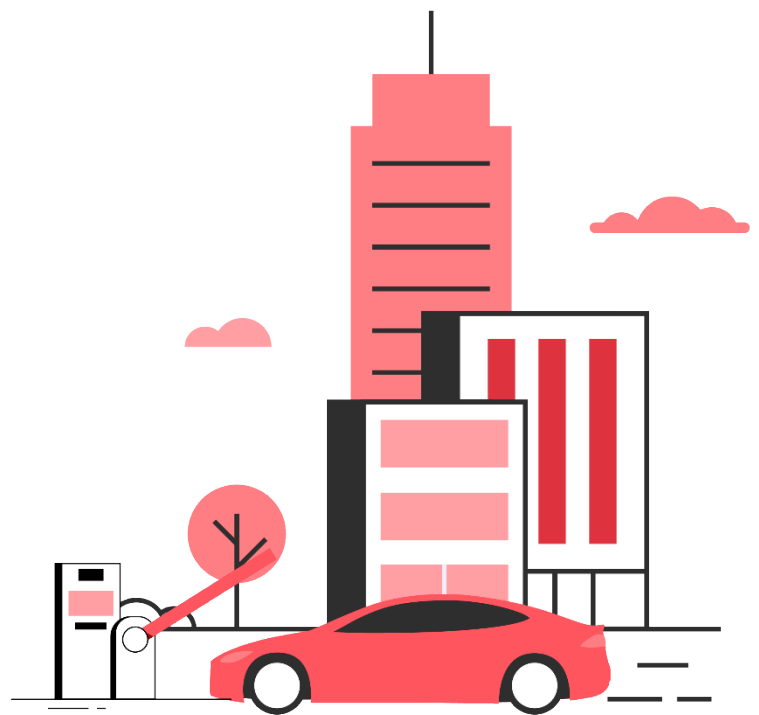
Proposal for:
City Of Sartell

Facility at:

414 30 Ave N
Sartell, Minnesota, 56377
United States

Created By:

Michael Rosenberg
FlashParking, Inc.
(800) 213-3706
michael@parkonect.com



Quote Summary

| Product Type | Monthly Recurring Subtotal | One-time Subtotal |
|----------------|----------------------------|--------------------|
| Hardware | \$0.00 | \$12,585.00 |
| Software | \$150.00 | \$0.00 |
| Installation | \$0.00 | \$9,000.00 |
| Implementation | \$0.00 | \$2,900.00 |
| Warranty | \$0.00 | \$612.00 |
| Total | \$150.00 | \$25,097.00 |

Hardware

| Product | Qty | Unit Price | Subtotal |
|-----------------------------------|------|------------|--------------------|
| Universal Tower(Barcode) | 1.00 | \$3,400.00 | \$3,400.00 |
| 15' Straight Arm | 3.00 | \$350.00 | \$350.00 |
| Magnetic Access Pro-L Gate Column | 2.00 | \$4,150.00 | \$8,300.00 |
| Barrier Gate Kit - PK | 2.00 | \$0.00 | \$0.00 |
| Magnetic 2 Channel Loop Detector | 1.00 | \$150.00 | \$150.00 |
| Tower Outdoor Kit | 1.00 | \$100.00 | \$100.00 |
| Magnetic Remote Clicker Receiver | 1.00 | \$285.00 | \$285.00 |
| Total | | | \$12,585.00 |

Installation

| Product | Qty | Unit Price | Subtotal |
|---|-------|------------|------------|
| Smart Station Installation | 1.00 | \$2,250.00 | \$2,250.00 |
| Electrical Wire and Conduit Installation for Smart Station-1 Foot | 40.00 | \$15.00 | \$600.00 |
| Gate Installation | 2.00 | \$1,050.00 | \$2,100.00 |
| Electrical Wire and Conduit Installation for Magnetic Gate-1 Foot | 40.00 | \$30.00 | \$1,200.00 |
| CAT6 Cabling and Conduit Installation for Smart Station- 1 Foot | 40.00 | \$15.00 | \$600.00 |

| | | | |
|---|------|----------|-------------------|
| In Ground Loops Cut and Wire (standard) | 4.00 | \$500.00 | \$2,000.00 |
| Shipping and Handling | 1.00 | \$250.00 | \$250.00 |
| Total | | | \$9,000.00 |

Implementation

| Product | Qty | Unit Price | Subtotal |
|---------------------------------------|--------|------------|-------------------|
| Setup and Configuration - ADD ON | 2 days | \$1,100.00 | \$1,100.00 |
| Credit Card Gateway setup (FULL Only) | 2 days | \$700.00 | \$0.00 |
| Travel & Expenses | 2 days | \$2,500.00 | \$0.00 |
| Implementation Fee | 2 days | \$1,800.00 | \$1,800.00 |
| Total | | | \$2,900.00 |

Warranty

| Product | Qty | Unit Price | Subtotal |
|------------------------------|------|------------|-----------------|
| FlashPARCS Standard Warranty | 1.00 | \$0.00 | \$0.00 |
| FlashPARCS Extended Warranty | 2.00 | \$306.00 | \$612.00 |
| Total | | | \$612.00 |

Software

| Product | Qty | Monthly Cost |
|--|------|-----------------|
| Real-time Reporting Suite | 1.00 | Included |
| 24/7 Phone and Online Support | 1.00 | Included |
| ByPass - Device Software License | 1.00 | \$50.00 |
| ByPass Only Base Software License | 1.00 | \$100.00 |
| Ongoing PCI compliance + Software Updates and general software patches | 1.00 | Included |
| Total | | \$150.00 |

Lane Details

Sartell Compost - Facility Group

| Product | Qty | Unit Price | Monthly Cost | One-time Cost |
|--|--------|------------|-----------------|-------------------|
| 15' Straight Arm | 1.00 | \$350.00 | \$0.00 | \$350.00 |
| Gate Installation | 2.00 | \$1,050.00 | \$0.00 | \$2,100.00 |
| Electrical Wire and Conduit Installation for Smart Station-1 Foot | 40.00 | \$15.00 | \$0.00 | \$600.00 |
| Electrical Wire and Conduit Installation for Magnetic Gate-1 Foot | 40.00 | \$30.00 | | \$0.00 |
| CAT6 Cabling and Conduit Installation for Smart Station- 1 Foot | 40.00 | \$15.00 | \$0.00 | \$600.00 |
| Smart Station Installation | 1.00 | \$2,250.00 | \$0.00 | \$2,250.00 |
| Setup and Configuration - ADD ON | 2 days | \$1,100.00 | \$0.00 | \$1,100.00 |
| Credit Card Gateway setup (FULL Only) | 2 days | \$700.00 | \$0.00 | \$0.00 |
| 24/7 Phone and Online Support | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| FlashPARCS Standard Warranty | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| FlashPARCS Extended Warranty | 2.00 | \$306.00 | \$0.00 | \$612.00 |
| Travel & Expenses | 2 days | \$2,500.00 | \$0.00 | \$0.00 |
| Implementation Fee | 2 days | \$1,800.00 | \$0.00 | \$1,800.00 |
| Shipping and Handling | 1.00 | \$250.00 | \$0.00 | \$250.00 |
| Ongoing PCI compliance + Software Updates and general software patches | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| ByPass - Device Software License | 1.00 | \$1,200.00 | \$50.00 | \$0.00 |
| Real-time Reporting Suite | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| ByPass Only Base Software License | 1.00 | \$2,400.00 | \$100.00 | \$0.00 |
| Total | | | \$150.00 | \$9,662.00 |

Sartell Compost - Entry

| Product | Qty | Unit Price | Monthly Cost | One-time Cost |
|--------------------------|------|------------|--------------|---------------|
| Universal Tower(Barcode) | 1.00 | \$3,400.00 | \$0.00 | \$3,400.00 |
| 15' Straight Arm | 1.00 | \$0.00 | \$0.00 | \$0.00 |

| | | | | |
|---|------|------------|---------------|-------------------|
| Barrier Gate Kit - PK | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| Magnetic Access Pro-L Gate Column | 1.00 | \$4,150.00 | \$0.00 | \$4,150.00 |
| Magnetic 2 Channel Loop Detector | 1.00 | \$150.00 | \$0.00 | \$150.00 |
| Tower Outdoor Kit | 1.00 | \$100.00 | \$0.00 | \$100.00 |
| Magnetic Remote Clicker Receiver | 1.00 | \$285.00 | \$0.00 | \$285.00 |
| In Ground Loops Cut and Wire (standard) | 2.00 | \$500.00 | \$0.00 | \$1,000.00 |
| Total | | | \$0.00 | \$9,085.00 |



Sartell Compost - Exit

| Product | Qty | Unit Price | Monthly Cost | One-time Cost |
|---|------|------------|---------------|-------------------|
| 15' Straight Arm | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| Barrier Gate Kit - PK | 1.00 | \$0.00 | \$0.00 | \$0.00 |
| Magnetic Access Pro-L Gate Column | 1.00 | \$4,150.00 | \$0.00 | \$4,150.00 |
| In Ground Loops Cut and Wire (standard) | 2.00 | \$500.00 | \$0.00 | \$1,000.00 |
| Total | | | \$0.00 | \$5,150.00 |

DISCLAIMERS

Parkonect Equipment

1. Equipment orders are subject to a 50% deposit payment at time of signing to ensure timely delivery of project. Parkonect reserves the right to charge a cancellation fee of 20% of the total of the contract to be paid immediately at time of cancellation.
2. The remaining 50% will be invoiced upon successful installation and commissioning of the Parkonect equipment, or within two months of equipment receipt by Customer if Customer delays the installation, whichever comes first.
3. Orders for NON-Parkonect Hardware Services (PHS) Equipment are subject to a 50% deposit payment at time of signing to ensure timely delivery of project. Parkonect reserves the right to charge a cancellation fee of 20% of the total of the contract to be paid immediately at time of cancellation. The remaining 50% will be invoiced upon successful installation and commissioning of the Parkonect equipment, or within two months of equipment receipt by Customer if Customer delays the installation, whichever comes first.

Travel & Expenses

Travel & Expenses to be billed post installation on final invoice including:

- Market rates for airfare and hotel
- Per diem rates for meals not to exceed \$90 per day per person

Delivery Lead Time

- Terminals and Magnetic Barrier Gates delivered and installed on average within 6-8 weeks for standard installations of 10 units or less - from time of contract signature (contingent upon credit approval and good standing of existing accounts receivable).

Excludes orders with LED Barriers, Custom Wrapping for Smart Stations, LPR Cameras, AVI Readers or any other third-party equipment as these may have longer lead times from manufacturer.

Standard Installation

- Internet connectivity and electricity is required and is to be provided by venue or parking operator.
- Installation quote is based on the information provided by client. All other requirements not provided by the client before installation are subject to review, and additional fees may be assessed to cover the work.
- Assumes a concrete surface on each lane, that the concrete is in good enough condition to install the saw cut loop (if applicable), it has no major cracks and is not post tension construction. If the location is post tension construction, then please inform install team during the kickoff process to send a concrete contractor to perform a surface penetration scan to ensure it is safe to make the cut for the loop, additional fees will apply.
- All work installation services to be performed during normal business hours, Monday through Friday, excluding holidays, by non-union labor.
- Reusing or running up to three (3) ethernet cables from the network demarcation point to the Parkonect Terminal using existing pathway or conduit. 1 for Parkonect Terminal, 1 for Intercom, and 1 spare. **
- Removing old entry (ticket/spitter) or exit (exit verifier) machine
- Removing old gate (when applicable)
- Cutting, installing & calibrating new arming and safety loops
- Connecting both loops to the gate
- Bolting down the Terminals (they immediately get their configuration from the cloud infrastructure upon powering-up)
- Bolting down gate
- Running 3 pairs of cables from the Terminal to gate for (a) gate vend, (b) arming loop detection, and (c) closing loop detection

- Clean up: placing old machine and gate in a designated area within the facility (Old Equipment disposal not included)
- Testing all components: getting a ticket, and every entry or exit method including real credit card payment transaction, microphone & speakers (placing a support call), barcode scanner, proximity card reader (if applicable), vending gate and loop detection
- Extending or re-routing existing electrical power lines to new Terminal and gate **
 - Not to exceed 15 feet
- Umojo pricing is for the hardware only. Any configuration and/or setup fees by Umojo are subject to a separate agreement between management and Umojo and are excluded from our pricing herein. Installation of Umojo cameras (if applicable) will be quoted once the final position of the devices is mutually agreed upon between management, ownership and Parkonect.
- The installation of the Parkonect Door Reader requires the door have the necessary electrified components/hardware, a pathway for a dry contact connection between our reader and the locked door, and 110 power within 25' of our reader (or 24vdc within 100 feet in same conduit as CAT5) – all of which is to be provided by others and therefore has been excluded from our pricing herein

** Not to Exceed 15 feet

*** Disposal of Old Equipment not included

EXCLUSIONS unless specified in quote:

- All utility company charges, deposits and fees if any; Repairs for unforeseen underground utilities that may become damaged during installation of underground conduits; Performance and Payment Bonds. All other requirements if any are extra and are subject to review; (All Permit and Inspections are a Pass Through - plus Service Fees if applicable).
- Onsite support available upon request. Fees and response time varies by region.
- All prices are exclusive of taxes, shipping, installation, electrical, or civil work, and any other item not specified in this quote unless otherwise clearly stated in the proposal.
- Merchant services related to the processing of credit card transactions must be sourced and paid for directly by the owner/parking operator. In addition, the following policy related to credit card gateway services applies.
- Removing booths, structures, or similar
- Replacing or installing new bollards
- Disposing of old equipment in a remote site or dump site.
- Establishing new electrical lines
- Re-routing electrical lines
- Performing any civil work such as, but not limited to, island construction.
- Obtaining permit or licensure in any capacity or anything that requires a permit
- Installing or adjusting post tension cable requiring alternative vehicle detection mechanisms.
- Anything not specifically listed in "Standard Installation Includes:" section above. Standard Installation EXCLUDES anything not specifically listed above.

