

**AGENDA**  
**SARTELL CITY COUNCIL**  
**Monday, April 10, 2017**  
**Sartell City Hall**  
**6:00 P.M.**

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- 1. PLEDGE OF ALLEGIANCE**
- 2. AGENDA REVIEW AND ADOPTION**
- 3. OPEN FORUM/PUBLIC COMMENT** *(up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than possible referral to City staff or a City Board/Commission)*
- 4. SPECIAL PRESENTATIONS**
  - a. Administration of Oath – Police Officer John Batterberry
  - b. BerganKDV – Audit Presentation
- 5. APPROVAL OF CITY COUNCIL MINUTES**
  - a. March 27, 2017 – Regular Meeting
- 6. CONSENT AGENDA**
  - a. Acceptance of Building Permit Activity Report
  - b. Acceptance of Inspections Activity Report
  - c. Approval of Voucher Payments
  - d. Approval of 3.2% Liquor License
  - e. Approval of MSA Advance Resolution
  - f. Calling Public Hearing on City Ordinances
- 7. PUBLIC HEARINGS**
- 8. OLD BUSINESS**
  - a. Resolution Receiving Feasibility & Ordering Hearing on Daybreak
- 9. NEW BUSINESS**
  - a. Comprehensive Water Plan Update Proposal
- 10. DEPARTMENT REPORTS**
  - a. Police Department**
    - Annual Report
  - b. Fire Department**
    - Annual Report
  - c. Public Works/City Engineer**
    - Annual Report

**d. Community Development Director**

- Annual Report

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

**12. ADJOURN**



**SARTELL CITY COUNCIL MEETING MINUTES  
MARCH 27, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on March 27, 2017, in the Council Chambers of Sartell City Hall. Mayor Sarah Jane Nicoll called the meeting to order at 6:00 p.m.

**COUNCIL PRESENT:** Mayor Nicoll, Council Members: Chisum, Lynch and Fitzthum

**COUNCIL ABSENT:** Councilmember Peterson was absent due to military service

**STAFF PRESENT:** Mary Degiovanni, City Administrator; Anita Archambeau, City Planner, Jon Halter, City Engineer; Dale Struffert, Deputy Police Chief; John Kothenbeutel, Public Works Director, April Ryan, City Engineer, Rebecca Wicklund, Recording Secretary.

**PLEDGE OF ALLEGIANCE**

**AGENDA REVIEW AND ADOPTION**

**Direction/Action**

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

Aye Votes: Nicoll, Chisum, Fitzthum, Lynch

Nay Votes: None

Motion Carried.

**OPEN FORUM:** Joe Perske, 509 10<sup>th</sup> Street N., Sartell, MN cited his views on the history of library efforts in Sartell.

**SPECIAL PRESENTATIONS**

Amanda Guertin, Benton SWCD Water Plan Technician, gave the council and staff an update of the County Water Plan Update progress and said they would take input on the plan over the coming weeks.

**APPROVAL OF CITY COUNCIL MINUTES**

March 13, 2017 Regular Meeting

**Direction/Action**

A motion was made by Chisum and seconded by Fitzthum to approve the meeting minutes of March 13, 2017. The following voted:

Aye Votes: Fitzthum, Nicoll, Chisum, Lynch

Nay Votes: None

Motion Carried.

**CONSENT AGENDA**

- a. Approval of Voucher Payments
- b. Calling Annual Government Center Meeting on April 13, 2017 at 7:00 pm at Town Hall/Govt. Center and Special Joint Council-Commissions Meeting on May 1, 2017 at 7:00 pm at City Hall

- c. Approval of Resolution Ordering Feasibility on Pinecone Road
- d. Approval of Temporary On Sale Liquor License - St. Francis Xavier
- e. Approval of Revised Annual Appointment

Councilmember Fitzthum requested removal of Item C for further discussion.

**Direction/Action**

A motion was made by Fitzthum and seconded by Chisum to approve the consent agenda without item C. The following voted:

Aye Votes: Fitzthum, Nicoll, Chisum, Lynch

Nay Votes: None

Motion Carried.

Councilmember Fitzthum questioned if it would be beneficial to put Pinecone Road from 7<sup>th</sup> Street North to 15<sup>th</sup> Street north in the study. Engineer Halter recommended keeping it as two separate studies as the projects contain different scopes of work with the area from 7<sup>th</sup> to 15<sup>th</sup> Street likely a mill and overlay where the other section will be a full reconstruct.

**Direction/Action**

A motion was made by Fitzthum and seconded by Lynch to approve item C of the consent agenda. The following voted:

Aye Votes: Fitzthum, Nicoll, Chisum, Lynch

Nay Votes: None

Motion Carried.

**OLD BUSINESS**

**Consideration of Revised Alarm Ordinance**

Deputy Chief Struffert responded to Council questions on the proposed Alarm Ordinance.

**Direction/Action**

A motion was made by Lynch and seconded by Fitzthum to adopt the Ordinance and Summary Ordinance amending Title 3, Chapter 13 of the Code of Ordinances. The following voted:

Aye Votes: Fitzthum, Nicoll, Chisum, Lynch

Nay Votes: None

Motion Carried.

**NEW BUSINESS**

**Champion Field Grant Supporting Resolution**

Degiovanni presented the resolution request to support the grant funding for Champion Field and also outlined the request for soil testing to be done at Champion Field and Pinecone Central Park.

Jason Mathiasen with the Pinecone Central Park Board explained why soil testing should be done on a project of this scope but suggested Council could hold off on the soil testing decision until further information can be reviewed by City Engineer.

**Direction/Action**

A motion was made by Chisum and seconded by Fitzthum to approve the Resolution supporting the Champion Field Grant application. The following voted:

Aye Votes: Fitzthum, Nicoll, Chisum, Lynch

Nay Votes: None

Motion Carried.

**Fund Balances and Capital Outlay**

Degiovanni presented the fund balance and capital outlay requests and Kothenbeutel provided more details on the loader request.

**Direction/Action**

A motion was made by Fitzthum and seconded by Lynch to approve the transfer from the general fund to PD equipment fund for vehicle changouts to inspections department. The following voted:

Aye Votes: Fitzthum, Nicoll, Chisum, Lynch

Nay Votes: None

Motion Carried.

The Council had more discussion regarding the landscaping options for the Pinecone Road roundabouts.

**Direction/Action**

A motion was made by Mayor Nicoll to approve spending up to the requested dollar amount on the roundabouts with a subcommittee consisting of Mayor Nicoll and Councilmember Fitzthum to approve the final plans for the project. The motion died for lack of a second.

A motion was made by Lynch and seconded by Nicoll to approve the proposal of Helmin Landscaping for landscaping of Scout Drive and 2<sup>nd</sup> Street South roundabouts and Klein Landscaping of Heritage Drive roundabout using existing project funds as presented. The following voted:

Aye Votes: Nicoll, Lynch

Nay Votes: Fitzthum, Chisum

Motion Failed.

Council members discussed pros and cons of the options and what next steps may help with final decision and how future landscaping would be determined in other areas. Staff indicated that starting with these roundabouts would help develop a longer term plan. A motion was made by Fitzthum and seconded by Lynch to approve the proposal of Klein Landscaping for the Heritage roundabout at a cost not to exceed \$20,000 and to approve the proposal of Helmin Landscaping for the Scout and 2<sup>nd</sup> Street South roundabouts not to exceed \$79,900, subject to Fitzthum and Nicoll working with Public Works on final design with Helmin.

Aye Votes: Nicoll, Lynch, Fitzthum

Nay Votes: Chisum

Motion Carried.

Council directed staff to bring the loader discussion back to Council during budget workshop discussions for future consideration.

**CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS**

Council members gave updates on various meetings and issues.

**ADJOURN**

A motion was made by Fitzthum and seconded by Chisum to adjourn the meeting at 7:40 p.m. The motion carried unanimously.

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Rebecca Wicklund, Recording Secretary

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Sarah Jane Nicoll, Mayor

City of Sartell  
Construction Activity Report March 2017

<b>TOTALS:</b>	<b>Mar-13</b>	<b>Mar-14</b>	<b>Mar-15</b>	<b>Mar-16</b>	<b>Mar-17</b>
Single Family Permits	3	4	2	11	2
Single Family Permits YTD	3	6	5	14	5
Single Family Valuation	\$692,000.00	\$901,900.00	\$439,000.00	\$2,051,100.00	\$447,000.00
Single Family Valuation YTD	\$692,000.00	\$1,842,700.00	\$1,126,000.00	\$2,898,800.00	\$1,102,900.00
Residential Remodel Permits	15	15	14	17	25
Residential Remodel Permits YTD	47	34	28	47	48
Residential Remodel Valuation	\$56,600.00	\$65,100.00	\$247,700.00	\$95,500.00	\$215,200.00
Residential Remodel Valuation YTD	\$213,300.00	\$212,500.00	\$409,200.00	\$473,000.00	\$582,100.00
Commercial Permits New Construction					0
Commercial Permits YTD New Construction					1
Commercial Valuation New Construction					\$0.00
Commercial Valuation YTD New Construction					\$95,200.00
Commercial Permits Remodel	2	2	2	5	0
Commercial Permits YTD Remodel	9	7	3	9	4
Commercial Valuation Remodel	\$16,500.00	\$24,100.00	\$33,000.00	\$263,000.00	\$0.00
Commercial Valuation YTD Remodel	\$1,002,445.00	\$83,600.00	\$51,500.00	\$528,500.00	\$377,500.00
Multi Family Permits New Construction					0
Multi Family Permits YTD New Construction					0
Number of Units New Construction					0
Number of Units YTD New Construction					0
Multi Family Valuation New Construction					\$0.00
Multi Family Valuation YTD New Construction					\$0.00
Multi Family Permits Remodel	1	0	0	4	0
Multi Family Permits YTD Remodel	1	0	0	5	2
Multi Family Valuation Remodel	\$8,000.00	\$0.00	\$0.00	\$409,941.00	\$0.00
Multi Family Valuation YTD Remodel	\$8,000.00	\$0.00	\$0.00	\$410,941.00	\$24,500.00
Plumbing Permits	18	25	54	22	22
Plumbing Permits YTD	59	59	93	63	62
Plumbing Valuation	\$0.00	\$1,650.00	\$17,500.00	\$1,200.00	\$10,600.00
Plumbing Valuation YTD	\$0.00	\$18,193.00	\$21,500.00	\$42,800.00	\$30,600.00
Mechanical Permits	15	14	23	16	16
Mechanical Permits YTD	64	42	49	59	56
Mechanical Valuation	\$0.00	\$58,000.00	\$0.00	\$0.00	\$19,340.00
Mechanical Valuation YTD	\$0.00	\$311,889.00	\$24,400.00	\$56,690.00	\$19,340.00
Fire Protection Permits	3	5	1	1	10
Fire Protection Permits YTD	5	5	6	5	14
Fire Protection Valuation	\$55,113.00	\$14,686.00	\$0.00	\$1,345.00	\$25,300.00
Fire Protection Valuation YTD	\$80,505.42	\$14,686.00	\$28,230.00	\$11,655.00	\$81,816.00
Zoning Permits	0	0	0	5	6
Zoning Permits YTD	0	0	0	6	8
<b>Total Combined Permits</b>	<b>57</b>	<b>65</b>	<b>96</b>	<b>81</b>	<b>81</b>
<b>Total Combined Permits YTD</b>	<b>188</b>	<b>153</b>	<b>184</b>	<b>208</b>	<b>200</b>
<b>Combined Permit Valuation</b>	<b>\$828,213.00</b>	<b>\$1,065,436.00</b>	<b>\$737,200.00</b>	<b>\$2,822,086.00</b>	<b>\$717,440.00</b>
<b>Combined Permit Valuation YTD</b>	<b>\$1,996,250.42</b>	<b>\$2,483,568.00</b>	<b>\$1,660,830.00</b>	<b>\$4,422,386.00</b>	<b>\$2,313,956.00</b>