HaaS Warranty

LIFETIME RETURN TO FACTORY WARRANTY on Terminals, Add-on Towers & Readers, Door Readers, and Pay-on-Foot Smart Stations for HaaS equipment and Magnetic Barrier Gates. This warranty excludes (EMV/Chip readers).

For avoidance of doubt, customer must pay Traditional Product prices for any equipment or services not listed in the “HaaS Product” section.

Customer must pay Traditional Product prices for items not specifically included in “HaaS Product” section; examples include:

- Cash Machines, cash boxes, and related cash machine parts
- Additional gate kits
- AVI/LPR equipment, set-up, and installation
- Any gate more than 12 feet in length

- Any LED gate
- Installation costs in excess of standard rip and replace (See above for what is included and excluded.)
- Custom controllers
- Any "new" integrations , but subject to Section 2.8
- Any additional modules, but subject to Section 2.8
- Any custom software modifications
- Bollards
- Pedestal (i.e. prox only)
- Commend intercoms
- EMV Chip Credit Card Reader
- Prox cards, tickets and other consumables

Transcore Reader

- Products are warranted by TransCore to Purchaser against defects in workmanship and material for one (1) year after the date of installation. Warranty service will be provided in the United States at a repair facility designated by TransCore. Transportation costs to and from the repair facility shall be paid by Purchaser.

Tagmaster Reader

- TagMaster provides a two (2) year (24 month) warranty period on all own products starting at the date of delivery. (Exceptions: Hard drives and batteries are warranted for one (1) year, commodities are excluded from warranty). A warranty repair or replacement during the warranty period shall not have the effect of extending the warranty period for the products.

LPR Cameras

- LPR (License Plate Recognition) Cameras can be delivered and installed on average within 8-10 weeks for standard installations of ten (10) units or less - from time of contract signature, and after 50% deposit payment is received.

Gates

- Gates manufacturer provides a limited warranty on its barriers that covers all mechanical and electrical components, but excludes parts subject to wear and tear, for a period of two (2) years from the date of first use provided that the operating instructions have been complied with, no unauthorized servicing of machine components has taken place, and that no mechanical damage to the machines is evident.
- LED lights for gates have a lead time of 2-3 weeks in addition to regular install schedule.

HaaS BILLING BEGINS UPON LOCATION GO-LIVE DATE, AND NO LATER THAN 30 DAYS AFTER SIGNING OF AGREEMENT. UNLESS OTHERWISE SPECIFIED BY CLIENT.

All prices are exclusive of taxes, shipping, installation, electrical, or civil work, and any other item not specified in this quote unless otherwise clearly stated in the proposal.

Merchant services related to the processing of credit card transactions must be sourced and paid for directly by the owner/parking operator.

[ParkingCashier.com](https://parkingcashier.com) Mobile Payments (\$0.99 per mobile payment transaction fee paid for by parker).

Onsite support available upon request. Fees and response time varies by region.

All prices are exclusive of taxes, shipping, installation, electrical or civil work, and any other item non specified in this quote unless otherwise clearly stated in the proposal.

Conditions/Assumptions/Exclusions

1. The installation should include uninstalling, removing and disposing of the existing in-lane equipment and reusing certain aspects of the existing power, in-ground and other wiring that is currently installed in the lanes. Such removal must be done in a manner that ensures the preservation of this infrastructure otherwise additional costs may occur. However, because we are uncertain as to the quality of the existing conduits in the concrete or other infrastructure items, the installation cost may increase based on actual, unknown site conditions. Installation also assumes there is a pathway to run CAT5 for internet from the source to the final installed location. Parkonect will make every effort to minimize and reduce the likelihood of incurring additional costs.
2. Installation assumes free and unfettered access to the island area for Parkonect or its installer to install equipment, energize and perform all necessary start-up and testing procedures during normal weekday business hours, unless mutually agreed upon in writing. Delays resulting from limited access to the work area or unfinished work that is to be provided by others as noted herein may result in additional costs.
3. All firewalls and related firewall programming, testing and Internet costs is to be provided by others or at added cost to be determined. The firewall needs to be programmed to allow Parkonect equipment to communicate with secure.parkonect.com and vpn.parkonect.com as it does on all other sites (Parkonect will provide this protocol in writing) for out-bound and in-bound communication. Internet needs to be live and tested by others before Parkonect installation commences or additional costs will be incurred for system start-up testing and go-live.
4. Commend (and AXIS security cameras, if applicable) pricing is for the hardware only. Any configuration and/or setup fees by Commend are subject to a separate agreement between management and Commend and are excluded from our pricing herein. Installation of AXIS cameras (if applicable) will be quoted once the final position of the devices is mutually agreed upon between management, ownership and Parkonect.
5. Umojo pricing is for the hardware only. Any configuration and/or setup fees by Umojo are subject to a separate agreement between management and Umojo and are excluded from our pricing herein. Installation of Umojo cameras (if applicable) will be quoted once the final position of the devices is mutually agreed upon between management, ownership and Parkonect.
6. Parkonect will be responsible for installing the pay-on-foot station (if applicable) in a mutually agreed upon location. This device requires all communications wire (3 - CAT5e (1 for Intercom, 1 for Parkonect, 1 spare) in conduit to the Parking internet network and 110V power, which is to be provided by others. Optional cash POF is custom made and our typical timeframes to fulfill such orders are 90-120 days from receipt of down payment.
7. The installation of the Parkonect Door Reader requires the door have the necessary electrified components/hardware, a pathway for a dry contact connection between our reader and the locked door, and 110 power within 25' of our reader (or 24vdc within 100 feet in same conduit as CAT5) – all of which is to be provided by others and therefore has been excluded from our pricing herein. It is also assumed internet will be provided by the building for the readers required communications.
8. Parkonect or it's subcontractor will be responsible for mounting all its bollards and lot full (if either or both are ordered). In the cases of the lot full signage, Parkonect or it's subcontractor will install and terminate the related communication wire and low voltage wire; however necessary conduits and power are to be provided by others.
9. Parkonect or it's subcontractor will be responsible for installing and making the final connections to the in-ground loop detection system.
10. As part of the go-live testing, Parkonect will test the intercom and Parkonect equipment to ensure connectivity.
11. Parkonect will provide a set of dry contact wires to fire the overhead door (if applicable). Final Connections to the overhead door are to be done by the overhead door vendor and are not the responsibility of Parkonect.
12. 4G Backup router costs are for hardware only, and additional charges may be applied by the ISP for data usage. Plan includes 500MB, if exceeded \$4.95 per 250MB over will be charged (billed 1 month behind).

13. LPR Solution (if ordered) requires runway length of about 33 feet from gate to cameras. Functionality may be compromised, and solution may not be possible if site conditions do not meet runway length requirements. Additionally, numbers are estimated and subject to change upon additional walk-throughs during the installation process.
14. For the existing TagMaster Readers, Parkonect will need access from the existing vendor to get into the readers and reprogram them. Also, depending on the age of the readers, Parkonect may not be able to reuse them and new readers will have to be purchased.
15. For existing building / parking access prox cards, Parkonect must be sent active prox cards to test compatibility and match batch numbers with monthly credentials. If cards cannot be reused, new prox cards will have to be purchased for the HID readers.
16. Monthly Software License is subject to an annual increase of no more than 5% on the anniversary of the location go-live date.

Parkonect does not provide Internet service, firewalls, or other site-specific network services. Equipment decals and site signage are excluded.

Equipment Service Options :

A) Self-Served with 24/7 Remote Hands FlashParking Support Team: FlashParking designed its solutions with simplicity and efficiency as the driving tenets. We supply every customer with a FlashCare maintenance kit containing all the replacements components needed for every machine and gate supplied by FlashParking. Should any of them fail, the client can easily remove the failed part and insert the replacement part with assistance from our remote hands 24/7 support team.

B) Remote/Smart Hands Support: Should you chose not to use our Self-Served with 24/7 Remote Hands FlashParking Support option. FlashParking employs an extensive network of highly vetted, independent repair technicians under the following terms below:

| Regions | Mon-Fri (8-4PM) | Mon-Fri (all day Sat) 4-8PM | Sundays and Holidays |
|---|-----------------|-----------------------------|----------------------|
| AK, CA, HI, NY, TX, WA & Puerto Rico | \$ 177.8 | \$ 267.4 | \$ 357 |
| 1 HR | \$ 287.80 | \$ 377.40 | \$ 467.00 |
| 2HRS | \$ 465.60 | \$ 644.80 | \$ 824.00 |
| 3 HRS | \$ 643.40 | \$ 912.20 | \$ 1,181.00 |
| 4 HRS | \$ 821.20 | \$ 1,179.60 | \$ 1,538.00 |

| Regions | Mon-Fri (8-4PM) | Mon-Fri (all day Sat) 4-8PM | Sundays and Holidays |
|----------------------------|-----------------|-----------------------------|----------------------|
| AZ, CO, OR & PA | \$141.68 | \$212.52 | \$283.36 |
| 1 HR | \$251.68 | \$322.52 | \$393.36 |
| 2HRS | \$393.36 | \$535.04 | \$676.72 |
| 3 HRS | \$535.04 | \$747.56 | \$960.08 |
| 4 HRS | \$676.72 | \$960.08 | \$1,243.44 |

| Regions | Mon-Fri (8-4PM) | Mon-Fri (all day Sat) 4-8PM | Sundays and Holidays |
|---------|-----------------|-----------------------------|----------------------|
|---------|-----------------|-----------------------------|----------------------|

| Everywhere else (US only) | \$130.20 | \$195.30 | \$260.40 |
|----------------------------------|-----------------|-----------------|-----------------|
| 1 HR | \$240.20 | \$305.30 | \$370.40 |
| 2HRS | \$370.40 | \$500.60 | \$630.80 |
| 3 HRS | \$500.60 | \$695.90 | \$891.20 |
| 4 HRS | \$630.80 | \$891.20 | \$1,151.60 |



STAFF MEMO

| | | |
|--|---|--|
| Lead Department and Contact: Engineering – Scott Lange | Meeting Date: July 11, 2022 | Agenda Item No. 09a |
| Agenda Section: New Business | Goal Area: High-Value City Services | Item: 2022 Street and Drainage Improvement Agreements. |

PREVIOUS COUNCIL REVIEW OR ACTION:

- Approval of 2022 Budget

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: No board, commission, or committee review was required for this action item.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: Staff has been involved with the project and recommends approval.

Finance: Staff has been involved with the project, is accounting for project costs within the City’s financial plan and recommends approval.

Community Development: Staff has been involved with the project and recommends approval.

Public Works: Staff has been involved with the project, has provided input from an operation and maintenance perspective, and recommends approval.

Public Safety: Staff has been involved with the project and recommends approval.

RECURRING REQUEST: The City budgets annually for street repairs. The 2022 budget includes the following budget items.

- Street Seal Coat Projects: \$50,000
- Street Overlay Projects: \$500,000
- Street & Drainage Improvement Projects: \$175,000

The current request includes approval for the design and bidding phase of the project. Costs for this phase is covered by the soft cost portion of the allocated budget, see below.

Future action by council will include review of quotes/bids, and award of construction contract.

PROPOSED BUDGET/FISCAL IMPACT:

The City annually budgets for street repairs. The 2022 budget includes a total of \$725,000, however \$161,500 of the 2022 budget has been allocated for the 15th Street N and CMHH street and utility feasibility studies. A summary of the remaining \$563,500 budget is provided below.

| ESTIMATED PROJECT COSTS | |
|---|------------------|
| Seal Coat | \$35,000 |
| Overlay | \$350,000 |
| Drainage Repairs | \$98,500 |
| Soft Costs (Design & Bidding, geotechnical, Construction Services & Testing, Admin, legal) | \$80,000 |
| Estimated Total Project Cost = | \$563,500 |

OPPORTUNITY COST IF APPROVED: By completing maintenance projects it will prolong the life of the roadway and reduce/limit future reconstruction costs.

COUNCIL ACTIONS REQUESTED: A motion is requested to approve:

1. Approval of SEH Supplemental Letter Agreement for Design and Bidding - \$38,000
2. Authorization to solicited quotes/bids.

BACKGROUND:

Working with public works staff we have identified the priorities, for seal coat, overlay, and drainage repairs. The design and bidding phase of the project will prepare plans and specs to obtain pricing for the improvements.

Planned seal coat streets include:

- Lift Station No. 7 – Driveway
- Central Park Boulevard
- Victory Avenue South
- Victory Loop
- Theisen Road
- 12th Avenue South
- Madison Court

Planned streets for overlay include:

- Sundance Road
- 1st Street South

Planned drainage repairs include:

- Grizzly Lane and 8th Street North
- 8th Street North, about 220 feet south of Grizzly Lane
- Sartell Lane at the 54-inch pipe crossing.

Project to be constructed within the 2022 construction season. We expect to have pricing back to the Council for consideration as follows:

1. Seal Coat – July 25, 2022
2. Overlay – August 15, 2022
3. Drainage Repairs – August 15, 2022

ATTACHMENTS:

1. SEH Agreement for Design and Bidding Services

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Sartell, Minnesota (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 12, 2017, this Supplemental Letter Agreement dated July 6, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **2022 Street and Drainage Improvements**.

Client’s Authorized Representative: Anna Gruber, City Administrator

Address: 125 Pinecone Road North
Sartell, MN 56377-0140

Telephone: 320.258.7309 **email:** anna.gruber@sartellmn.com

Project Manager: Scott Lange

Address: 2351 Connecticut Avenue, Suite 300
Sartell, MN 56377

Telephone: 320.229.4323 **email:** slange@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Consultant services included in this agreement are for design and bidding for the 2022 Street and Drainage Improvements Project. The project will include a seal coat, overlay, and a drainage improvement component. Each will be quoted separately to maximize the value to for the City. In addition, the bidding will be broken out by street to allow flexibility in the final award of the construction.

Planned streets for seal coat:

- Lift Station No. 7 – Driveway.
- Central Park Boulevard.
- Victory Avenue South.
- Victory Loop.
- Theisen Road.
- 12th Avenue South.
- Madison Court.

Planned streets for overlay:

- Sundance Road.
- 1st Street South.

Planned drainage repairs:

- Grizzly Lane and 8th Street North.
- 8th Street North, about 220 feet south of Grizzly Lane.
- Sartell Lane at the 54-inch pipe crossing.

The scope includes the following:

- Prepare plans and specifications for each bidding package.
- Preliminary utility design meeting.
- Review meeting with City prior to bidding.
- Prepare opinion of probable cost for each bidding package.
- Distribute plans and specification for each bidding package to prospective bidders.
- Review quotes, consult with City Staff and make recommendations to the City Council for award.

Additional Services:

Consultant services not listed above, if required or requested, can be provided to the Client at our normal hourly rates. The following services are not included in the scope of work and fee but, if required, can be provided as an Additional Service:

- Construction Services. A proposal will follow at the time of construction award.
- Site soil borings and materials testing services. Existing plans and records will provide adequate information for design. A proposal will be provided for testing services at the time of construction award.
- Additional topographic survey services, if deemed necessary to complete construction documents.
- Wetland delineation/mitigation/permitting services.
- Legal or boundary survey services. Work is being proposed within existing City right of way or easements.

Assumptions:

- Advertising fees for bidding to be paid directly by City.
- No permit fees are expected.

Schedule:

Consultant will begin work upon receiving a signed agreement. The following is the expected schedule:

Seal Coat – Review of Quotes by City Council July 25, 2022
 Overlay – Review of Quotes by City Council..... August 15, 2022
 Drainage Repairs – Review of Quotes by City Council..... August 15, 2022

All construction is planned for 2022.

Payment:

The scope of services listed above will be provided for a Lump Sum fee of \$38,000, including expenses and equipment (mileage and reproductions). The payment method, basis, frequency, and other special conditions are set forth in attached A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

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Short Elliott Hendrickson Inc.

City of Sartell, Minnesota

By: Scott A. Lange
 Scott A. Lange
 Title: Project Manager

By: _____
 Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Sartell, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated July 6, 2022

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

x:\pt\ls\sarte\167989\1-gen\10-setup-cont\03-proposal\exhibit a2.docx



STAFF MEMO

| | | |
|---|--|---|
| Lead Department and Contact: Community Development – Theisen / Saehr | Meeting Date: July 11, 2022 | Agenda Item No. 09a |
| Agenda Section: New Business | Goal Area: Proactive Development | Item: Preliminary and Final Plat – Ferche South Pinecone Plat 12 |

PREVIOUS COUNCIL REVIEW OR ACTION: Yes, reviewed and discussed at a council workshop.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Review and approve Preliminary and Final Plat. Per City code, a public hearing is not required as this area was preliminary platted in 2002.

BACKGROUND:

Applicant Information: Ferche Family Limited Partnership
 Current Zoning: R-1 Single Family Residential
 Future Land Use: Low and medium density residential
 Requested Plan: 3 Outlots – Total Platted area 53.80 Acres with total dedicated road area of 3.85 acres

Location:

Ferche Family Limited Partnership applied for approval of the Preliminary and Final Plat for Ferche South Pinecone Plat 12. An easement is required for the plat to prevent landlocking the outlots. No development fees will be due at the time of platting due to all parcels being outlots. Once development occurs, development fees would then be applied.

RECURRING REQUEST: No.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Motion and 2nd to approve the Preliminary and Final Plat for Ferche South Pinecone Plat 12.

ATTACHMENTS: Applications, Resolutions, Preliminary Plat, Final Plat, and supporting documents.

RESOLUTION NO. _____

**RESOLUTION APPROVING PRELIMINARY AND FINAL PLAT OF
FERCHE SOUTH PINECONE PLAT 12**

WHEREAS, a public hearing was held on the preliminary plat of Ferche South Pinecone in 2022, at which time all persons wishing to be heard regarding the matter were given an opportunity to be heard; and

WHEREAS, Planning Commission of Sartell reviewed and approved the preliminary and final plat of Ferche South Pinecone Plat 12 on July 5, 2022; and

WHEREAS, a preliminary and final plat for Ferche South Pinecone Plat 12 has been submitted which indicates that no significant changes within that portion of the preliminary plat, is included in the final plat.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That the preliminary and final plat for Ferche South Pinecone Plat 12 be approved with the following conditions:

- A.** COMM/IND: that site plans must be submitted and approved which conform to typical zoning standards for development, in addition to the site design standards for those projects.
- B.** The property is legally described as shown in **Exhibit A**.
- C.** That the Developer will be required to obtain a NPDES Phase II (Construction Site) permit from the MPCA when construction starts.
- D.** That when construction starts, the outlots will need to be platted as lots and blocks and all comments by the City zoning, engineering, police, and/or fire departments must be resolved to the satisfaction of the City to be evidenced by written notice to proceed issued by the City.
- E.** That the City must have an approved grading plan submitted by the Developer for the Subject Property prior to issuance of a building permit.
- F.** Trunk storm, trunk water, trunk sanitary, and parkland fees will be paid and installed by developer prior to development.

G. This Resolution must be recorded with the final plat.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 11TH DAY OF JUNE, 2022.

Mayor

ATTEST:

City Administrator

CITY SEAL:

INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

EXHIBIT A
Legal Description

That part of the Southeast Quarter of the Southwest Quarter of Section 29, Township 125, Range 28, Stearns County, Minnesota, lying northerly of PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota, and lying westerly of PINE LAKES PLAT 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

Parcel 5 of CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

That part of the Southwest Quarter of the Southeast Quarter of Section 29 and that part of the Northeast Quarter of the Northwest Quarter and the Northwest Quarter of the Northeast Quarter of Section 32, all in Township 125, Range 28, Stearns County, Minnesota bounded as follows:

-On the west by the most easterly line of park dedicated on PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota;

-On the south by the northerly line of 15th Street South, as dedicated on said PINE LAKES PLAT 1;

-On the east by the westerly right of way line of Pinecone Road, per CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota;

-On the north and northwest by PINE LAKES PLAT 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

That part of the Southwest Quarter of the Southeast Quarter of Section 29, Township 125, Range 28, Stearns County, Minnesota, lying easterly of the easterly right of way line of Pinecone Road, per CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota.



Parcel 1
(Not Platted)

ROW Needed

Current United
Methodist Parcel
(Platted)

Part of Parcel 2

Part of Parcel 1

Outlot A

Outlot B

Parcel 2
(Not Platted)

Dedicated Parkland
(Not in City name)

1301

1300

1304

1199

15 STS

15 STS

MOCKINGBIRD LOOP

MOCKINGBIRD LOOP

MOCKINGBIRD LOOP

PRIVATE DRIVE

WUTAHATCH AV

WILE AV

W AV

PINE CONE RD'S

PINE CONE RD'S

PINE CONE RD'S

**PRELIMINARY PLAT
APPLICATION**

125 Pinecone Road N
Sartell, MN 56377
Phone: 320-253-2171
Fax: 320-253-3337



DATE RECEIVED 6/17/22

FEE: Residential: \$800 + \$35 per lot for first 80 lots; plus \$90 County fee; plus \$20 per lot each lot over 80
Residential PUD/ESA: \$900 + \$35 per lot for first 80 lots; plus \$90 County fee; plus \$15 per lot each lot over 80
Comm/Industrial: \$800 + \$200 per lot for first 10 lots; plus \$90 County fee; plus \$50 per lot each lot over 10
Comm/Industrial PUD/ESA: \$900 + \$200 per lot for first 10 lots; plus \$90 County fee; plus \$50 per each lot over 10

This fee covers original review and second review. If additional plat draft reviews are required, supplemental fees to cover City staff and engineering time will be charged to the applicant.

=====

APPLICANT Ferche Family Limited Partnership

PHONE 320.393.4625 FAX 320.393.2711 EMAIL _____

ADDRESS P.O. Box 68

CITY Rice STATE MN ZIP 56367

FEE OWNER Same as Above

ADDRESS _____ PHONE _____ FAX _____

PROJECT/DEVELOPMENT NAME Ferche South Pinecone Plat 12

PROJECT LOCATION _____

PROPERTY IDENTIFICATION NUMBER (PIN) 92.56569.0170, 92.56569.0173

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

See attached.

PROCEDURE FOR PRELIMINARY PLAT APPROVAL

- A. Following the pre-application meeting and following review of the concept plan, the applicant shall prepare a request for approval of the preliminary plat for the subdivision, as provided within this Ordinance. The request shall be filed with the City on an official application form. A fee as provided for by City Council Ordinance shall accompany such application. Such application shall also be accompanied by five (5) large-scale copies and twelve (12) reduced scale (not less than 11"x17") copies of a preliminary plat and supportive information in conformity with the requirements of this Ordinance. If, in the opinion of the Zoning Administrator, reduced scale drawings (11"x17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.
- B. The applicant shall also supply proof of title and the legal description of the property for which the subdivision is requested, consisting of an abstract of title or registered property abstract currently certified together with any unrecorded documents whereby the petitioners acquire a legal ownership or equitable ownership interest and as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision. The applicant shall also submit any necessary applications for variances from the provisions of this Ordinance, as set out in the subdivision ordinance and necessary variances from the provisions of the City of Sartell Zoning Ordinance (Title 10).

Required Information:

1. The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in Stearns/Benton County.
2. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
3. Name, address, phone number and where applicable license number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer and designer of the plan.
4. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
5. North point and key map of the area, showing well-known geographical points for orientation including streets within a one-half (1/2) mile radius.
6. Date of preparation.
7. The legal description of the land contained within the subdivision including the total acreage of the proposed subdivision.
8. An indication as to which lands are registered torrens property or abstract property. If land is registered property, a registered land survey shall be required.
9. A list of any liens or encumbrances.