City of Sartell  
 Building Department  
 Inspection Activity  
 February 2017

Building Inspections		# of Inspections	YTD Inspections	LYTD	
	Residential	104	282	227	
	Commercial	16	36	30	
	Multifamily	10	26	71	
	Total	130	344	328	
Fire Inspections		Type & # of ins expectec	# of Inspections	YTD Inspections	LYTD
	Business (65)		19	42	21
	Church (3)		0	0	0
	Education (7)		0	0	0
	Factory (1)		0	4	0
	Institution (1)		0	0	0
	Medical (22)		6	6	7
	Multifamily (21)		0	0	1
	Restaurant (8)		4	4	3
	Retail (19)		4	7	1
	Daycare/Foster		1	2	4
	Total (147)		34	65	37
Rental Inspections		# of Inspections	YTD	LYTD	
	SFD	4	40	25	
	Multifamily	0	2	14	
	Total	4	42	39	
Zoning Inspection		# of Inspections	YTD	LYTD	
	Shed	0	0	1	
	Fence	0	1	0	
	Lawn Irrigation	0	0	0	
	Curb Cut	0	0	0	
	Pool	0	0	0	
	Decks	0	0	0	
	Parking Pad	0	0	0	
	Land Disturbance	0	0	0	
	Total	0	1	0	
Fire Response		Responses	YTD	LYTD	
	Fire	2	3	0	
	Emer. Response	0	1	2	
	CO	0	0	0	
	Gas Leak	0	0	1	
	Alarm	0	0	1	
	Other	4	4	3	
	Total	6	8	7	
Fire Department		Responses	YTD	LYTD	
	Truck Check	1	2	1	
	Mtg.	0	0	2	
	Fire Flows	0	0	0	
	Other	0	4	8	
	Total	1	6	11	
Emer. Mgmt.				LYTD	
		0	0	1	
Complaints				LYTD	
		0	0	0	
Hazardous and/or sub standard buildings				LYTD	
		0	0	1	
Meetings				LYTD	
				0	

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ACKERMAN, TODD</b>					
		0417PD01	04-2017	\$25.00	PHONE REIMBURSEMENT
<b>Search Name ACKERMAN, TODD</b>				\$25.00	
<b>Search Name ALEXANDRIA TECH&amp;COMM COLLEGE</b>					
		0417FD01	68251	\$270.00	ALEXANDREA SATE FIRE EMS RESCUE S
<b>Search Name ALEXANDRIA TECH&amp;COMM COLLEGE</b>				\$270.00	
<b>Search Name AME CONSTRUCTION CORP</b>					
		0417ADM01	8	\$57,000.00	COMMUNITY CENTER
<b>Search Name AME CONSTRUCTION CORP</b>				\$57,000.00	
<b>Search Name AMERICAN DOOR WORKS</b>					
		0417PD01	0177913-IN	\$602.00	BUILDING REPAIR- PD
		0417PD01	0177914-IN	\$1,415.80	BUILDING REPAIR- PD
<b>Search Name AMERICAN DOOR WORKS</b>				\$2,017.80	
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>					
		0417PW01	2200885956	\$47.98	TOWELS, MOP, MATES- EAST WATER PL
		0417PW01	2200898771	\$40.00	MATS, TOWELS, MOPS-MAINT.
		0417PW01	2200898771	\$42.84	UNIFORMS
		0417PW01	2200898771	\$21.51	UNIFORMS
		0417PW01	2200898771	\$36.57	UNIFORMS
		0417PW01	2200898771	\$7.11	UNIFORMS
		0417PD01	2200898772	\$67.13	TOWELS, MATS- PD
		0417ADM01	2200898777	\$48.30	TOWELS, MATS- POLICE
		0417PW01	2200901285	\$31.56	MATS, TOWELS, MOPS- MAINT
		0417PW01	2200901285	\$21.51	UNIFORMS
		0417PW01	2200901285	\$36.57	UNIFORMS
		0417PW01	2200901285	\$42.84	UNIFORMS
		0417PW01	2200901285	\$7.11	UNIFORMS
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>				\$451.03	
<b>Search Name ANDY S TOWING LLC</b>					
		0417PD01	196014	\$109.00	DRUG FORFEITURE
<b>Search Name ANDY S TOWING LLC</b>				\$109.00	
<b>Search Name APPLIANCE REPAIR CENTER</b>					
		0417FD01	4775	\$21.70	COFFEE MACHINE- FD
<b>Search Name APPLIANCE REPAIR CENTER</b>				\$21.70	
<b>Search Name AT&amp;T MOBILITY</b>					
		071452	3/30/2017 0317PPD03 287256356792X03	\$30.00	IPAD-JOHN
		071452	3/30/2017 0317PPD03 287256356792X03	\$11.56	PHONE SERV-ON CALL
		071452	3/30/2017 0317PPD03 287256356792X03	\$98.66	PHONE SERV-UTIL
<b>Search Name AT&amp;T MOBILITY</b>				\$140.22	
<b>Search Name AVON ELECTRIC SERVICES INC</b>					
		0417ADM01	8	\$159,115.50	COMMUNITY CENTER
<b>Search Name AVON ELECTRIC SERVICES INC</b>				\$159,115.50	
<b>Search Name BEHRENBRINKER, STEPHEN C</b>					
		071454	3/30/2017 0317PPD03 03-2017	\$3,376.25	ASSESSING SERV-MAR
<b>Search Name BEHRENBRINKER, STEPHEN C</b>				\$3,376.25	
<b>Search Name BENTON CNTY AUDITOR TREASURER</b>					

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0417ADM01	18.00164.00	\$386.00	PROPERTY TAXES
<b>Search Name BENTON CNTY AUDITOR TREASURER</b>				\$386.00	
<b>Search Name BERGANKDV</b>					
		0417ADM01	949402	\$400.00	2016 AUDIT
		0417ADM01	949402	\$400.00	2016 AUDIT
		0417ADM01	949402	\$400.00	2016 AUDIT
		0417ADM01	949402	\$12,500.00	2016 AUDIT
		0417ADM01	949402	\$3,100.00	2016 AUDIT
		0417ADM01	949402	\$3,100.00	2016 AUDIT
		0417ADM01	949402	\$1,000.00	2016 AUDIT
		0417ADM01	949402	\$3,100.00	2016 AUDIT
<b>Search Name BERGANKDV</b>				\$24,000.00	
<b>Search Name BOARD OF WATER &amp; SOIL RESOURCE</b>					
071450	3/29/2017	0317PPD03	1542	\$3,369.54	4TH AVE S PROJECT
<b>Search Name BOARD OF WATER &amp; SOIL RESOURCE</b>				\$3,369.54	
<b>Search Name BRAUN INTERTEC</b>					
		0417ADM01	B087535	\$7,831.00	PINECONE RD AND 27TH ST N IMPROVE
<b>Search Name BRAUN INTERTEC</b>				\$7,831.00	
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>					
071457	3/30/2017	0317PPD03	03-2017	\$60.00	PAYROLL DEDUCTION-MAR
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>				\$60.00	
<b>Search Name BROTHERS FIRE PROTECTION CO</b>					
		0417ADM01	8	\$438.70	COMMUNITY CENTER
<b>Search Name BROTHERS FIRE PROTECTION CO</b>				\$438.70	
<b>Search Name BUYSSE ROOFING OF ST CLOUD INC</b>					
		0417ADM01	8	\$38,298.40	COMMUNITY CENTER
<b>Search Name BUYSSE ROOFING OF ST CLOUD INC</b>				\$38,298.40	
<b>Search Name CDW GOVERNMENT, INC.</b>					
		0417ADM01	HHC5753	\$1,085.29	COMPUTER- BUILDING INSPECTER
<b>Search Name CDW GOVERNMENT, INC.</b>				\$1,085.29	
<b>Search Name CENTRAL LOCKSMITHS</b>					
		0417PD01	131618	\$60.00	REPAIRS-SQUADS
<b>Search Name CENTRAL LOCKSMITHS</b>				\$60.00	
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
		0417PW01	00085006	\$18.60	CYLINDER RENTAL
<b>Search Name CENTRAL MCGOWAN, INC.</b>				\$18.60	
<b>Search Name CHARTER COMMUNICATIONS</b>					
071445	3/28/2017	0317PPD03	835230105015776	\$118.53	INTERNET/TV-FIRE
071451	3/30/2017	0317PPD03	835230105017363	\$63.84	TV SERV-PD
071445	3/28/2017	0317PPD03	835230105018283	\$90.00	INTERNET-HALL
071445	3/28/2017	0317PPD03	835230105018283	\$27.62	TV-HALL
071445	3/28/2017	0317PPD03	835230105018589	\$84.99	INTERNET-PLANTS
071445	3/28/2017	0317PPD03	835230105019398	\$97.75	INTERNET/TV-MAINT
071445	3/28/2017	0317PPD03	835230105019617	\$89.98	INTERNET-PLANTS
<b>Search Name CHARTER COMMUNICATIONS</b>				\$572.71	