10. Elevation benchmarks used for the topographic survey and datum on which they are based. Reference to the coordinate system use for the survey.
11. Results of site evaluation, including percolation tests and soil borings.
12. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
13. Existing zoning classifications for land in and abutting the subdivision.
14. Total area of the proposed plat.
15. Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance of one hundred fifty (150) feet beyond the plat.
16. Location, size, and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one hundred fifty (150) feet beyond. Such data as top grades and locations of catch basins, manholes, elevations, invert elevations, hydrants and the street pavement width and type also shall be shown.
17. Boundary lines of adjoining un-subdivided or subdivided land, within one hundred fifty (150) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.
18. Topographic data, including contours at vertical intervals of not more than one (1) foot shown on a contour/topographic map. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. U. S. G. S. datum shall be used for all topographic mapping.
19. Subsurface conditions location and results of tests to ascertain subsurface soil, rock and groundwater conditions and availability; location and results of soil percolation tests.
20. 100-year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.
21. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.
22. Geotechnical data prepared by a qualified soils engineer showing surface and subsurface soils and groundwater in sufficient detail to show the site to be suitable for the development proposed.
23. A vicinity map at, at least 4" x 4" in size on the full size plans, to the Planning Commission showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivision within three hundred-fifty feet (350) of the proposed subdivision, and the relation of the plat to the surrounding zoning districts.

24. All existing survey monuments that have been found.
25. Areas in the plat which have been designated as shoreland, delineated wetlands and/or floodplains by the Department of Natural Resources, including the high water mark of all wetlands.
26. Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City of Sartell street identification policies. The name of any street heretofore used in the City or its vicinity shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
27. Locations and widths of proposed alleys and pedestrian ways.
28. Locations and size of proposed storm sewer, sanitary sewer lines and water mains.
29. Gradients of proposed streets, storm sewer, sanitary sewer lines and water mains, as requested.
30. Location, dimension and purpose of all easements.
31. Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots. The total number of proposed lots, their minimum, maximum and average size in square footage.
32. Minimum front and side street building setback lines.
33. When lots are located on a curve, the width of the lot at the building setback line.
34. Building pads intended for construction.
35. Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such an area or areas in acres.
36. The proposed location and sizing of public water system mains and service connections.
37. The proposed location and routing of public sewer mains and service connections
38. Preliminary grading plan with minimum one (1) foot contours which shall include the proposed grading and drainage of the site: prior to, during and post-construction. The preliminary grading plan shall include, but not be limited to, the illustration of provisions for erosion control, hydrology calculations and drainage. Also to be stipulated are the garage floor, first floor and basement elevations of all structures.
39. The location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.
40. Proposed pedestrian ways, trails, drainage easements and utility easements.
41. The items listed in this section shall be in conformance with all other applicable sections of this Ordinance and the Sartell Zoning Ordinance (Title 10).

42. Supplementary Information: Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or the City Council to adequately address the application and site in question.
43. If the developer is contemplating financing under Mn. Stat. Chapter 429, an official request to the City Council for the uses of said financing and the Council's approval of the drafting of a feasibility report.
44. A build-out plan as defined by the City and/or its assigns.
45. Proposed protective covenants or private restrictions.
46. Proposed phasing/staging plan for any project involving more than one construction season which sets forth the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities and gives estimated completion dates.
47. A listing of all required federal, state and City permits and status of applications. This includes a wetland permit if there are proposed impacts to wetlands on the property being platted.
48. A plat overlay on an aerial photo, illustrating the relationship of the proposed subdivision to the surrounding area.
49. An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.
50. The City may require the applicant to have formal traffic or other studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.
51. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
52. A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system. Such plans are to be in accordance with the technical standards and specifications of the Soil Conservation Service, as provided by Stearns/Benton County Soil and Water Conservation District Office.
53. An environmental review shall be submitted if the City, City consultants or other groups or agencies determine that one is required by law.
54. Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.

55. Such other applicable information as may be required by the City.

NOTE: PRELIMINARY AND FINAL APPROVAL IS ALSO SUBJECT TO PARK DEDICATION REQUIREMENTS, SEWER AND WATER ACCESS CHARGES AND SEWER, WATER AND STORM TRUNK FEES.

Park Dedication Requirements:

Single Family Home – 1,150 sf per unit (park land dedication) or \$978 per unit (Payment in Lieu)

Multi-family Home – 1,150 sf per unit (parkland dedication) or \$978 per unit (Payment in Lieu), paid at time of building permit/site plan

Commercial – 5% land or \$1.64 per sf cash equivalent

If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant.

SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. It will be required for any ESA Plat. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

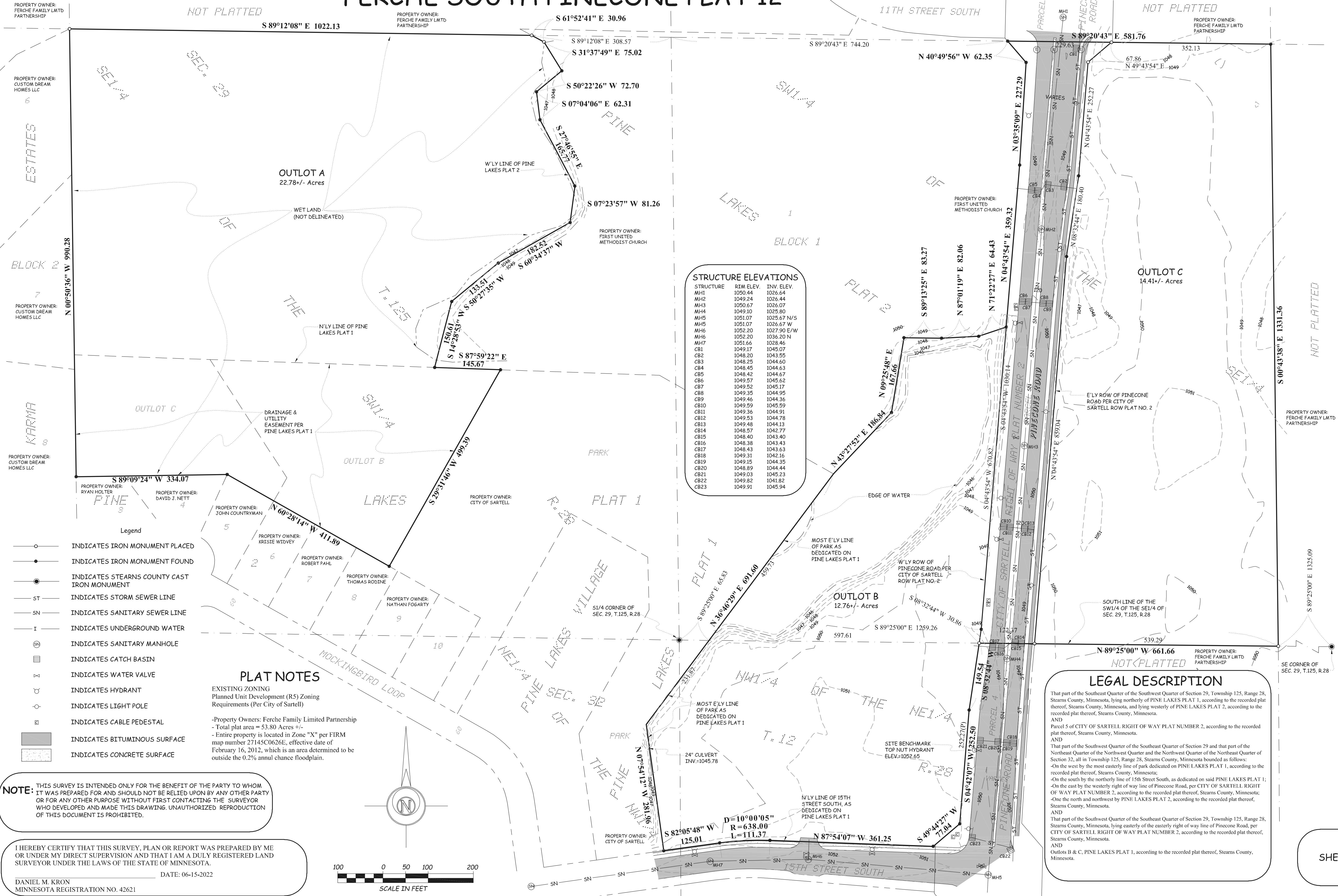
Date

Signature of Owner (s)

Date

PRELIMINARY PLAT OF: FERCHE SOUTH PINECONE PLAT 12

TOTAL PLATTED AREA = 53.80 +/- ACRES
TOTAL DEDICATED ROAD AREA = 3.85 +/- ACRES



STRUCTURE ELEVATIONS

| STRUCTURE | RIM ELEV. | INV. ELEV. |
|-----------|-----------|-------------|
| MH1 | 1050.44 | 1026.64 |
| MH2 | 1049.24 | 1026.44 |
| MH3 | 1050.67 | 1026.00 |
| MH4 | 1049.10 | 1025.80 |
| MH5 | 1051.07 | 1025.67 N/S |
| MH5 | 1051.07 | 1026.67 W |
| MH6 | 1052.20 | 1027.90 E/W |
| MH6 | 1052.20 | 1036.20 N |
| MH7 | 1051.66 | 1028.46 |
| CB1 | 1049.17 | 1045.07 |
| CB2 | 1048.20 | 1043.95 |
| CB3 | 1048.25 | 1044.60 |
| CB4 | 1048.45 | 1044.63 |
| CB5 | 1048.42 | 1044.67 |
| CB6 | 1049.57 | 1045.62 |
| CB7 | 1049.52 | 1045.17 |
| CB8 | 1049.35 | 1044.95 |
| CB9 | 1049.46 | 1044.36 |
| CB10 | 1049.59 | 1045.59 |
| CB11 | 1049.36 | 1044.91 |
| CB12 | 1049.53 | 1044.78 |
| CB13 | 1049.48 | 1044.13 |
| CB14 | 1048.57 | 1042.77 |
| CB15 | 1048.40 | 1043.40 |
| CB16 | 1048.38 | 1043.43 |
| CB17 | 1048.43 | 1043.63 |
| CB18 | 1049.31 | 1042.16 |
| CB19 | 1049.15 | 1044.35 |
| CB20 | 1048.89 | 1044.44 |
| CB21 | 1049.03 | 1045.23 |
| CB22 | 1049.82 | 1041.82 |
| CB23 | 1049.91 | 1045.94 |

- Legend**
- INDICATES IRON MONUMENT PLACED
 - INDICATES IRON MONUMENT FOUND
 - INDICATES STEARNS COUNTY CAST IRON MONUMENT
 - ST INDICATES STORM SEWER LINE
 - SN INDICATES SANITARY SEWER LINE
 - I INDICATES UNDERGROUND WATER
 - ⊕ INDICATES SANITARY MANHOLE
 - ▭ INDICATES CATCH BASIN
 - X INDICATES WATER VALVE
 - ⊕ INDICATES HYDRANT
 - INDICATES LIGHT POLE
 - ⊕ INDICATES CABLE PEDESTAL
 - ▭ INDICATES BITUMINOUS SURFACE
 - ▭ INDICATES CONCRETE SURFACE

PLAT NOTES

EXISTING ZONING
Planned Unit Development (R5) Zoning Requirements (Per City of Sartell)

-Property Owners: Ferche Family Limited Partnership
- Total plat area = 53.80 Acres +/-
- Entire property is located in Zone "X" per FIRM map number 27145C0626E, effective date of February 16, 2012, which is an area determined to be outside the 0.2% annual chance floodplain.

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 06-15-2022
DANIEL M. KRON
MINNESOTA REGISTRATION NO. 42621

LEGAL DESCRIPTION

That part of the Southeast Quarter of the Southwest Quarter of Section 29, Township 125, Range 28, Stearns County, Minnesota, lying northerly of PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota, and lying westerly of PINE LAKES PLAT 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

Parcel 5 of CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

That part of the Southwest Quarter of the Southeast Quarter of Section 29 and that part of the Northeast Quarter of the Northwest Quarter and the Northwest Quarter of the Northeast Quarter of Section 32, all in Township 125, Range 28, Stearns County, Minnesota, bounded as follows:
-On the west by the most easterly line of park dedicated on PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota;
-On the south by the northerly line of 15th Street South, as dedicated on said PINE LAKES PLAT 1;
-On the east by the westerly right of way line of Pinecone Road, per CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota;
-On the north and northwest by PINE LAKES PLAT 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

That part of the Southwest Quarter of the Southeast Quarter of Section 29, Township 125, Range 28, Stearns County, Minnesota, lying easterly of the easterly right of way line of Pinecone Road, per CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND

Outlots B & C, PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota.

PRELIMINARY PLAT PREPARED BY:
O'MALLEY & KRON
LAND SURVEYORS, INC.

1004 2nd ST. SE
WILLMAR, MN 56601
PH. 320-235-4012
FAX 320-685-3056

PRELIMINARY PLAT PREPARED FOR:
FERCHE COMPANIES

JOB NO: 2022-89
FILE NAME: 2022-89pp.dwg
LOCATION: 29&32-125-28

**FINAL PLAT
APPLICATION**

125 Pinecone Road N
Sartell, MN 56377
Phone: 320-258-7317
Fax: 320-253-3337
www.sartellmn.com



FEE - \$600

DATE RECEIVED _____

=====

APPLICANT Ferche Family Limited Partnership
PHONE 393-4625 FAX 393-2711 EMAIL Drian@FercheCompanies.com
ADDRESS PO Box 68
CITY Rice STATE MN ZIP 56367

FEE OWNER Same as Above

ADDRESS _____ PHONE _____ FAX _____

PROJECT/DEVELOPMENT NAME Ferche South Pinecone Plat 12

PROJECT LOCATION West, East + south of Pine Lakes Plat 2

PROPERTY IDENTIFICATION NUMBER (PIN) 92.56569.0170 92.56569.0173

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

PROCEDURE FOR FINAL PLAT APPROVAL

An Application will be considered complete and therefore ready for submission to the Planning Commission when the information in this checklist and in the document checklist is submitted and accepted by the City. The applicant will be notified by letter of any deficiencies in the application within ten (10) business days of receipt of the submittal. The application will be scheduled on the appropriate Planning Commission/City Council meeting agenda upon acceptance of a complete application packet. Please contact the Planning and Community Development Director, Scott Saehr at Sartell City Hall at 320-258-7306.

Request for Final Plat Approval shall be on an application form provided by the City after a preliminary plat has been approved. A fee as provided for by City Council Ordinance shall accompany such application. Such application shall also be accompanied by three (3) large-scale copies and three (3) reduced scale (not less than 11"x17") copies of a final plat and supportive information in conformity with the City's Ordinances. If, in the opinion of the Zoning Administrator, reduced scale drawings (11"x17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility. The final plat shall incorporate all changes, modifications and revisions required by the City, otherwise, it shall strictly conform to the approved preliminary plat. The application and copies of the final plan shall be submitted three (3) weeks prior to the next Planning Commission meeting. The following information is to be submitted to the City:

Prior to approval of a final plat, the applicant shall have executed a Development Agreement with the City, which controls the installation of all required improvements and assures compliance with all conditions of approval. Said agreement will require all improvements and approval conditions to comply with approved engineering standards and applicable regulations. Privately financed road construction requires a letter of credit. A signed Development Agreement is required prior to City Council action on the final plat.

FINAL PLAT DATA REQUIREMENTS. As required by Section 11-3-9 of this Title, the applicant shall submit a final plat together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and Stearns/Benton County regulations, and such final plat or accompanying submittals shall contain the following information:

- A. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the City of Sartell or its vicinity and which shall be subject to City Council approval.
- B. Location by section, township, range, county and state, and including descriptive boundaries of the subdivision.
- C. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision monumentation in a format approved by the City Engineer.
- D. Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
- E. Lots shall be numbered clearly; blocks are to be numbered, with numbers shown clearly in the center of the block.
- F. A drawing or listing of total square footage per lot, acreage per block, square footage or acreage of each land use proposed (where applicable) and total acres in the plat.
- G. The exact locations, widths and names of all streets to be dedicated.

- H. Location, purpose and width of all easements to be dedicated.
- I. Name, address and phone number of surveyor making the plat.
- J. Scale of the plat to be one inch to one hundred feet (1"=100'—the scale to be shown graphically on a bar scale), date and north arrow.
- K. A current abstract of title or a registered property certificate along with any unrecorded documents that are subject to review and approval by the City Council.
- L. Copies of any protective or restrictive covenants affecting the subdivision or any part thereof.
- M. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "drainage and utility easements".
- N. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.
- O. Other data: Such other information that may be required by the City following final plat approval, including but not limited to:
 - 1. A signed Development Agreement approved by the City which includes provisions for a financial guarantee of cash escrow or letter of credit, as provided for in Ordinance.
 - 2. A complete set of construction plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements. These documents will be prepared by the City for projects following the publicly financed public improvement process.
 - 3. A certified mylar copy of the plat evidencing filing of the plat with the County within sixty (60) days after approval by the City. No building permits shall be approved for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by Stearns/Benton County.
 - 4. Three complete sets of 11" x 17" reproducible as-built construction drawings for any public improvements constructed in the subdivision shall be furnished to the City for the City files and City Engineer, within one hundred and twenty (120) days after the construction is complete and approved by the City. In addition one digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.
 - 5. Upon adoption and filing of a final plat, the City shall prepare a street address map and distribute it to the applicant, utility companies, police department, ambulance, fire department, post office and County.
- P. Certification Required.
 - 1. Certification by a registered surveyor in the form required by Minnesota Statutes 505.03, as amended.
 - 2. Execution by all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Minnesota Statutes 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.
 - 3. Space for certificate of approval and review to be filled in by the signatures of the Mayor and City Administrator in the following form:

FOR APPROVAL OF THE CITY OF SARTELL:

This plat of (name of plat) was approved and accepted by the City of Sartell, Minnesota, at a regular meeting thereof held this _____ day of _____, _____.

CITY COUNCIL OF SARTELL, MINNESOTA

By _____, Mayor

By _____, Administrator

**NOTE: FINAL APPROVAL IS ALSO SUBJECT TO
PARK DEDICATION REQUIREMENTS, SEWER AND WATER ACCESS CHARGES (SAC & WAC)
AND SEWER, WATER AND STORMWATER TRUNK FEES**

For estimates on SAC & WAC and building permit fees submit a request for estimates on a form provided by the City. Those charges shall be paid to the City at current rates at the time building permits are pulled for construction.

For estimates on Trunk fees contact the City at 320-258-7306. Trunk fees shall be paid to the City upon the recording of the plat.

Water Trunk Charge: \$2,546 per acre

Sewer Trunk Charge: \$2,546 per acre

Storm Trunk Charge: \$0.100 per sq. foot single family residential

\$0.134 per square foot multi-family residential

\$0.201 per square foot commercial/industrial

Park Dedication Requirements:

Single Family Home - 1,150 sq. foot per unit (park land dedication) or \$978 per unit (Payment in Lieu to the City upon recording of the plat)

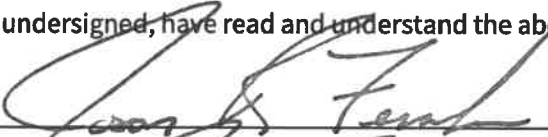
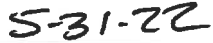

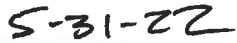
Multiple Family - 1,150 sq. foot or \$978 per unit

Commercial - 5% land or cash equiv \$1.64 per sq. foot \$400 (Payment in Lieu to the City upon recording of the plat).

(Payment in Lieu to the City at current rates at time building permits are pulled for construction), depending upon on-site park amenities provided.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

| | |
|--|--|
|  _____ Signature of Applicant |  _____ Date |
|  _____ Signature of Owner (s) |  _____ Date |

***Please provide the City of Sartell a copy of the receipt from the recorder's office when plat is recorded.

FERCHE SOUTH PINECONE PLAT 12

KNOW ALL PERSONS BY THESE PRESENTS: That Ferche Family Limited Partnership, a Minnesota limited partnership, owner of the following described property, situated in the County of Stearns, State of Minnesota, described as follows to-wit:

That part of the Southeast Quarter of the Southwest Quarter of Section 29, Township 125, Range 28, Stearns County, Minnesota, lying northerly of PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota, and lying westerly of PINE LAKES PLAT 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND
Parcel 5 of CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND
That part of the Southwest Quarter of the Southeast Quarter of Section 29 and that part of the Northeast Quarter of the Northwest Quarter and the Northwest Quarter of the Northeast Quarter of Section 32, all in Township 125, Range 28, Stearns County, Minnesota bounded as follows:

- On the west by the most easterly line of park dedicated on PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota;
- On the south by the northerly line of 15th Street South, as dedicated on said PINE LAKES PLAT 1;
- On the east by the westerly right of way line of Pinecone Road, per CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota;
- One the north and northwest by PINE LAKES PLAT 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND
That part of the Southwest Quarter of the Southeast Quarter of Section 29, Township 125, Range 28, Stearns County, Minnesota, lying easterly of the easterly right of way line of Pinecone Road, per CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 2, according to the recorded plat thereof, Stearns County, Minnesota.

AND
Outlots B & C, PINE LAKES PLAT 1, according to the recorded plat thereof, Stearns County, Minnesota.

Has caused the same to be surveyed and platted as FERCHE SOUTH PINECONE PLAT 12 and does hereby dedicate to the public for public use the public way as created by this plat.

In witness whereof said Ferche Family Limited Partnership, a Minnesota limited partnership, has caused these presents to be signed by its proper officer this _____ day of _____, 20__.

Jason R. Ferche, General Partner

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by Jason R. Ferche, General Partner of Ferche Family Limited Partnership, a Minnesota limited partnership, on behalf of the partnership.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA
MY COMMISSION EXPIRES: _____

I, Daniel M. Kron, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Daniel M. Kron, Professional Land Surveyor
Minnesota Registration No. 42621

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____, by Daniel M. Kron, Professional Land Surveyor, Minnesota Registration No. 42621.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA
MY COMMISSION EXPIRES: _____

This plat of FERCHE SOUTH PINECONE PLAT 12 was approved and accepted by the City of Sartell, Minnesota, at a regular meeting thereof held this _____, day of _____, 20__.

Mayor Administrator

This plat was examined by me and recommended for approval on the ____ day of _____, 20__.

Stearns County Surveyor.
Minnesota Registration No. _____

I hereby certify that the taxes on the land described hereon are paid for the year 20__ and all years prior to the year 20__ and transfer entered.