**CITY OF SARTELL**  
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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name CITI LITES INC</b>					
		0417PW01	054368	\$65.00	STREET LIGHTS
		0417PW01	054432	\$25.00	STREET LIGHTS
				\$90.00	
<b>Search Name CITI LITES INC</b>					
<b>Search Name COLONIAL LIFE</b>					
071460	4/3/2017	0417PPD01	3506136-0401526	\$99.00	PAYROLL DEDUCTION-MAR
071460	4/3/2017	0417PPD01	3506136-0401526	\$60.75	PAYROLL DEDUCTION-MAR
				\$159.75	
<b>Search Name COLONIAL LIFE</b>					
<b>Search Name COMPLETE ELECTRONICS INC</b>					
		0417PW01	2014	\$174.76	SHOP REPAIRS
				\$174.76	
<b>Search Name COMPLETE ELECTRONICS INC</b>					
<b>Search Name CROTEAU PLUMBING LLC</b>					
		0417PD01	9876	\$416.72	POLICE STATION- REPAIRS
				\$416.72	
<b>Search Name CROTEAU PLUMBING LLC</b>					
<b>Search Name DEZURIK INC</b>					
		0417PW01	63003283	\$3,435.00	NORTH WATER PLANT
				\$3,435.00	
<b>Search Name DEZURIK INC</b>					
<b>Search Name EAGLE CONSTRUCTION CO INC</b>					
		0417ADM01	8	\$9,975.00	COMMUNITY CENTER
				\$9,975.00	
<b>Search Name EAGLE CONSTRUCTION CO INC</b>					
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
003109E	3/28/2017	0317PPD03	03-24-2017	\$10,750.81	03/24 FED TAX W/HELD
003109E	3/28/2017	0317PPD03	03-24-2017	\$3,513.36	03/24 EMPLOYEE FICA
003109E	3/28/2017	0317PPD03	03-24-2017	\$1,474.59	03/24 EMPLOYEE MEDICARE
003109E	3/28/2017	0317PPD03	03-24-2017	\$3,513.36	03/24 EMPLOYER FICA
003109E	3/28/2017	0317PPD03	03-24-2017	\$1,474.59	03/24 EMPLOYER MEDICARE
003112E	3/31/2017	0317PPD03	03-31-2017	\$585.00	03/31 EMPLOYEE FICA
003112E	3/31/2017	0317PPD03	03-31-2017	\$189.92	03/31 FED TAX W/HELD
003112E	3/31/2017	0317PPD03	03-31-2017	\$585.00	03/31 EMPLOYER FICA
003112E	3/31/2017	0317PPD03	03-31-2017	\$158.43	03/31 EMPLOYEE MEDICARE
003112E	3/31/2017	0317PPD03	03-31-2017	\$158.43	03/31 EMPLOYER MEDICARE
				\$22,403.49	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
<b>Search Name ELECTRIC MOTOR SERVICE, INC</b>					
		0417PW01	IN0227595	\$24.86	REPAIRS- DISFR
				\$24.86	
<b>Search Name ELECTRIC MOTOR SERVICE, INC</b>					
<b>Search Name ELLINGSON PLUMBING &amp; HEATING</b>					
		0417ADM01	8	\$360,050.95	COMMUNITY CENTER
				\$360,050.95	
<b>Search Name ELLINGSON PLUMBING &amp; HEATING</b>					
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>					
		0417PD01	AW012317-11A	\$313.20	NEW SQUAD
				\$313.20	
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>					
<b>Search Name EMPOWER RETIREMENT</b>					
003107E	3/27/2017	0317PPD03	03-24-2017	\$2,778.68	03/24 PAYROLL DEDUCTION
003106E	3/27/2017	0317PPD03	03-24-2017	\$184.62	03/24 EMPLOYER CONTR TO PENSION-A
003106E	3/27/2017	0317PPD03	03-24-2017	\$1,906.33	03/24 PAYROLL DEDUCTION

**CITY OF SARTELL**  
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CHECK	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name EMPOWER RETIREMENT</b>			\$4,869.63	
<b>Search Name FASTENAL COMPANY</b>				
	0417PW01	MNSAU169949	\$31.20	SUPPLIES-MAINT.
	0417PW01	MNSAU170167	\$11.82	PARK SUPPLIES
	0417PW01	MNSAU170194	\$2.96	PARK SUPPLIES
	0417PW01	MNSAU170287	\$46.80	PARK SUPPLIES
	0417PW01	MNSAU170289	\$56.37	PARK SUPPLIES
	0417PW01	MNSAU170392	\$12.79	PARK SUPPLIES
<b>Search Name FASTENAL COMPANY</b>			\$161.94	
<b>Search Name FLAGSHIP RECREATION LLC</b>				
	0417PW01	F6728	\$303.00	SWING SEAT
<b>Search Name FLAGSHIP RECREATION LLC</b>			\$303.00	
<b>Search Name GATR OF SAUK RAPIDS</b>				
	0417PW01	01P209082	\$16.48	WATER PLANT
	0417PW01	01P209291	\$98.08	REPAIRS- STREETS EQUIP
	0417PW01	01P209293	\$65.03	REPAIRS- STREETS EQUIP
	0417PW01	01P209294	\$65.03	REPAIRS- STREETS EQUIP
<b>Search Name GATR OF SAUK RAPIDS</b>			\$244.62	
<b>Search Name GEYER WEDDING &amp; EVENT RENTALS</b>				
	0417PD01	877763	\$365.08	GREAT EVENT
<b>Search Name GEYER WEDDING &amp; EVENT RENTALS</b>			\$365.08	
<b>Search Name GOPHER STATE ONE-CALL INC</b>				
	0417PW01	7030697	\$211.95	LOCATES-MARCH
<b>Search Name GOPHER STATE ONE-CALL INC</b>			\$211.95	
<b>Search Name GRAINGER, W.W. INC.</b>				
	0417PW01	9389892002	\$652.68	WATER PLANTS
<b>Search Name GRAINGER, W.W. INC.</b>			\$652.68	
<b>Search Name GRANITE ELECTRONICS INC</b>				
	0417PW01	153004024	\$248.01	ANTENNA
<b>Search Name GRANITE ELECTRONICS INC</b>			\$248.01	
<b>Search Name H &amp; B SPECIALIZED PRODUCTS INC</b>				
	0417ADM01	8	\$333.45	COMMUNITY CENTER
<b>Search Name H &amp; B SPECIALIZED PRODUCTS INC</b>			\$333.45	
<b>Search Name HENKEMEYER COATINGS INC</b>				
	0417ADM01	8	\$4,750.00	COMMUNITY CENTER
<b>Search Name HENKEMEYER COATINGS INC</b>			\$4,750.00	
<b>Search Name HMA ARCHITECTS LTD</b>				
	0417ADM01	1440-15	\$15,523.30	COM CTR
	0417ADM01	1654-1	\$4,553.20	LAKE FRANCIS RECREATION PROJECT
<b>Search Name HMA ARCHITECTS LTD</b>			\$20,076.50	
<b>Search Name HUSKY SPRING</b>				
	0417PW01	S2-468192	\$264.69	REPAIRS-DUMP TRUCK
<b>Search Name HUSKY SPRING</b>			\$264.69	
<b>Search Name ICKLER MACHINE COMPANY</b>				
	0417PW01	17-66617	\$567.00	PARK BENCH PROJECT

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ICKLER MACHINE COMPANY</b>				\$567.00	
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>					
		0417PD01	IN1553264	\$53.44	OFFICE SUPPLIES- PD
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				\$53.44	
<b>Search Name INTEGRA TELECOM</b>					
		0417ADM01	14547598	\$204.42	PHONE SERVICES
		0417ADM01	14547598	\$171.02	PHONE SERVICES
		0417ADM01	14547598	\$81.70	PHONE SERVICES
		0417ADM01	14547598	\$81.70	PHONE SERVICES
		0417ADM01	14547598	\$40.83	PHONE SERVICES
		0417ADM01	14547598	\$40.83	PHONE SERVICES
<b>Search Name INTEGRA TELECOM</b>				\$620.50	
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>					
		0417PW01	10656	\$17.00	WIRELESS MANAGEMENT-APR
		0417PW01	10656	\$17.00	WIRELESS MANAGEMENT-APR
		0417PD01	10656	\$17.00	WIRELESS MANAGEMENT-APR
<b>Search Name INTELLIGENT WIRELESS MANAGEMEN</b>				\$51.00	
<b>Search Name K JOHNSON CONSTRUCTION INC</b>					
		0417ADM01	8	\$59,652.40	COMMUNITY CENTER
<b>Search Name K JOHNSON CONSTRUCTION INC</b>				\$59,652.40	
<b>Search Name KENKO DRYWALL</b>					
		0417ADM01	8	\$35,577.50	COMMUNITY CENTER
<b>Search Name KENKO DRYWALL</b>				\$35,577.50	
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>					
071453	3/30/2017	0317PPD03	03-2017	\$833.00	UNION DUES-MAR
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>				\$833.00	
<b>Search Name LAWSON PRODUCTS INC</b>					
		0417PW01	9304794894	\$23.97	SUPPLIES- MAINT.
		0417PW01	9304812029	\$180.27	PARK SUPPLIES
<b>Search Name LAWSON PRODUCTS INC</b>				\$204.24	
<b>Search Name LUNDQUIST, JILL</b>					
		0417PD01	APRIL2017	\$92.54	SUPPLIES-GRADE NIGHT
<b>Search Name LUNDQUIST, JILL</b>				\$92.54	
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
		0417PW01	P05157	\$80.00	REPAIRS- SWEEPER
		0417PW01	P05167	\$1,384.55	REPAIRS- SWEEPER
		0417PW01	P05387	\$167.89	SWEEPER REPAIRS
<b>Search Name MACQUEEN EQUIPMENT INC</b>				\$1,632.44	
<b>Search Name MARCO INC</b>					
071447	3/28/2017	0317PPD03	326900289	\$568.64	COPY MACHINE/PRINTERS-HALL
<b>Search Name MARCO INC</b>				\$568.64	
<b>Search Name MATHEW HALL LUMBER COMPANY</b>					
		0417ADM01	334094	\$199.82	CITY HALL PROJECT
		0417ADM01	334095	\$173.57	POCKET DOOR- CITY HALL
<b>Search Name MATHEW HALL LUMBER COMPANY</b>				\$373.39	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name MENARDS</b>					
		0417PW01	46481	\$475.53	LS#1
		0417ADM01	46481	\$115.56	CITY HALL PROJECT
				\$591.09	
<b>Search Name MENARDS</b>					
<b>Search Name MID CENTRAL DOOR COMPANY</b>					
		0417ADM01	8	\$4,697.75	COMMUNITY CENTER
				\$4,697.75	
<b>Search Name MID CENTRAL DOOR COMPANY</b>					
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
		0417ADM01	03-2017	\$740.00	BLDG INSPECTIONS- MARCH
				\$740.00	
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
<b>Search Name MIDWAY IRON &amp; METAL</b>					
071449	3/28/2017	0317PPD03	2070	-\$32.97	BENCHES
071449	3/28/2017	0317PPD03	342641	\$223.64	BENCHES
071449	3/28/2017	0317PPD03	342677	\$15.00	CULVERTS
071449	3/28/2017	0317PPD03	343293	\$113.49	WIRE MESH
071449	3/28/2017	0317PPD03	343697	\$30.54	LS#1
071449	3/28/2017	0317PPD03	343778	\$30.54	STEEL PLATES
071449	3/28/2017	0317PPD03	344125	\$36.56	SIGN POST JIG
071449	3/28/2017	0317PPD03	344901	\$1,708.40	LS#1
071449	3/28/2017	0317PPD03	344952	\$30.06	LS#1
071449	3/28/2017	0317PPD03	345399	\$64.80	PARK SUPPLIES
071449	3/28/2017	0317PPD03	345483	\$94.40	LS#1
		0417PW01	346120	\$22.56	WASTE WATER/VAC TRUCK
		0417PW01	346505	\$92.12	SUPPLIES- PARKS
		0417PW01	346973	\$17.57	VEHICLE REPAIRS
				\$2,446.71	
<b>Search Name MIDWAY IRON &amp; METAL</b>					
<b>Search Name MINNESOTA PIPE &amp; EQUIPMENT</b>					
		0417PW01	0374392	\$39.63	L/S#1
		0417PW01	0374235	\$277.44	VALVE BOX PARTS
				\$317.07	
<b>Search Name MINNESOTA PIPE &amp; EQUIPMENT</b>					
<b>Search Name MN DEPT OF REVENUE</b>					
003105E	3/24/2017	0317PPD03	03-24-2017	\$4,392.22	03/24 STATE TAX W/HELD
003111E	3/31/2017	0317PPD03	03-31-2017	\$86.50	03/31 STATE TAX W/HELD
				\$4,478.72	
<b>Search Name MN DEPT OF REVENUE</b>					
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
		0417ADM01	4/2017	\$64.00	LIFE INSURANCE- APRIL
				\$64.00	
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
<b>Search Name MVTL LABORATORIES INC</b>					
		0417PW01	855171	\$149.15	TESTING
				\$149.15	
<b>Search Name MVTL LABORATORIES INC</b>					
<b>Search Name NAPA CENTRAL MN</b>					
		0417PW01	203330	\$111.08	VEHICLE REPAIRS
				\$111.08	
<b>Search Name NAPA CENTRAL MN</b>					
<b>Search Name NATIONAL JOINT POWERS ALLIANCE</b>					
		0417ADM01	0000024630	\$20.00	TRAINING- FITZTHUM
				\$20.00	
<b>Search Name NATIONAL JOINT POWERS ALLIANCE</b>					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name NEMETH, DARREL INC</b>					
		0417ADM01	MARCH2017	\$3,410.20	ELECTRICAL INSPECTOR
<b>Search Name NEMETH, DARREL INC</b>				\$3,410.20	
<b>Search Name NORDLUND, DEB</b>					
		0417ADM01	2012 4TH ST N	\$37.43	REIBURSEMENT WATER
<b>Search Name NORDLUND, DEB</b>				\$37.43	
<b>Search Name O REILLY AUTO PARTS</b>					
		0417PW01	1572-123938	-\$60.00	REPAIRS- VEHICLE
		0417PW01	1572-123941	\$60.00	REPAIRS- VEHICLE
		0417PW01	1572-128600	\$44.90	SHOP- SUPPLIES
		0417PW01	1859-354563	-\$46.16	TOOLS
		0417PW01	1859-354564	\$46.16	TOOLS
		0417PW01	2036-183789	\$29.99	REPAIRS- VEHICLE
		0417PW01	2036-216150	-\$29.99	REPAIRS- VEHICLE
		0417PW01	EB17686657	-\$13.29	CASH BACK
<b>Search Name O REILLY AUTO PARTS</b>				\$31.61	
<b>Search Name OXYGEN SERVICE COMPANY</b>					
		0417PD01	03371990	\$53.69	CYLINDER RENTAL
		0417PW01	08046958	\$85.80	SUPPLIES- SHOP
		0417PW01	08056398	\$15.70	SUPPLIES- WW
		0417PW01	08057878	\$92.81	SUPPLIES- SHOP
<b>Search Name OXYGEN SERVICE COMPANY</b>				\$248.00	
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
003108E	3/27/2017	0317PPD03	03-24-2017	\$4,375.49	03/24 EMPLOYER PERA
003108E	3/27/2017	0317PPD03	03-24-2017	\$5,219.44	03/24 EMPLOYEE PERA
003108E	3/27/2017	0317PPD03	03-24-2017	\$7,829.23	03/24 EMPLOYER PERA
003108E	3/27/2017	0317PPD03	03-24-2017	\$3,792.08	03/24 EMPLOYEE PERA
003113E	3/31/2017	0317PPD03	03-31-2017	\$96.26	03/31 EMPLOYEE PERA
003113E	3/31/2017	0317PPD03	03-31-2017	\$96.26	03/31 EMPLOYER PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$21,408.76	
<b>Search Name REPULIC SERVICES #891</b>					
071458	4/3/2017	0417PPD01	0891-000745470	\$274.66	REFUSE SERV-PD
071458	4/3/2017	0417PPD01	0891-000745470	\$143.96	REFUSE SERV-HALL
071458	4/3/2017	0417PPD01	0891-000745470	\$33.33	REFUSE SERV-FD
071458	4/3/2017	0417PPD01	0891-000745470	\$198.81	REFUSE SERV-HALL
071458	4/3/2017	0417PPD01	0891-000745470	\$320.63	REFUSE SERV-MAINT
<b>Search Name REPULIC SERVICES #891</b>				\$971.39	
<b>Search Name SANITATION SERVICES LLC</b>					
		0417PW01	7413	\$687.21	RESTROOM
		0417PW01	7413	\$55.36	RESTROOM
<b>Search Name SANITATION SERVICES LLC</b>				\$742.57	
<b>Search Name SARTELL HARDWARE HANK</b>					
		0417PW01	126390	\$8.99	DUCT TAPE
		0417PW01	129497	\$3.98	BENCH SWINGS
		0417PW01	129865	\$13.99	LIFT STATION
		0417PW01	129867	\$0.79	SOCCER NETS
		0417PW01	129957	\$6.58	GARBAGE CANS
		0417PW01	129975	\$2.40	PARK BENCHES