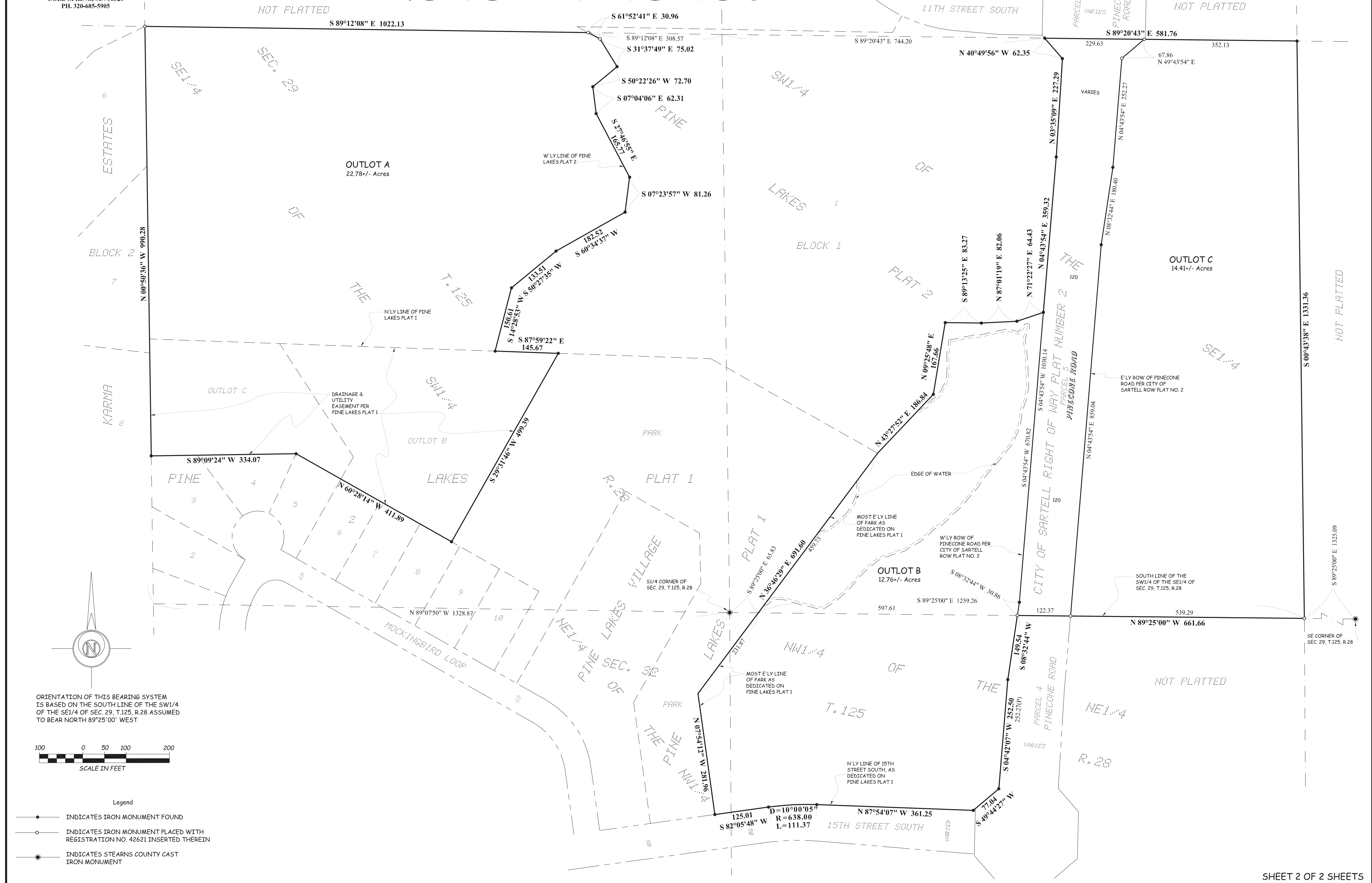
Date _____

Stearns County Auditor/Treasurer Deputy Auditor/Treasurer Tax Parcel Number

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

Stearns County Recorder Deputy Recorder

FERCHE SOUTH PINECONE PLAT 12



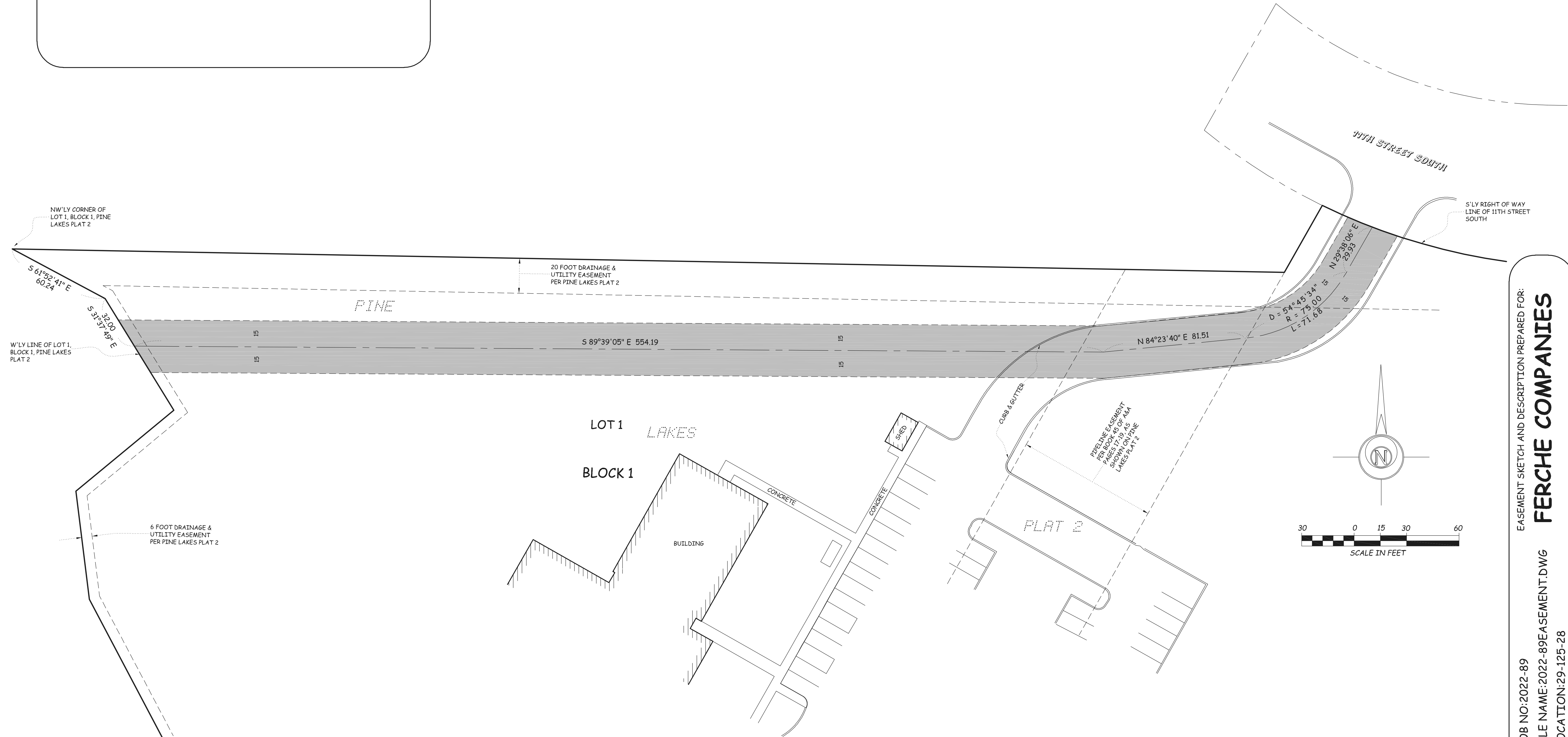
LEGAL DESCRIPTION

Easement Description:

A 30.00 foot easement over all that part of Lot 1, Block 1, PINE LAKES PLAT 2, Stearns County, Minnesota, according to the recorded plat thereof, lying 15.00 feet on either side of the following described centerline.

Commencing at the northwesterly most corner of said Lot 1, thence South 61 degrees 52 minutes 41 seconds East, on an assumed bearing, along a westerly line of said Lot 1, a distance of 60.24 feet; thence South 31 degrees 37 minutes 49 seconds East, along said westerly line, a distance of 32.00 feet, to the point of beginning of the line to be described; thence South 89 degrees 39 minutes 05 seconds East, a distance of 554.19 feet; thence North 84 degrees 23 minutes 40 seconds East, a distance of 81.51 feet; thence northeasterly 71.68 feet along a tangential curve concave to the northwest, having a central angle of 54 degrees 45 minutes 34 seconds and a radius of 75.00 feet; thence North 29 degrees 38 minutes 06 seconds East, tangent to last described curve, a distance of 29.93 feet, to the southerly right of way line of 11th Street South and said centerline there terminating.

The sidelines of said easement are to be prolonged or shortened to the westerly line of Lot 1, Block 1, PINE LAKES PLAT 2 and the southerly line of 11th Street South.



NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

340 CHAPEL HILL RD.
COLD SPRING, MN 56320
PH. 320-685-5905
FAX 320-685-3056

EASEMENT SKETCH AND DESCRIPTION PREPARED BY:
O'MALLEY & KRON
LAND SURVEYORS, INC.

1004 2nd ST. SE
WILLMAR, MN 56201
PH. 320-235-4012
FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
D.M. Kron
DANIEL M. KRON
MINNESOTA REGISTRATION NO. 42621
DATE: 6-28-22

SHEET 1 OF 1

EASEMENT SKETCH AND DESCRIPTION PREPARED FOR:
FERCHE COMPANIES
JOB NO: 2022-89
FILE NAME: 2022-89EASEMENT.DWG
LOCATION: 29-125-28

Sartell Police Department

TO: CITY ADMINISTRATOR, MAYOR AND CITY COUNCIL
FROM: CHIEF HUGHES
SUBJECT: JULY 11 MTG - GENERAL INFORMATION
DATE: JULY 6, 2022
CC: MEMO FILE

- CSO Bartlett began promotion of the 2022 National Night Out, which will occur August 2 from 6pm to 9pm. Residents/neighborhoods have been directed to contact him to get signed up to have the PD and FD stop by their events.
- Our Cookout with Cops which has been on hold for the past couple of years due to COVID is back again this year. The date has been set for August 25 from 11am to 1pm in the St. Francis Xavier gathering space. CSO Bartlett will be promoting the event soon and will have a phone line for seniors 55+ to RSVP for the event.
- Officers completed their practical CPR application this past month. The classroom portion had been completed much earlier, but we were awaiting the CPR mannequins to complete the final portion of the training.
- The computer aided dispatch (CAD) report for June 2022 is attached with a synopsis below in which they are related to 2021 statistics.
 - Dead body calls were up to 4 from 0
 - Alarm calls were down 1 to 19.
 - Behavioral health/suicide attempts were down 4 to 11
 - Dog complaints/barking were up 2 to 16
 - Driving complaints were down 3 to 16
 - Gunshots fired/heard were down from 4 to 2
 - Juvenile problem/runaway were down 16 to 8
 - Road rage was up by 2 to 3

- Shoplifters were up 5 to 19
- Suspicious type activity were down to 46
- Theft related were up 8 to 16
- Vandalism was up 10 to 14
- Welfare checks were up 8 to 34
- Extra patrol was at 11 from 4

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 06/01/2022

Last Date: 06/30/2022

| Department | Complaint | Number |
|-------------------|-------------------------------------|---------------|
| 1 SPD | | |
| | 1072 DEAD BODY | 4 |
| | 911H 911 HANGUP CALL | 2 |
| | 911O 911 OPEN LINE | 1 |
| | AL ALARM | 12 |
| | ALFALSE FALSE ALARM | 1 |
| | ALMED ALARM MEDICAL | 6 |
| | ANI ANIMAL COMPLAINT | 8 |
| | ANIB ANIMAL BITE COMPLAINT | 2 |
| | ASEX SEXUAL ASSAULT | 1 |
| | ASLT ASSAULT | 2 |
| | ASSTA AGENCY ASSIST | 39 |
| | ASSTB BUSINESS ASSIST | 4 |
| | ASSTP PERSONAL ASSIST | 20 |
| | BHEALTH BEHAVIORAL HEALTH | 6 |
| | BIKEA BIKE/ABANDONED | 4 |
| | BURG BURGLARY | 1 |
| | BURGI BURGLARY IN PROGRESS | 1 |
| | BURN ILLEGAL BURNING | 5 |
| | CC CITIZEN CONTACT | 7 |
| | CITYB CITY BUSINESS | 4 |
| | CIVIL CIVIL MATTER | 1 |
| | CO CARBON MONOXIDE CALL WITHOUT II | 2 |
| | COMENG COMMUNITY ENGAGEMENT | 10 |
| | COMMPOL COMMUNITY POLICING | 1 |
| | COURT COURT | 1 |
| | CRASH ACCIDENT | 14 |
| | CS CAR SERVICE | 5 |
| | CUSTODY CHILD CUSTODY DISPUTE | 5 |
| | DANCOV DANCO VIOLATION | 1 |
| | DARE DARE PROGRAM | 1 |
| | DMT DATA MASTER TRANSPORTABLE (INTI | 1 |
| | DOG DOG COMPLAINT/BARKING | 16 |
| | DOM DOMESTIC | 1 |
| | DOMI DOMESTIC IN PROGRESS | 1 |
| | DOORCHK DOOR CHECK(S) | 1 |
| | DRE DRUG RECOGNITION EVALUATOR | 1 |
| | DRIVE DRIVING COMPLAINT | 16 |
| | DRIVEINTOX DRIVING INTOXICATED | 1 |
| | DUPLICATE DUPLICATE ICR ERROR | 1 |
| | DWI DRUNK DRIVER ARREST | 2 |
| | ESCORT ESCORT | 4 |
| | EXPOS EXPOSER COMPLAINT | 1 |
| | FIGHT FIGHT PHYSICAL | 1 |
| | FINGERPRINT FINGERPRINT | 13 |
| | FIREAL FIRE ALARM | 11 |
| | FIREO FIRE OTHER | 1 |
| | FPATROL FOOT PATROL | 1 |
| | FPROP FOUND PROPERTY | 25 |
| | FRAUD FRAUD | 8 |
| | FUP FOLLOW UP | 41 |

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 06/01/2022

Last Date: 06/30/2022

| Department | Complaint | Number |
|-------------------|--|---------------|
| 51 SPD | | |
| | FWORKS FIREWORKS COMPLAINT | 3 |
| | GUN GUN/PERSON WITH | 2 |
| | GUNSH GUNSHOTS FIRED/HEARD | 2 |
| | HAR HARASSMENT COMPLAINT | 2 |
| | HARRORV HARASSMENT RESTRAINING ORDER \ | 1 |
| | HAZ HAZARD | 12 |
| | HR HIT AND RUN | 7 |
| | HSREFER HUMAN SERVICES REFERRAL | 7 |
| | INFO MATTER OF INFORMATION | 27 |
| | INTOXPER INTOXICATED PERSON | 4 |
| | JUVP JUVENILE/PROBLEM WITH | 7 |
| | JUVR JUVENILE/RUNAWAY | 1 |
| | LIFTASSIST LIFT ASSIST | 14 |
| | LM LOUD MUSIC | 1 |
| | LPROP LOST PROPERTY | 1 |
| | MAARC MN ADULT ABUSE REPORTING CENTE | 1 |
| | MA MOTORIST ASSIST | 14 |
| | MED MEDICAL EMERGENCY | 70 |
| | MEDNO MEDICAL NO OFFICER SENT | 2 |
| | MEETING ATTEND MEETING | 23 |
| | MISSPA MISSING PERSON - ADULT | 2 |
| | NDISP NEIGHBORHOOD DISPUTE | 2 |
| | NEGLECT NEGLECT | 1 |
| | NOISE NOISE COMPLAINT | 4 |
| | NOPAY NO PAY CUSTOMER | 10 |
| | OD OVERDOSE | 2 |
| | OPEND OPEN DOOR | 4 |
| | PARK24 24 HOUR PARKING VIOLATION | 6 |
| | PARKPAT PARK PATROL | 1 |
| | PARKV PARKING VIOLATION | 11 |
| | PERG GUN PERMIT | 15 |
| | PHONECALL PHONE CALL | 11 |
| | POC PREDATORY OFFENDER CHANGE OF | 1 |
| | PRDAM PROPERTY DAMAGE | 2 |
| | PURV PURSUIT/OF VEHICLE | 1 |
| | ROADRAGE ROAD RAGE | 3 |
| | RW REPORT WRITING | 8 |
| | SD SPECIAL DETAIL | 13 |
| | SHOPI SHOPLIFTER/URGENT | 2 |
| | SHOP SHOPLIFTER | 17 |
| | SLUMP SLUMPER | 1 |
| | SPEEDTRL SPEED TRAILER | 3 |
| | STALL STALLED VEHICLE | 4 |
| | STOLENV STOLEN VEHICLE | 1 |
| | SUIC SUICIDE THREAT | 5 |
| | SUSA SUSPICIOUS ACTIVITY | 17 |
| | SUSI SUSPICIOUS ITEM | 1 |
| | SUSP SUSPICIOUS PERSON | 9 |
| | SUSS SUSPICIOUS SMELL | 1 |
| | SUSV SUSPICIOUS VEHICLE | 18 |

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 06/01/2022

Last Date: 06/30/2022

| Department | Complaint | Number |
|-------------------|---------------------|---------------|
| 101 SPD | | |
| | THEFT | 5 |
| | THEFTV | 3 |
| | THREAT | 5 |
| | TOBACC | 9 |
| | TRAFFIC STOP | 90 |
| | TRAIN | 11 |
| | TRANS | 1 |
| | TRES | 3 |
| | UNWAN | 7 |
| | VAND | 2 |
| | VANDV | 2 |
| | VERB | 8 |
| | VULAD | 3 |
| | WEBTRAIN | 5 |
| | WELF | 26 |
| | XPAT | 7 |
| | Group Total: | 882 |

Report Total: 882

A call with multiple Departments assigned will be counted in the group total for each of these Departments, therefore such calls will be counted more than once. For this reason, the total number of calls may not equal the sum of the group totals



Sartell Fire Department Monthly Report for June 2022

Meetings & Drills

Officers Meeting- June 14th

Department Training- June 21st – Vehicle Extrication

Other Training During the Month of June: Fire Chief Kedrowski, Fire Marshal Rieland, Asst. Chief Giles, and Cpt. Lyon attended an 8-hour class on Homemade Explosives at the St. Cloud Police Department. Two newer members of the department completed and tested out of Firefighter II and hazmat; the department would like to congratulate them on completing all the required state certifications.

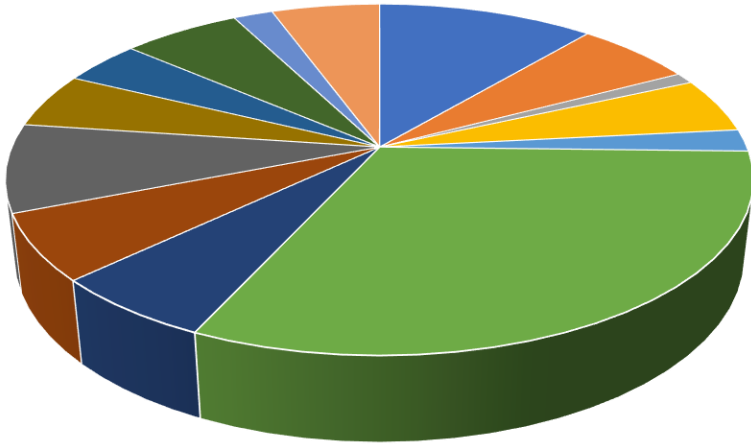
Other News: The Sartell Fire Department hosted their Tower 21 into service ceremony. The fire department was part of the sendoff for the boy's baseball team. Chief Kedrowski assisted with giving a tour of the fire hall to the League of Minnesota Cities. A group from Opportunity Matters toured the fire hall. The St. Francis Xavier after school program came to the fire hall for a tour. Fire Marshal Rieland and Chief Kedrowski assisted the Police Department in presenting fire safety tips at the four different "at home alone classes" they hosted. Fire Marshal Rieland inspected and assisted with the pyrotechnics display for Summerfest at the new location this year. The Sartell Fire Department took part in the Summerfest Parade, and during the fireworks. Chief Kedrowski attended a tabletop exercise for an upcoming emergency management drill at the Public Safety Facility. Amber Molitor assisted in signing up three members of the fire department for Peer Support Training that the police department is hosting in August. Fire Marshal Rieland and Amber Molitor have been working on scheduling and completing Annual Fire Inspection for commercial properties.

Respectfully Submitted,

Peter F. Kedrowski

Peter F. Kedrowski

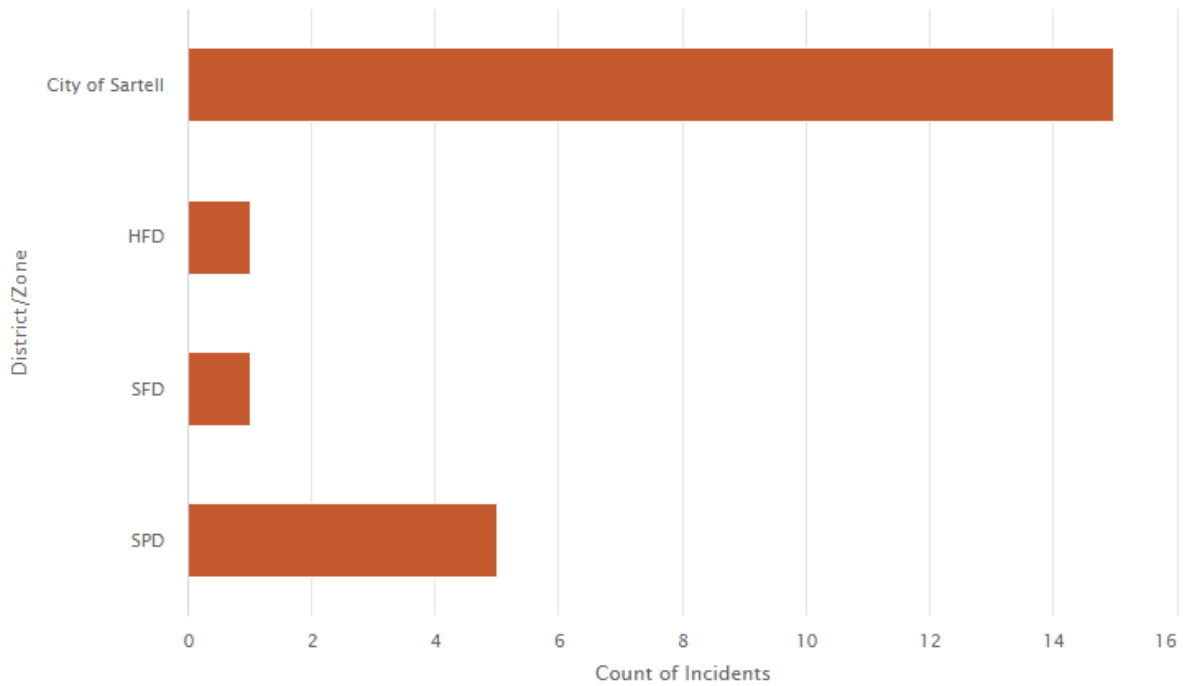
Fire Marshal June Contacts



- Fire Inspections
- Assisted the Building Department w/inseptions
- Final Inspections
- Fire Prevention
- Yearly Training Hrs
- Commercial Inspections
- Key Box/ Emergency Contacts
- Complaint Base Inspections (life safety)
- Fire Alarm / Sprinkler Inspections
- Rental Inspection/ Rental Reinspections
- Fire Call Hrs
- Zoning/Parking/Garbage/Weed- Complaints
- Plan Review/Paperwork
- Pyro Permits /fireworks/ Prep

Incidents by District/Zone

Jun 01, 2022 to Jun 30, 2022



Incidents by District/Zone

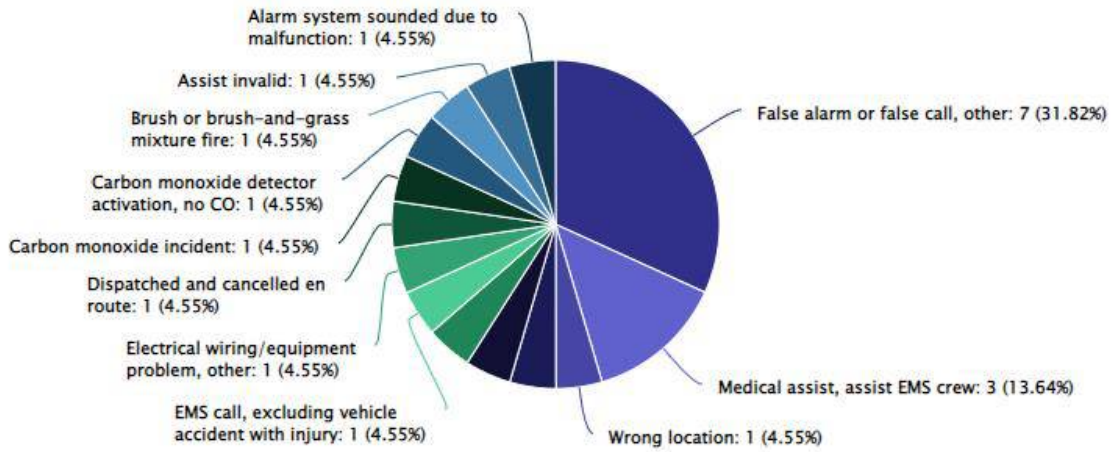
Jan 01, 2021 12:00 AM to Jul 07, 2022 08:51 AM

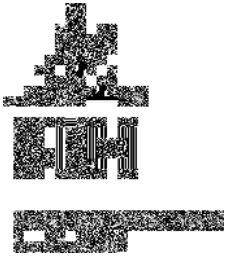


| District/Zone | 2022 | | | | | | | 2022 | | 2021 | | YTD % Change |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------------------|--------------------------------|------------------------|---------------------------------|---------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous | |
| City of Sartell | 10 | 8 | 10 | 10 | 15 | 15 | 2 | 70 | 69% | 71 | 85% | -1.41% |
| HFD | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1% | 0 | 0% | N/A |
| LeSauk Township | 2 | 2 | 2 | 1 | 0 | 0 | 0 | 7 | 7% | 13 | 15% | -46.15% |
| SFD | 0 | 1 | 0 | 0 | 2 | 1 | 0 | 4 | 4% | 0 | 0% | N/A |
| SPD | 0 | 0 | 4 | 0 | 7 | 5 | 0 | 16 | 16% | 0 | 0% | N/A |
| SSFD | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 | 2% | 0 | 0% | N/A |
| WPPD | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1% | 0 | 0% | N/A |
| Grand Total | 12 | 12 | 17 | 11 | 24 | 22 | 3 | 101 | 100% | 84 | 100% | 20.24% |

Incident Types (Top 15)