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0417PD01	130371	\$2.31	COLD STORAGE- PD
		0417PW01	88838	\$3.99	CHEMICAL SHEET- WTP
		0417PW01	89357	\$14.98	TOOL REPLACEMENT
		0417ADM01	89360	\$0.59	BUILDING PROJ-HALL
		0417ADM01	89391	\$42.97	SUPPLIES- INSPECTORS
		0417PW01	89393	\$11.98	SHOP SUPPLIES
		0417PW01	89394	\$17.97	COMPOST SITE SUPPLIES
<b>Search Name SARTELL HARDWARE HANK</b>				<u>\$131.52</u>	
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>					
071446	3/28/2017	0317PPD03	03-2017	\$168.00	PAYROLL DEDUCTION-MAR
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>				<u>\$168.00</u>	
<b>Search Name SARTELL NEWSLEADER</b>					
071448	3/28/2017	0317PPD03	39372	\$111.72	2017-03 ORD PUBLICATION
071459	4/3/2017	0417PPD01	39403	\$130.34	ORD 2017-04
<b>Search Name SARTELL NEWSLEADER</b>				<u>\$242.06</u>	
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>					
071456	3/30/2017	0317PPD03	03-2017	\$40.00	PAYROLL DEDUCTION-MAR
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>				<u>\$40.00</u>	
<b>Search Name SCHINDLER ELEVATOR</b>					
		0417ADM01	8	\$28,736.55	COMMUNITY CENTER
<b>Search Name SCHINDLER ELEVATOR</b>				<u>\$28,736.55</u>	
<b>Search Name SCHMITZ &amp; KETCHUM, CPA</b>					
		0417FD01	3982	\$75.00	AUDITING SERV- FD
<b>Search Name SCHMITZ &amp; KETCHUM, CPA</b>				<u>\$75.00</u>	
<b>Search Name SCHREINER, WAYNE</b>					
		0417PD01	FEB2017	\$160.02	1ST RESPONDER LUNCH-PD
<b>Search Name SCHREINER, WAYNE</b>				<u>\$160.02</u>	
<b>Search Name SCHWAAB INC</b>					
		0417PD01	B004247	\$41.75	OFFICE SUPPLIES- PD
<b>Search Name SCHWAAB INC</b>				<u>\$41.75</u>	
<b>Search Name SPECIALTY SYSTEMS INC</b>					
		0417ADM01	8	\$39,615.00	COMMUNITY CENTER
<b>Search Name SPECIALTY SYSTEMS INC</b>				<u>\$39,615.00</u>	
<b>Search Name ST CLOUD, CITY OF</b>					
		0417PW01	AR006220	\$61,383.00	FEB- RUE PROJECT
		0417PW01	AR006220	\$17,412.00	FEB- DEBT SERVICE CHARGES
		0417PW01	AR006220	\$54,595.92	FEB TREATMENT
		0417ADM01	AR006223	\$141,655.00	RECOVERY AND REUSE
<b>Search Name ST CLOUD, CITY OF</b>				<u>\$275,045.92</u>	
<b>Search Name STANDARD INSURANCE COMPANY</b>					
071461	4/3/2017	0417PPD01	155531APR-17	\$510.35	EMPLOYEE LTD/LIFE INS-APR
071461	4/3/2017	0417PPD01	155531APR-17	\$72.58	EMPLOYEE LTD/LIFE INS-APR
071461	4/3/2017	0417PPD01	155531APR-17	\$104.23	EMPLOYEE LTD/LIFE INS-APR
071461	4/3/2017	0417PPD01	155531APR-17	\$61.31	EMPLOYEE LTD/LIFE INS-APR
071461	4/3/2017	0417PPD01	155531APR-17	\$21.03	EMPLOYEE LTD/LIFE INS-APR
071461	4/3/2017	0417PPD01	155531APR-17	\$49.90	EMPLOYEE LTD/LIFE INS-APR

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071461	4/3/2017	0417PPD01	155531APR-17	\$186.71	EMPLOYEE CONTR TO INS-MAR
071461	4/3/2017	0417PPD01	155531APR-17	\$157.80	EMPLOYEE LTD/LIFE INS-APR
071461	4/3/2017	0417PPD01	155531APR-17	\$367.90	PAYROLL DEDUCTION-MAR
071461	4/3/2017	0417PPD01	155531APR-17	\$80.83	EMPLOYEE LTD/LIFE INS-APR
<b>Search Name STANDARD INSURANCE COMPANY</b>				\$1,612.64	
<b>Search Name STANTEC CONSULTING SERV INC</b>					
		0417PW01	1179500	\$749.00	GIS SERV&TRANSFER OF FILES TO SEH
		0417PW01	1179500	\$749.00	GIS SERV&TRANSFER OF FILES TO SEH
		0417PW01	1179500	\$749.00	GIS SERV&TRANSFER OF FILES TO SEH
		0417PW01	1179500	\$749.00	GIS SERV&TRANSFER OF FILES TO SEH
<b>Search Name STANTEC CONSULTING SERV INC</b>				\$2,996.00	
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>					
		0417PW01	8043674912	\$64.05	OFFICE SUPPLIES- STREETS
		0417ADM01	8043674912	\$259.98	OFFICE SUPPLIES-CITY HALL
		0417PW01	8043777728	\$251.83	OFFICE SUPPLIES- WATER
		0417ADM01	8043777728	\$119.99	SUPPLIES- CITY HALL
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>				\$695.85	
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>					
071369	3/23/2017	0317PPD03	032317	\$853.50	BLDG INSP VEHICLE TRANSFERS
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>				\$853.50	
<b>Search Name STRACK CONSTRUCTION COMPANY</b>					
		0417ADM01	15115-C8	\$48,610.44	COMMUNITY CENTER
<b>Search Name STRACK CONSTRUCTION COMPANY</b>				\$48,610.44	
<b>Search Name SUMMIT COMPANIES</b>					
		0417PW01	1176273	\$70.00	FIRE EXTINGUISHER MAINT.
		0417ADM01	1176274	\$14.00	EXTINGUISHER MAINT.
		0417PD01	1176275	\$218.50	FIRE EXTINGUISHER MAINT- PD
		0417PW01	1176276	\$59.00	FIRE EXTINGUISHER MAINT.
		0417PW01	1176277	\$7.00	FIRE EXTINGUISHER MAINT.
		0417PW01	1176279	\$217.50	FIRE EXTINGUISHER MAINT.
		0417FD01	1176280	\$227.50	FIRE EXTINGUISHER MAINT- FD
		0417ADM01	8	\$7,953.69	COMMUNITY CENTER
<b>Search Name SUMMIT COMPANIES</b>				\$8,767.19	
<b>Search Name TENVOORDE FORD INC</b>					
		0417ADM01	5107542	-\$74.34	REPAIRS- BUILDING INSPECTOR
		0417ADM01	5107552	\$57.05	REPAIRS- BUILDING INSPECTOR
		0417PD01	5107704	\$177.00	NEW SQUAD
<b>Search Name TENVOORDE FORD INC</b>				\$159.71	
<b>Search Name THEIS, CATHY</b>					
		0417PD01	07-2017	\$60.00	PROF SERV- PD
<b>Search Name THEIS, CATHY</b>				\$60.00	
<b>Search Name THEN, LARRY</b>					
		0417ADM01	MARCH2017	\$89.66	CITY HALL PROJECT
<b>Search Name THEN, LARRY</b>				\$89.66	
<b>Search Name TOLMAN, KIM</b>					
		0417FD01	243368	\$70.00	MARCH CLEANING
		0417PD01	243368	\$560.00	MARCH CLEANING