Jun 01, 2022 to Jun 30, 2022





MEMORANDUM

TO: Mayor and Council Members

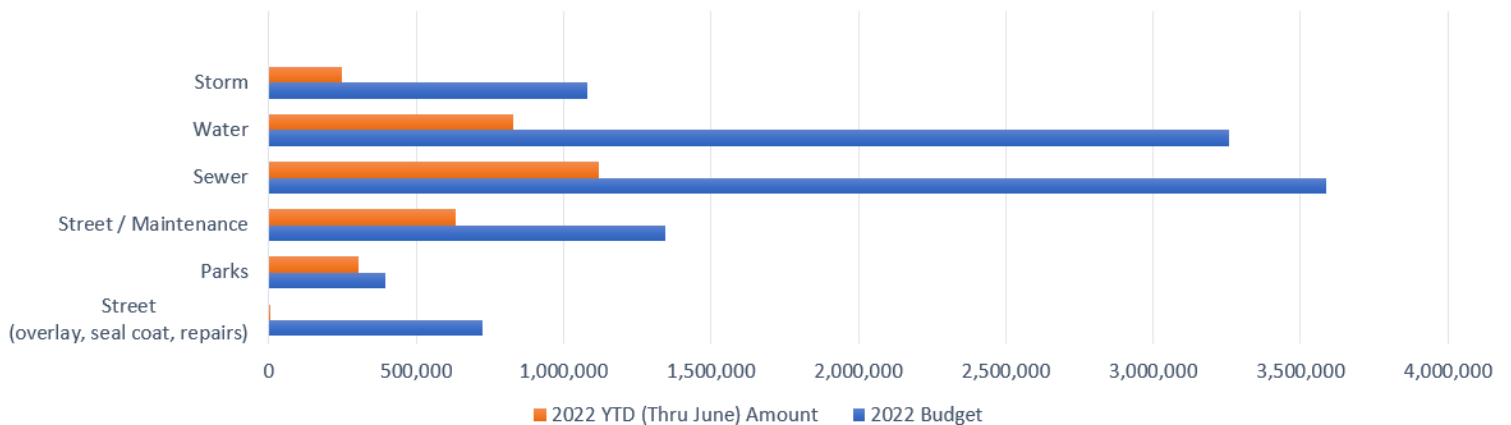
FROM: April Ryan, City Engineer
John Kothenbeutel, Public Works Director

DATE: July 11, 2022

RE: Monthly Engineering & Public Works Update
SEH No. SARTE General 14.00

Public Works:

Public Works Budget Summary



Streets

- Sign Repair
- Pothole Patching
- Crack filling
- Traffic Painting
- New Building Site Prep.
- Summerfest Set Up/Tear Down
- Rotary Park Fishing Pier Installed
- Site Prep for New Maintenance Building

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717
SEH is 100% employee-owned | sehinc.com | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

Utilities

- Locates and Operations
- Water Plant Operation/Maintenance
- Sewer Jetting Problem Areas
- Water Meter Installation
- Construction Projects

Parks

- Summerfest Set Up/Tear Dow
- Fertilizing/Weed Spray
- Soccer Field Painting/Field Maintenance
- Mowing/Trimming
- High School State Baseball Games
- Park Shelter Cleaning

Compost

- Daily Operations

Professional Development/Other

- Safety Training
- Lead & Copper Up-Dates : Jeff
- Pre-Treatment Up-dates : Jeff
- Chateau Waters Guest Speaker : John

General Engineering:

Summarized below are the general engineering activities through June 2022.

| Task | Task Name | June Only | Year to Date | Annual Budget |
|------|----------------------|-------------------|--------------------|-----------------|
| 1 | General Engineering | \$907.50 | \$13,323.73 | \$25,000 |
| 2 | Meetings | \$1,295.00 | \$11,210.50 | \$15,000 |
| 3 | Maps | \$0.00 | \$3,035.00 | \$5,000 |
| 4 | Development Activity | \$3,246.50 | \$14,108.00 | \$17,500 |
| 5 | Misc. Inspections | \$907.22 | \$1,580.97 | \$7,500 |
| 6 | Traffic Complaints | \$261.25 | \$1,248.75 | \$5,000 |
| | Total | \$6,617.47 | \$44,506.95 | \$75,000 |
| | <i>Target</i> | <i>\$6,250</i> | <i>\$37,500</i> | |

Active Projects:

2021 Scout Dr. & Dehler Dr. Improvements (Central MN Healthcare Hub – Grant Funds)

- Construction is well under way and J.R.Ferche is making good progress.
- All utilities along Dehler Drive (between Leander & Connecticut) have been installed, curb & gutter have been placed. The first lift of pavement for the road and trail is tentatively scheduled for the end of the month.
- The contractor is installing utilities along Scout Drive (between Pinecone & Leander). Utilities will be followed by roadway construction.

Next Steps:

- *Complete road and utility construction – 2022 Construction Season.*
- *Final assessment hearing – fall of 2022*
- *Substantial Completion – November 2022*
- *Finalize project – spring of 2023*

2022 19th Avenue South (Assessment Project):

RL Larson is planning to start removals within the next two weeks. Utility installation will start south of 15th Street S. later this month. Due to the lead time on concrete structures the project will likely extend into the 2023 construction season.

Private utilities will be relocating their facilities, this will result in temporary traffic control, lane shifts and short-term road closures.

Estimated project schedule:

- *Construction Start – July 2022*
- *Substantial Completion – November 2022*
- *Finalize Project – Spring / Summer of 2023*

2022 County Road 1 (Assessment Project):

All utilities within Phase 1 are complete. Final concrete is being poured for the retaining walls, river overlook, and pedestrian bridge access. Removals in Phase 2 are underway along with utility installation. Phase 1 and Phase 2 will have curb and gutter and be paved together. The pedestrian bridge access is under construction but will not be completed until late fall or early spring due to lead times on bridge decking.

Estimated project schedule:

- *Phase 1 – Under Construction*

- *Phase 2 – Removals and utility installation started*
- *Phase 3 – Scheduled to Start in July / August*
- *Final assessment hearing – fall of 2022*
- *Substantial Completion – November 2022*
- *Finalize project – spring of 2023*

Lift Station #2 Replacement:

The project has been awarded to Landwehr Construction. Due to material lead times the project is scheduled to start in August 2022.

Estimated project schedule:

- *August 2022 – Start of Construction*
- *Substantial Completion – November 2022*
- *Final Completion – Spring 2023*

Sauk River Park Improvements

The paved ADA trail, Shelter and light have been complete. The land acquired with the land swap with St Cloud, requires a Phase 1 archeologic survey to meet funding requirements. The survey has been completed and submitted to SHPO for review and approval. The additional rain that was received has further delayed the mountain bike trail construction. Rock Solid Trail Builders will be back onsite in early August to finish trail construction and complete repairs to trails damaged by the large amount of rain. Once trails are completed new signage will be designed and installed.

Surge Tank Design:

A preliminary design for a surge tank was completed and reviewed with public work staff. SEH staff has been working with public works staff to identify the best economical solution moving forward. After reviewing all feasible options, it was decided to continue with the final design of the surge tank. Design has started with bidding to take place fall 2022 for a 2023 construction.

Lift Station #1 Odor

In conjunction with the surge tank project SEH staff has been working with Public Works staff to address odor issues at Lift Station #1. Staff is working to get air and sewer sampling and testing scheduled. The odor testing and assessment will take place over the next few months.

River Oaks Lane

The project has been awarded to Larson Excavating. This project includes the reconstruction of River Oak Lane associated with the River Crossings Development. The is scheduled for July 12th. The contractor is looking to get started shortly after the preconstruction meeting.

15th Street South

The final design is complete, and the developer has started construction. Construction will take place over the next 2-3 months.

Well #13 Replacement

The contractor has drilled a New Well #17 to replace Well #13. Future action items include:

- 1) Seal/Close Well #13 - We will be working to secure a grant to help cover this expense.
- 2) Install a Monitoring Well - This is a requirement to meet the City's DNR approved water plan. We will be working to secure a grant to help cover this expense.

Lakeview Estates

This project includes the construction of a temporary hammerhead turnaround at the south end of 20th Avenue (south end of Daybreak). We are waiting on the developer to determine a construction schedule.

Concrete Issues

Concrete issues have surfaced throughout central Minnesota, including several developments and projects within Sartell. Staff will be working with a testing agency and the contractors to identify the cause of the issues. The issues will be corrected by the contractors. However, it may take some time for the concrete to be replaced. Staff has completed spring inspections of all projects constructed within the last couple of years and are working with contractors to get the concrete issues fixed along with other outstanding punch list items.

Eagle Ridge Phase 4

This phase of the Eagle Ridge development includes 13th Avenue N. connection between 27th Street N. and 12th Avenue N. and a cul-de-sac with 25 single family residential lots. The utility work, curb & gutter, concrete flat work, sidewalk, trails and first lift of paving is complete. The contractor continues to work on turf restoration and punch list items. Final paving will take place this summer.

MS4 Permit

The City's MS4 permit reissuance has been completed and approved by the MPCA. Additional information will be brought to council as revision to the MS4 are identified, including ordinance updates. This permit is reissued every 5-years and with each revision there are new requirements that require updates to the City's MS4 program.

Ditch Management Plan and Northcentral Watab Drainage Study:

The survey work for the ditch study has been completed. The ditch assessment and management report are being worked on and will be presented to council later this summer. The drainage study will utilize the information obtained from the ditch study to help evaluate the existing conditions and possible improvements to the Watab NE drainage area. An internal kick off meeting has taken place and a public meeting has been scheduled for July 19th to help answer resident questions and gather information.

2021 Intersection Study of Pinecone Road and 7th Street North:

This study is underway with traffic counts and analysis being completed. Staff has recently evaluated the operation of the temporary signal at this intersection. The assessment will be finalized, and recommendations of the ICE report will be presented to council this fall.

Trail Gaps

The City of Sartell received Transportation Alternative Program (TAP) funding to fill in missing gaps within the pedestrian system. This project includes sidewalk along 3rd St. N. 13th Ave. N., 12th Street N and 7th Street N. The project is currently under State and Federal review. It has been determined that temporary easement will be needed to complete the project. The city received federal funding to complete this project. Due to the easement process and requirements of the federal funding, this project will likely be a 2023 construction.

Heritage Drive Trail

The City of Sartell received Transportation Alternative Program (TAP) funding to build a separated trail on the south side of Heritage Drive from Huntington Drive to Amber Avenue South. The project scope also includes push button pedestrian crossing systems at 7th Avenue South and Connecticut Avenue South. The preliminary design and project memorandum are underway. Construction is planned for 2023.

15th Street North and CMHH Feasibility Studies

The feasibility reports will provide a better understanding of the future road alignments, right-of-way needs, typical sections, costs, and funding options. The Feasibility Reports will provide critical project information and show the City's commitment to the projects, which will help to secure project funding. This effort will complement the City's efforts to obtain State Bonding Funds for the CMHH roads.

The CMHH Feasibility Study is approximately 90% complete and will be presented at the second July Council Meeting.

The 15th Street N. Feasibility study is well underway. Staff will be completing wetland delineations over the next couple of weeks. This project is schedule to be presented at an August council meeting.

Seal Coat / Overlay / Storm and Street Repair Projects.

On tonight agenda for council's consideration was approval for the design and bidding of the street projects. If approved, staff will complete the designs and solicit quotes for the projects. Additionally, staff is working a comprehensive seal coat and overlay plan, which will help layout the needs and projects over the next 10-15 years.

Projects that are on the horizon for further discussion and Council consideration:

Projects that would be triggered by receiving Current Funding Applications:

- 35th Street Trail Extension (to be completed with 35th Street project tentatively scheduled in the CIP for 2024) – LCCMR (resolution on tonight's council agenda) & Local Trail Connection Grant
- Heritage Drive Trail from Anna Ave. CR 1 (last section to be completed) – Regional Trail Program Grant
- Central MN Healthcare Hub - Bonding Request
- 15th Street N. - Block Grant & Federal Earmark

Pond Maintenance / Dredging:

This project has been put on hold for now to address other priorities. Based on pond prioritizations identified with pond assessments completed last summer, two ponds were identified and recommended for cleaning/dredging. Braun has completed sediment core samples and testing of pond sediment per the MPCA Managing Stormwater Sediment BMP Guidance. Staff will work to assess and prioritize drainage needs within the City to determine when the best time to move this project forward will be.

Based on information provided by the Stearns County Emergency Management Team, staff has identified estimates to complete pond dredging and ditch cleaning throughout the City. This will help in applying for potential funding to help finance these efforts.

Townline Road:

The Council has previously approved a joint powers agreement with Stearns County to support a State Bonding Bill request to reconstruct Townline Road. If funding is secured the City's will work with Stearns County and the other stakeholders for the reconstruction of 0.3 miles of Sartell portion of the roadway.

Water System Needs:

Reviewing the North Water Plan assessment report and needs was a great reminder of the upcoming water system capital improvements. The City has planned to start design of an additional 1.0M gallon water town in 2024, with construction to start in 2026. The North Water Plant will also need filter upgrades and electrical improvements around the same 2026 timeframe.

aar

c: Anna Gruber, City of Sartell

Scott Saehr, City of Sartell