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0417PW01	243368	\$400.00	MARCH CLEANING- PW
<b>Search Name TOLMAN, KIM</b>				<u>\$1,030.00</u>	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
003110E	3/28/2017	0317PPD03	03-24-2017	\$500.00	03/24 DAYCARE FLEX CONTR
003110E	3/28/2017	0317PPD03	03-24-2017	\$122.00	03/24 MED FLEX CONTR
003110E	3/28/2017	0317PPD03	03-24-2017	\$2,499.55	03/24 HSA FLEX CONTR
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				<u>\$3,121.55</u>	
<b>Search Name TRAUT WELLS INC</b>					
		0417PW01	294265	\$46.00	WATER TEST
		0417PW01	294905	\$46.00	WATER TESTING
		0417PW01	294917	\$46.00	WATER TEST
		0417PW01	295123	\$46.00	WATER TEST
		0417PW01	295194	\$23.00	WATER TEST
		0417PW01	295204	\$2,850.00	WELL- 14
<b>Search Name TRAUT WELLS INC</b>				<u>\$3,057.00</u>	
<b>Search Name UNITED WAY OF CENTRAL MN</b>					
071455	3/30/2017	0317PPD03	03-2017	\$30.00	PAYROLL DEDUCTION-MAR
<b>Search Name UNITED WAY OF CENTRAL MN</b>				<u>\$30.00</u>	
<b>Search Name US BANK CM 9690</b>					
		0417ADM01	4591232	\$450.00	GO IMPROVEMENT BONDS 2010 A- FEES
		0417ADM01	4591233	\$450.00	GO REFUNDING BONDS 2010B-FEES
<b>Search Name US BANK CM 9690</b>				<u>\$900.00</u>	
<b>Search Name WATCHGUARD VIDEO</b>					
		0417PD01	ACCINV0010618	\$65.00	NEW SQUAD
<b>Search Name WATCHGUARD VIDEO</b>				<u>\$65.00</u>	
<b>Search Name WEINBERGER, STANLEY J JR</b>					
		0417ADM01	MAY2017	\$1,500.00	LEGAL SERVICES
<b>Search Name WEINBERGER, STANLEY J JR</b>				<u>\$1,500.00</u>	
<b>Search Name WSB &amp; ASSOCIATES INC</b>					
		0417ADM01	10-03399-010	\$656.50	SAFE ROUTES TO SCHOOL CONST SERV
		0417ADM01	12-02174-400	\$240.00	50TH PLATS
		0417ADM01	12-02174-890	\$22.00	VAL SMITH TENNIS CT
		0417ADM01	13-02174-731	\$2,480.00	2016-2017 GENERAL SERVICES
		0417ADM01	13-02174-820	\$80.00	CR1 HERITAGE/LESUK DRS UTILITIES
		0417ADM01	14-02174-870	\$9,144.08	4TH AVE S STREET/UTILITIES
		0417ADM01	26-02174-570	\$2,256.00	PCR RESURFACING 2ND ST TO 15TH ST
		0417ADM01	4-03399-160	\$240.00	BERNICKS PKG LOT IMPR
		0417ADM01	4-03399-200	\$4,620.00	FERCHE REGIONAL POND
<b>Search Name WSB &amp; ASSOCIATES INC</b>				<u>\$19,738.58</u>	
				<u>\$1,306,406.58</u>	

CITY OF SARTELL

Voucher Payments-Fund Summary

Adopted by the Sartell City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Mayor \_\_\_\_\_ Attest: Administrator \_\_\_\_\_

FUND Descr	Dr/Cr Amt
GENERAL	\$99,747.87
PARK IMPROVEMENT	\$386.00
YOUTH PROGRAMS	\$457.62
BEAUTIFICATION	\$22.00
FORFEITURE	\$109.00
2010A GO BONDS	\$450.00
2010B REFUNDING BONDS-SEWER	\$450.00
PUBLIC IMPROVEMENT REVOLVING	\$240.00
PD EQUIPMENT FUND	\$555.20
TECHNOLOGY FUND	\$1,085.29
STREET FUND	\$656.50
PINECONE ROAD 2015 PROJECT	\$2,256.00
4TH/50TH CAPITAL PROJECT	\$17,373.62
COMMUNITY CENTER PROJECT	\$870,328.63
TOWN SQUARE/ANGEL OF HOPE	\$4,553.20
CR 1/LESAUK/HERITAGE	\$80.00
PINECONE ROAD 2017	\$7,831.00
TIF DISTRICT 5-2 (PHEASANT)	\$400.00
TIF DISTRICT 5-4 (REKER)	\$400.00
TIF DISTRICT 5-5 (BURL OAKS)	\$400.00
WATER FUND	\$13,062.35
SEWER FUND	\$281,698.30
STORMWATER FUND	\$3,864.00
	<hr/>
	\$1,306,406.58

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>04/10/2017</b>	Agenda Item No. <b>6D</b>
Agenda Section: <b>Consent</b>	Item: <b>Application for 3.2% On Sale Liquor License</b>	
<p><b>STAFF RECOMMENDATION:</b> Approval</p> <p><b>BOARD/COMMISSION/OTHER RECOMMENDATION:</b> None needed</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b> Attached is an application for an On-Sale 3.2% Liquor License for ProFields LLC. Location of sales will be the concession stand at Champion Field, 710 12<sup>th</sup> Street North during ball games only. The licensing period is April 15, 2017 to September 1, 2017 which will cover the ball season. Mr. Deyak has submitted all required applications, proof of workers compensation insurance, background check packets and the appropriate fees. The certificate of liquor liability insurance will be submitted prior to actual issuance of the license. Deputy Chief Struffert has completed the background check and found nothing that would prohibit him from obtaining this license.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None</p> <p><b>ATTACHMENTS:</b> MN DPS Certification of an On Sale Liquor License, 3.2% Liquor License, or Sunday Liquor License Form 9011-12/09, Workers Compensation Certificate of Compliance, Deputy Chief Struffert's memo.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the liquor license contingent on a certificate of liquor liability insurance being submitted. If item is removed from Consent, separate motion is requested approving the issuance of a 3.2% on sale liquor license for ProFields LLC.</p>		



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Sartell License Period From: April 15 To: September 1

Circle One: New License License Transfer \_\_\_\_\_ Suspension \_\_\_\_\_ Revocation \_\_\_\_\_ Cancel \_\_\_\_\_  
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale  
 Fee(s): On Sale License fee: \$ \_\_\_\_\_ Sunday License fee: \$ \_\_\_\_\_ 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: Pro Fields LLC (corporation, partnership, LLC, or Individual) DOB \_\_\_\_\_ Social Security # \_\_\_\_\_

Business Trade Name Pro Fields LLC Business Address 710 12<sup>th</sup> St N. City Sartell

Zip Code 56377 County Stearns Business Phone 320-247-8577 Home Phone 320-247-8577

Home Address 18 Fairfield Ln City St. Cloud Licensee's MN Tax ID # 4209174  
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 47-4865143  
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:  
Brian John Deyak [Redacted] [Redacted] 18 Fairfield Ln  
[Redacted] [Redacted] [Redacted] St. Cloud MN 5630

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Brian John Deyak</u>	<u>[Redacted]</u>	<u>[Redacted]</u>	<u>18 Fairfield Ln</u>
<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>
<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes  No ) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:  
 Workers Compensation Insurance Company Name: SFM Policy # 073512.802

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.  
 City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**

## Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

**PRINT IN INK or TYPE**

Minnesota Statutes §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes Chapter 176. If the required information is not provided or is falsely stated it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable) <b>073512.802</b>	Business telephone number <b>320-247-8577</b>	Alternate telephone number	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) <b>ProFields LLC Brian John Deyak</b>			
DBA ("doing business as" or "also known as" an assumed name), if applicable			
Business address (must be physical street address, no P.O. boxes) <b>18 Fairfield Ln</b>		City <b>St. Cloud</b>	State <b>MN</b>
		ZIP code <b>56303</b>	
County <b>Stearns</b>	Email address <b>brian@profieldsmn.com</b>		

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

**Number 1 – Workers' compensation insurance policy information**


Insurance company name (not the insurance agent) <b>SFM</b>		NAIC number
Policy number <b>073512.802</b>	Effective date <b>3/10/17</b>	Expiration date <b>3/10/18</b>

**Number 2 – Reason for exemption from workers' compensation insurance**

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, call (651) 284-5032 or 1-800-342-5354.

- I have no employees. (See Minnesota Statute § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minnesota Statute § 176.041 for a list of excluded employees.) Explain why your employees are not covered:
- \_\_\_\_\_
- \_\_\_\_\_

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name <b>Brian John Deyak</b>		
Applicant signature (required) 	Title <b>Owner</b>	Date <b>3-29-17</b>

NOTE: You must notify the authority issuing your license if there is any change to your workers' compensation insurance information or an employee status change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or audio.

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## ***SARTELL POLICE DEPARTMENT***

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**TO:** SARTELL CITY COUNCIL  
**FROM:** DEPUTY CHIEF DALE STRUFFERT  
**SUBJECT:** LIQUOR LICENSE BACKGROUND - NEW  
**DATE:** APRIL 4, 2017  
**CC:** MEMO FILE

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I have completed the background checks on Brian Deyak in regard to him acquiring a liquor license for the Champion Field. I found nothing that would prohibit him from obtaining a liquor license at this time.

Attached you will find Sartell Police Department RMS report 17902382 as well as a copy of his application, waver form and a copy of his credit report. Just a reminder that credit report is confidential, but you are allowed to view the information based off a wavier form that he has signed.

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration &amp; Engineering</b>	Meeting Date: <b>April 10, 2017</b>	Agenda Item No. <b>6e</b>
Agenda Section: <b>Consent</b>	Item: <b>MSA Advance</b>	
<p><b>RECOMMENDATION:</b> Approval of attached MSA Advance Resolution.</p> <p><b>BACKGROUND:</b> We try to maximize the amount of our advances on eligible MSA since these are interest free advances we can utilize toward qualifying MSA projects. The attached Resolution draws the maximum allowable advance at zero interest and the City's financial plans will use this advance toward your share of the County Road 1/LeSauk/Heritage project recently completed as well as the 4<sup>th</sup> Avenue South project to be completed this season.</p> <p><b>BUDGET/FISCAL IMPACT:</b> Advance draws from MSA save the City substantial money on interest.</p> <p><b>ATTACHMENTS:</b> Recommended Resolution.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the Resolution. If item is removed from Consent, separate motion is requested adopting attached Resolution.</p>		

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

WHEREAS, the Municipality of Sartell is planning to implement Municipal State Aid Street Project(s) in 2017 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date __03/20/17__		\$__(1,750,777.07)_____
Less estimated disbursements:		
Project # __SAP 220-117-004__	\$2,095,822.93 _____	
Project # _____	\$ _____	
Project # _____	\$ _____	
Project # _____	\$ _____	
Bond Principle (if any)	\$290,000 _____	
Project Finals (overruns-if any)	\$ _____	
Other _____	\$ _____	
Total Estimated Disbursements		\$1,805,822.93 _____
Advance Amount (amount in excess of acct balance)		\$1,805,822.93 _____

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Sartell in an amount up to \$1,805,822.93. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

I HEREBY CERTIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of Sartell, County of Stearns, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of Sartell, Minnesota on the 10th day of April, 2017, as disclosed by the records of said Municipality on file and of record in the office.

Municipality of Sartell

\_\_\_\_\_  
Municipal Clerk

# SARTELL

## CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>April 10, 2017</b>	Agenda Item No. <b>6f</b>
Agenda Section: <b>Consent</b>	Item: <b>Calling Public Hearing on Proposed Amendments to Planning Commission Requirements, Accessory Structures and Buildings, Honey-bees, Short-term rentals, Fee Schedule Ordinance</b>	

### RECOMMENDATION:

Call a public hearing for April 24, 2017 to obtain input on proposed ordinance amendments.

### BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

Planning Commission did not recommend changes to the planning commission requirements on April 3, 2017 (3/1/1). The reason for the recommendation to not amend was primarily due to the fact that they believed the commission member should reside in the City limits in order to discuss city zoning and planning issues.

Planning Commission voted in favor of the honey-bee amendments and original Accessory Structure amendments on May 2, 2016.

Planning Commission voted in favor of revised Accessory Structure amendments and Short-term rental amendments on April 3, 2017.

### BACKGROUND:

#### Planning Commission

Currently, our ordinance for the Planning Commission state a requirement to reside in the City to serve as a member of that commission. The Economic Development Commission expands that requirement by allowing the commission members to live in the City or within LeSauk/Sauk Rapids Township. State statute does not require that planning commissioners reside within city limits. As a result, city ordinance should specify any residency requirements for serving on the planning commission.

To have consistency in the residency requirements, staff is recommending amending the ordinance which allows all planning commission members to live in the City of Sartell, LeSauk Township or Sauk Rapids Township (within our orderly annexation areas). Who ultimately serves on the Commission is interviewed and appointed by the City Council.

#### Accessory Structure

The Accessory Structure amendments will:

- Add permit exemptions for small accessory buildings (under 80 sf do not need a permit)
- Allow detached garages in side yard
- Add limits on the size of accessory structures (detached and attached)

- Allow flexibility in type of materials

### **Honey Bee Amendments**

The **Honey Bee** amendments will:

- Allow residents to keep honey bees within Residential areas subject to the number of colonies indicated in the proposed amendments and subject to obtaining property owner signatures from all adjacent residents
- Each property that wishes to keep honey bees must register with the City and renew their permit each year

### **Short-term Rentals Amendments**

In February the Planning Commission discussed the possibility of allowing or prohibiting **Short-term rentals** within residential areas. You may recall the Council elected to have staff research this issue back in November. Staff has discussed short-term rentals with both the Planning Commission and Economic Development Commission who both recommended the City amend its ordinance and allow Short-term rentals within residential areas subject to licensee and/or permit registration and that each Short-term rental pay the applicable lodging tax. Staff has attached its research report that was presented to the Planning Commission. Short-term rentals will be handled administratively through a home occupation permit.

*If the Council approves the short-term rental and honey-bee amendments, we will also need amendments to the lodging tax and Fee Schedule. These amendments would require short-term rentals to pay the City's lodging tax and residents who wish to keep honey-bees would pay a registration fee and annual renewal fee.*

### **BUDGET/FISCAL IMPACT:**

Residents wishing to keep honey bees would be required to pay a \$40 registration fee and an \$25 annual renewal fee.

Short-term rentals would be required to pay the normal \$125 home occupation initial registration fee and \$80 renewal fee. Short-term rentals would also be required to pay the 3% lodging tax.

### **ATTACHMENTS:**

1. Drafted amendments for Planning Commission requirements
2. Drafted amendments for accessory structures
4. Drafted amendments for honey bees
5. Permit registration for honey bees
6. Draft Fee Schedule Amendment for honey bees
7. Drafted amendments for Short-term rentals
8. Draft Lodging Tax Ordinance update
9. Resolution Calling the public hearing

### **ACTION REQUESTED:**

Consent agenda approval calls the public hearings for April 24, 2017. If item is removed from Consent, separate motion is requested calling public hearings.

CHAPTER 1  
PLANNING COMMISSION

SECTION:

- 2-1- 1:       Established
- 2-1- 2:       Membership
- 2-1- 3:       Terms; Vacancies; Oath
- 2-1- 4:       Officers
- 2-1- 5:       Meetings
- 2-1- 6:       Expenditures
- 2-1- 7:       Powers and Duties
- 2-1- 8:       Zoning Ordinances; Public Hearings
- 2-1- 9:       Subdivision Plats; Review and Recommendation
- 2-1-10:       Final Determination

2-1-1: **ESTABLISHED:** The Commission shall be the City planning agency authorized by Minnesota Statutes section 462.354, subdivision 1. (1981 Code § 207.01; 1997 Code)

2-1-2: **MEMBERSHIP:** The Planning Commission shall consist of five (5) members appointed by the City Council. The members of the commission must be residents of the City of Sartell, LeSauk Township or Sauk Rapids Township. (1981 Code 207.02)

2-1-3: **TERMS; VACANCIES; OATH:**

- A.    Terms: Terms shall be three (3) year overlapping terms. Appointees shall hold their offices until their successors are appointed and qualified. (1981 Code § 207.02; 1997 Code)
- B.    Vacancies: Vacancies during the term shall be filled by the Council for the unexpired portion of the term.
- C.    Oath: Every appointed member shall, before entering upon the discharge of duties, take an oath that they will faithfully discharge the duties of their office. (1981 Code § 207.02)

2-1-4: **OFFICERS:**

- A.    Chairman: The Commission shall elect a chairperson from among its appointed members for a term of one year.
- B.    Vice Chair: The Commission shall elect a vice chairperson from its own membership.
- C.    Additional Officers: The Commission may create and fill such other offices as it may determine. (1981 Code § 207.03)

2-1-5: **MEETINGS:**

- A.    Frequency Of Meetings: The Commission shall hold meetings as necessitated.
- B.    Rules of Order and Procedure: The Commission shall adopt rules of order and procedure for the transaction of business, and its findings, which record shall be public record.
- C.    Annual Report: On or before April 1, of each year the Commission shall submit to the City Council a report of its work during the preceding calendar year. (1981 Code § 207.03; 1997 Code)

D.    **QUORUM:**

- a. A majority (a minimum of three members) of all the members of the Planning Commission who have been appointed shall constitute a quorum to transact official business.
- b. Where there is no quorum, the Chairperson, upon proper motion duly approved by the members present, shall then declare the meeting adjourned for lack of quorum.
- c. Land use applications which are unable to be reviewed by the Planning Commission within 30 days of the time of the application because of the lack of a quorum by the Planning Commission during a regular or special planning meeting, shall be immediately referred to the Sartell City Council with a recommendation by Staff in an effort to stay consistent with the timing requirements as required by Minnesota Statute, Section 15.99 "60-day rule".

**2-1-7: POWERS AND DUTIES:**

- A. **General Powers:** The Planning Commission shall have the powers and duties given planning agencies generally by law. The Commission shall also exercise the duties conferred upon it by this Code and by the Council. The Planning Commission has the responsibility to convene and the duty to provide a recommendation to the City Council on city matters in a diligent and efficient manner.
- B. **Comprehensive Plan:**
  - 1. **Preparation; Adoption:** After the Commission has prepared and the Council has adopted a Comprehensive Plan, the Commission shall periodically, but at least once every five (5) years, review in whole or part of the Comprehensive Plan, any ordinances and other policies the Council has adopted to implement the Plan.
  - 2. **Revision; Amendment:** After such review, it shall, to the extent it deems necessary, prepare proposed revisions to the Comprehensive Plan, or draft a proposed new Comprehensive Plan, and recommend it to the Council in accordance with law unless as determined by section 2-1-5D. Before recommending to the Council said plan or changes, the Commission shall hold a public hearing thereon with notice of the hearing to be published at least seven days in advance.
- C. **No change shall be made in the zoning plan, future street and public lands plan, or regulations governing the platting and rezoning of land after such plans or regulations have been adopted by the Council, nor shall requests for variances from the zoning plan be granted, until the proposed change has been referred to the Planning Commission for report thereon and a recommendation has been submitted with the Council; and no ordinance or resolution establishing any of such plans or specifications shall be adopted nor any variance granted by the Council until such ordinance or resolution or variance request has been referred to the Planning Commission for a report thereon and an attested copy of such report has been filed with the Council.**

**2-1-8: ZONING ORDINANCES; PUBLIC HEARINGS:** No zoning, ordinances or amendment shall be adopted by the Council until a public hearing has been held thereon by the Council upon notice as provided in Minnesota Statutes section 462.357, subdivision 3. (1981 Code § 207.05)

**2-1-9: SUBDIVISION PLATS; REVIEW AND RECOMMENDATION:** Any subdivision plat submitted to the Council for approval shall, prior to final approval, be referred to the Planning Commission for review and recommendation unless as determined by section 2-1-5-D.

**2-1-10: FINAL DETERMINATION:** The City Council has the final say on all City of Sartell matters of the Planning Commission. (1981 Code§ 207.03)

CHAPTER 2

# PROPOSED CHANGES IN RED UNDERLINE

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## 10-8-11: ACCESSORY BUILDINGS AND STRUCTURES IN RESIDENTIAL DISTRICTS:

- A. Location: Accessory buildings and structures, except porches and decks, shall be located in the rear yard. Detached garages may be allowed in the side yard as long as they conform with setback regulations and other requirements set forth in this title.
- B. Height: Accessory buildings shall not exceed the height of the principle structure or twenty feet (20') in height whichever is less. The maximum height may be extended to twenty-five feet (25') where if the roof pitch matches the primary roof pitch of the principle structure.
- C. Setbacks: Detached accessory buildings and structures shall conform with all the setback regulations as set forth in this Title.
- Detached accessory buildings and structures greater than 120 SF must be setback a minimum of ten feet (10') from the rear and side yard lot lines.
  - Detached accessory buildings and structures constructed on corner lots shall have a side yard setback of fifteen feet (15') on the intersecting street.
  - Detached accessory buildings and structures of 120 SF or less must be setback a minimum of six feet (6') from the rear and side lot lines.
  - Detached accessory buildings and structures must be anchored.
  - Accessory buildings and structures shall not be located over any easement.
- D. Size Detached Accessory Buildings: The total square footage of each detached accessory building shall not exceed the square footage of the principle structure in floor area or 2,000 square feet whichever is less. The total lot coverage must not exceed the amount of lot coverage allowed per zoning district as outlined in this title.
- E. Size Attached Garages: The total square footage of attached garages may not exceed 2,000 square feet in floor area.
- F. Accessory buildings and structures require a permit issued by the City. Accessory buildings 80 SF or less are exempt from permit requirements but must still be anchored and meet setback requirements set forth in this title.
- G. Exterior: All accessory buildings shall have the same similar exterior material as, and be homogenous in design, to the principal structure. Metal roofs are allowed provided the roof color matches the roof color of the principle structure and the metal roof has no exposed fasteners.
- H. Number Of Buildings: No lot may have more than two (2) detached accessory buildings.

## Definitions to be added:

Apiary: any place or location where one or more colonies of honey bees are kept.

Beekeeper: a person who owns or has charge of one or more colonies of bees.

Colony: an aggregate of honey bees consisting principally of workers, one queen and at times drones, brood, combs, and honey.

Flyway barrier: a barrier that raises the flight path of bees as they come and go from a hive.

Hive: the receptacle inhabited by a colony that is manufactured for that purpose.

Honey Bee: all life stages of the common domestic honey bee, *apis mellifera* species. This definition does not include wasps, hornets, African subspecies or Africanized hybrids.

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# AMENDMENTS SHOWN IN RED UNDERLINE

## 5-2-1 Definitions

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

## 5-2-4 KEEPING OR HARBORING PROHIBITED

- A. No person shall own, care for, have custody or control of, within the City limits, any non-domestic animal as defined in this Chapter.
1. *Exceptions.* An exception may be made to this prohibition for the following:
    - a. *Non-domestic animals within the City's Agricultural Zoning District as specifically provided within the City's Zoning Ordinance.*
    - b. Honey bees within the City's Agricultural, Rural Residential, R-1 Single Family, and R-5 Planned Unit Development Residential districts as outlined in Title 10-8-22 of the City's Zoning Ordinance

## Chapter 5

### Residential Districts

#### Article A. AG Agriculture District

#### 10-5A-4: PERMITTED ACCESSORY USES:

- A. Accessory structures.
- B. Operation and storage of vehicles, equipment, and machinery that is incidental to an allowed principal or conditional use permit.
- C. Solar and Wind energy systems.
- D. Fenced runs, pens and similar intensively used facilities for animal raising and care provided they are not located within three hundred feet (300') of a neighboring property.
- E. Home Occupations,
- F. Living quarters for up to 6 persons employed on the premise.
- G. Fish ponds for private use to not exceed 5 acres.
- H. Signs
- I. Gardening
- J. Honey bee hives as regulated in Section 10-8-22 of this Title.

## Chapter 5

**Residential Districts**  
**Article B. RR Rural Residential District**

10-5B-5: PERMITTED ACCESSORY USES: As Allowed in Table 2: Residential Use Matrix.

- A. Private garage for parking space.
- B. Repair garage (for the repair of machinery used on the premises only.)
- C. Living quarters of the persons directly connected with the operation of the farm.
- D. Signs as regulated elsewhere in this Title for residential districts.
- E. Home occupations as regulated within this Title.
- F. "Accessory apartments" as defined and regulated in this Title.
- G. Dog kennels with two or fewer dogs, must be in side or rear yard.
- H. Fishponds and fishing for privately owned fish stocked and raised on the premises, providing said ponds are: landscaped; do not exceed five (5) acres in size and do not exceed (10) feet in depth.
- I. Gardening or other horticultural uses where no sale of products is conducted on the premises.
- J. Gazebos.
- K. Off street parking and loading subject to the standards contained within Section 10.10 of this Ordinance.
- L. Personal antennas, satellite dish antennas and towers.
- M. Playhouses not exceeding 220 square feet in gross area.
- N. Private swimming pools, as provided for in Section 10.8 of this Title.
- O. Private sports courts provided they have ten foot rear and ten foot side yard setbacks.
- P. Temporary facilities for construction purposes for a period not to exceed construction or nine months (whichever is shorter).
- Q. Detached accessory structures as provided for in Section 10.8 of this Title.
- R. **Honey bee hives as regulated in Section 10-8-22 of this Title.**

**Chapter 5**  
**Residential Districts**  
**Article C. R-1 Single-Family Residence District**

10-5C-5: PERMITTED ACCESSORY USES: As Allowed in Table 2: Residential Use Matrix.

- A. Private detached garages and parking pads provided they comply with setback requirements and building material requirements.
- B. Private sports courts, provided they have ten foot (10') rear and ten foot (10) side yard setbacks.
- C. Home occupations as regulated by this Title.
- D. Signs as regulated by this Title.
- E. Temporary buildings for construction purposes, for a period not to exceed construction or nine months whichever is less.
- F. Gardening or other horticultural uses in compliance with 10-5C-4:A.
- G. Keeping of not more than a total of two (2) boarders or roomers by a resident family.
- H. Separate living quarters for domestic servants employed on the premises; provided, that said premises contain a minimum areas equal to two (2) minimum sized lots in the District.
- I. Detached accessory buildings provided they comply with setback and building material requirements. Hoop/Tubular frame buildings and sheet metal siding shall not be permitted.
- J. Personal antennas and satellite dish antennas and towers.

- K. Private swimming pools in compliance with 10.8 of this Title.
- L. Dog kennels with two (2) or fewer dogs, must be in rear yard (not to exceed 100 square feet) must be located no further than 15 feet from the principle structure and no closer than 10 feet from any adjoining property line.
- M. Gazebos (not to exceed 220 square feet, inside area).
- N. Playhouses, not exceeding 220 square feet in gross area.
- O. "Accessory apartments" as defined and regulated by this Title and under the permit procedures in Section 10-8-12 of this Title.
- P. Off street parking/loading subject to Section 10.10 of this Title.
- Q. **Honey bee hives as regulated in Section 10-8-22 of this Title.**

## CHAPTER 8

### GENERAL REQUIREMENTS

#### SECTION:

- 10-8-1: Regulations
- 10-8-2: Approval Of Governing Body
- 10-8-3: Public Hearings; Fees
- 10-8-4: Setback Exemptions
- 10-8-5: Height Exemptions
- 10-8-6: Corner Lots; Setback Provisions
- 10-8-7: Obstruction Of View
- 10-8-8: Removal Of Topsoil
- 10-8-9: Protected Water Alterations
- 10-8-10: Dwelling Unit Restrictions
- 10-8-11: Fences
- 10-8-12: Accessory Buildings and Structures In Residential Districts
- 10-8-13: Accessory Apartments
- 10-8-14: Private Swimming Pools
- 10-8-15: Conformance With Municipal Thoroughfare Plan
- 10-8-16: Land Subject To Flooding
- 10-8-17: Building Line Established By Development
- 10-8-18: Home Occupations
- 10-8-19: Antennas, Satellite Dish Antennas And Towers
- 10-8-20: Windmills
- 10-8-21: Building Relocation
- 10-8-22: Honey Bees**

#### **10-8-22 Honey Bees**

**Honey Bees may be kept within those areas zoned as AG Agricultural, RR Rural Residential, R-1 Single Family residential, and R-5 Planned Unit Development (PUD)**

Residential provided the following provisions are met and the apiary site does not violate any of the City's Nuisance ordinances as provided in Title 4, Chapter 6 of the City code:

A. General Requirements

1. Each beekeeper shall ensure a convenient source of water is available within twenty-five (25') feet of the Hive. The water source must be kept on the same lot where the apiary site is located. The water source shall be kept clean and fresh water supplied at least once every seven (7) days.
2. Each beekeeper shall paint the outside of the hives to prevent peeling or flaking.
3. Hives should be setback a minimum of ten (10') feet from any property line and are only permitted in the rear yard. If the beekeeper wishes to place the hive closer than twenty-five (25') feet from the property line than the beekeeper must install a flyway barrier that is at least six (6') feet in height. The flyway barrier must meet the following requirements:
  - a. The flyway barrier must consist of a wall, fence, or dense vegetation that requires honey bees to fly over, rather than through, the barrier.
  - b. If a dense vegetation flyway barrier is used, the initial planting may be a minimum of four feet in height, but the vegetation must reach a height of at least six (6') feet within two years after installation.
  - c. If a wall or fence flyway barrier is used, the materials must be decay resistant, and maintained in good condition. Proposed fences shall meet the requirements provided in 10-8-11 of this title.
  - d. The flyway barrier must continue parallel to the lot line of the apiary site for at least ten (10') feet in both directions from the hive or must contain the hive or hives in an enclosure at least six (6') in height.
  - e. A flyway barrier is not required if the hive is located on a rooftop or if the adjacent property is zoned as Agricultural.
4. A conspicuous sign identifying the site as housing Honey Bees shall be posted at entrance and exit points of all Hive enclosures. Sign must be the same in design to other apiary sites located in the city and shall not exceed four (4) square feet in area size. The sign must be approved by the city prior to installation. The sign shall consist of a yellow background with black bolded letters. The language on the sign shall read: CAUTION NO TRESPASSING HONEYBEE'S KEPT ON THE PREMISES
5. Honey must not be sold from any residential property unless a home occupation permit has been obtained and required conditions met.

B. Density

1. No person is permitted to keep more than the following numbers of hives on any lot within the City, based upon the size or configuration of the apiary lot:

a. <u>One half acre or smaller lot</u>	<u>2 hives</u>
b. <u>Larger than ½ acre but smaller than ¾ acre</u>	<u>4 hives</u>
c. <u>Larger than ¾ acre but smaller than 1 acre</u>	<u>6 hives</u>
d. <u>One acre but smaller than 5 acres</u>	<u>8 hives</u>
e. <u>Larger than 5 acres</u>	<u>No restriction</u>

**C. Permit requirements.**

**1. Permit required. No honey bee hive shall be established within the City of Sartell without a Permit. The application for a permit must be made and filed on a form furnished by the City. The application shall include:**

**(a) Name, address and phone number of the property owner where apiary site will be located.**

**(b) Address or property identification number for the location of the apiary.**

**(c) Site plan depicting location of hives; water source; flyaway barrier; and signs in relation to existing buildings on the property.**

**(d) Signatures of adjacent property owners agreeing to the establishment of the honey bee apiary.**

**(e) Application fee.**

**(f) Exemption. Apiary sites which are larger than 5 acres in size or which are zoned AG (Agricultural) or RR (Rural Residential) are exempt from the permit requirements.**

**2. Preliminary inspection. No permit shall be issued before the City conducts a preliminary inspection of the property where the apiary is proposed to be located to determine compliance with this section. The initial inspection shall be done prior to bringing any honey-bees to the apiary site.**

**3. Annual permit. The applicant shall renew the permit on or before the 31st day of December in each year. All permits will expire on the 31st day of December of the calendar year following its issuance and must be renewed prior to the expiration.**

**D. Permit Suspension, Revocation, Denial and Non-Renewal. The City may revoke, deny or decline to renew any permit issued under this section upon any of the following grounds:**

**(a) false statements on any application or other information or report required by this Section to be given by the applicant.**

**(b) failure to pay any application, penalty, reinspection or reinstatement fee required by this Section and City Council resolution.**

**(c) failure to correct deficiencies noted in notices of violation in the time specified in the notice.**

**(d) failure to allow an authorized inspection.**

**(e) any other violation of this Chapter.**



**HONEY BEE  
PERMIT APPLICATION**



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

**This registration applies to anyone within Sartell city limits that wishes to keep honey bee hives within residential areas (R-1 or R-5 Zoning designation). For those sites larger than five (5) acres or zoned as Agricultural or Rural Residential a permit is not required.**

The following **must be included** as part of this initial registration application:

- Site plan depicting the following:
  - Proposed Location and type of water source
  - Proposed Location, size, and type of flyaway barrier being proposed
  - Proposed location of honey bee hives including the number of hives and setbacks from all property lines
  - Proposed location of honey bee sign
  - Location of existing house and ALL other property features (fence, shed, etc.)
- Signatures from all of the adjacent property owners. If the city does not receive all necessary signatures the registration will not be approved.

DATE RECEIVED \_\_\_\_\_ REGISTRATION # \_\_\_\_\_

**FEE - \$40.00 (paid at time of approval. Check or cash accepted)**  
**\*RENEWAL FEE: \$25**

=====

OWNER/APPLICANT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER \_\_\_\_\_

**Size of lot:** Indicate the size of the lot in acres  
\_\_\_\_\_

**Hives:** Indicate the number of hives  
\_\_\_\_\_

**Water Source:** Indicate the type of water source  
\_\_\_\_\_

**Honey Bee sign:** Indicate the number and location of proposed sign. Also include a mock-up of the sign.  
\_\_\_\_\_

**PROCEDURE**

1. Zoning Administrator reviews your application. Please allow 1-2 business days for permit review.
2. Zoning Administrator calls you to let you know if your permit has been approved.
3. If approved you must come to City Hall to pick up and pay for your permit.
4. Once the permit is paid for you can set-up the apiary site as depicted in your approved site plan and call for the initial site inspection. The initial site inspection must be completed prior to bringing any honey bees to your apiary site.
5. If the apiary site is set-up according to the approved site plan the inspector will *pass* the inspection. If the site is not set-up correctly the inspector may require a *re-inspection*.
6. **After passing the required inspection the applicant is allowed to bring the honey-bees to the property.**

**\*\*\*NO HONEY-BEES CAN BE BROUGHT TO THE APIARY SITE UNTIL AN SITE INSPECTION IS COMPLETED AND THE INSPECTOR SIGNS OFF\*\*\***

**\*\*\*YOU WILL BE CONTACTED BY THE CITY IF ANY ALLEGED VIOLATIONS OF CITY ORDINANCES ARE OCCURING.\*\*\***

**\*\*\*THE CITY RESERVES THE RIGHT TO INSPECT YOUR PROPERTY UNTIL SUCH TIME YOU WISH TO NO LONGER KEEP HONEY-BEE HIVES.\*\*\***

**\*\*\*IF YOU WISH TO NO LONGER KEEP HONEY-BEE HIVES THE CITY REQUESTS THAT YOU PROVIDE A NOTIFICATION OF YOUR REGISTRATION TERMINATION.\*\*\***

This application must be signed by the owner or applicant (if different from owner).

I, the undersigned, have read and understand the above and agree that everything I have included in this application is correct and true to the best of my knowledge.

Signature of Owner/Applicant	Date
Signature of Neighbor	Address
Signature of Neighbor	Date
Signature of Neighbor	Address
Signature of Neighbor	Date
Signature of Neighbor	Address
Signature of Neighbor	Date

**NOTICE:**

**Please attach additional sheets as necessary.**

**OFFICE USE ONLY**

Inspection Date \_\_\_\_\_  Passed  Failed

Fee Paid \_\_\_\_\_ Inspection notes:

Approved  Denied

By the Zoning Administrator \_\_\_\_\_ on \_\_\_\_\_

Signature Date

On the following conditions(s) \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING THE CITY'S FEE SCHEDULE ORDINANCE**

The City Council of the City of Sartell ordains:

**Section 1.** That the City's Fee Schedule Ordinance is hereby amended to add the following fees:

**Animals:**

Honey Bees – registration fee	\$40
Honey Bees – annual renewal fee	\$25

**Section 2.** This ordinance shall be effective immediately upon its passage and publication.

**ADOPTED THIS 24<sup>th</sup> DAY OF APRIL, 2017 BY THE CITY COUNCIL OF THE CITY OF SARTELL.**

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY ADMINISTRATOR

## Definitions to add:

Short-term rental: a single family owner occupied property used as a place to host transient users for lodging purposes for a period of 30 days or less. Use must operate as normally found in single family residential character and obey all applicable Ordinances.

Transient user: a temporary guest who exercises occupancy at a lodging establishment for a period of 30 days or less.

Owner occupied: a dwelling unit that is occupied by the owner as their primary residence. Owner means any person who, alone or jointly and severally with others, has legal title to the dwelling, with actual possession thereof.

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## Zoning Ordinance

### CHAPTER 5

#### RESIDENTIAL DISTRICTS

##### ARTICLE C. R-1 SINGLE-FAMILY RESIDENCE DISTRICT

###### SECTION:

10-5C-1:	Intent
10-5C-2:	Permitted Uses
10-5C-3:	Conditional Uses
10-5C-4:	Interim Uses
10-5C-5:	Permitted Accessory Uses
10-5C-6:	Lot, Yard, Area and Height Requirements
10-5C-7:	General Building and Performance Standards

10-5C-1: INTENT: The R-1 Residential District provides space for low-density residential living with full provision of necessary urban service facilities. Existing agricultural uses are allowed to continue, within regulations, on land not yet needed for residential development, but other nonresidential uses are limited to the minimum necessary for residential convenience and welfare. This district is suitable for areas guided to very low and/or low density residential development in the Comprehensive Plan.

10-5C-2: PERMITTED USES: As Allowed in Table 2: Residential Use Matrix.

- A. Single-family Detached dwellings including owner occupied units used for Short-term rentals as regulated in 10-8-18 and 10-8-23 of this title
- B. Parks, Athletic Facilities and playgrounds.

- C. Public and private preschool, elementary/secondary schools provided no building shall be located within fifty feet (50') of any lot line of an abutting lot in a Residential use district. Any fence erected around a play area shall not be less than twenty feet (20') from the property line of the abutting lot in a residential use district. A preschool shall be defined as pre-kindergarten education.
- D. Religious institutions, including churches, synagogues, chapels and temples including those related structures located on the same site which are an integral part of the church proper, convents or homes for persons related to a religious function on the same site provided no buildings shall be located with fifty feet (50') of any lot line of an abutting lot in a residential use district.
- E. Community Centers, municipal buildings and structures, excluding storage of maintenance equipment and trucks over on and one-half (1 ½ ) tons, stockpiling of aggregate and open storage of material, but including firefighting apparatus, provided these shall not be located within fifty feet (50') of any lot line of an abutting lot in a residential use district.
- F. State licensed residential facility or a housing with services establishment registered under chapter 144D serving six or fewer persons; licensed day care facility serving twelve (12) or fewer persons; group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve fourteen (14) or fewer children, except that residential facilities whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall not be permitted. General, parking, signage, landscaping/screening standards within Title 10.8, 10.10 and 10.11 and 10.12 are applicable.
- G. Residential Planned Unit Development per Section 5H of this Title.

**10-5C-4 INTERIM USES: Subject to the issuance of an interim use permit.**

- A. Temporary, seasonal outdoor sale of produce and goods provided the site is adjacent to an arterial or collector street and the site must be at least twenty (20) acres in size.

**GENERAL REQUIREMENTS**

**SECTION:**

- 10-8-1: Regulations
- 10-8-2: Approval Of Governing Body
- 10-8-3: Public Hearings; Fees
- 10-8-4: Setback Exemptions
- 10-8-5: Height Exemptions
- 10-8-6: Corner Lots; Setback Provisions
- 10-8-7: Obstruction Of View
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- 10-8-9: Protected Water Alterations
- 10-8-10: Dwelling Unit Restrictions
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- 10-8-14: Private Swimming Pools
- 10-8-15: Conformance With Municipal Thoroughfare Plan
- 10-8-16: Land Subject To Flooding
- 10-8-17: Building Line Established By Development

- 10-8-18: Home Occupations
- 10-8-19: Antennas, Satellite Dish Antennas And Towers
- 10-8-20: Windmills
- 10-8-21: Building Relocation
- 10-8-22: Honey-bee (reserved)
- 10-8-23: Short-term rentals

10-8-23 SHORT-TERM RENTALS

A. Fees and Charges: Short-term rentals shall obtain a home occupation permit and be subject to the Home Occupaton requirements outlined in 10-8-18 of this title. Short-term rentals shall pay the City's lodging tax as determined by the City Council. Short-term rentals are subject to any additional County and State license, fees, and registration.

B. Inspections: Short-term rentals are subject to an initial inspection. Subsequent inspections may be requested by the City to verify any potential violations.

C. Location: Short-term rentals are allowed as a permitted use in R-1 Single-Family Residential and R-5 Planned Unit Development Zoning districts.

D. General requirements: The short-term rental unit must be owner occupied.

E. Signage: A clearly visible sign not exceeding 4 square feet must be posted on the exterior of the home near the main entrance. The sign must indicate the use of the property as a short-term rental, property owner's name and contact information. The contact information must be updated as it changes and contact information shall be provided to all transient users of the property.

F. Penalties. If the short-term rental receives more than three (3) violations in a six (6) month time period the short-term rentals home occupation permit may be suspended for thirty (30) calendar days. Any additional violations above three (3) within one calendar year (365 days) will lead to the permit being revoked.

10-8-18: HOME OCCUPATIONS: Home occupations shall be permitted as authorized by State law and other ordinances of the Municipality, it being the intention that such are exempt from the application of this Title.

- A. Purpose: The purpose of this Section is to regulate home occupations through specific standards and procedures so that they may be conducted in residential areas without jeopardizing the health, safety and welfare of the surrounding neighborhood.
- B. Performance Standards: Permitted home occupations must conform to the following performance standards:
  1. They shall not be conducted in any building on the premises other than the building which is used by the occupant as the private dwelling (including garage); not more than twenty percent (20%) of buildings on the lot or the total floor space may be used for such purpose; short-term rentals may be allowed to utilize the entire private dwelling
  2. No person not residing on the premises shall be employed in the performance of such occupation;
  3. This use shall not include exterior display or signs except as are permitted by the sign regulations for a residence district;

4. This use shall be no exterior storage of equipment or materials used in permitted home occupations;
  5. No structural alterations or enlargements shall be made for the sole or primary purpose of conducting the home occupation;
  6. No traffic shall be generated by such home occupations in greater volumes than would be normally found in a similar residential neighborhood;
  7. Any needed parking generated by the conduct of such home occupations shall be met off the street on a dust free surface, and other than in a required front yard;
  8. There shall be no detrimental effect on the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion or any other annoyance from the home occupation detectable to the normal senses off the lot or premises;
  9. Any waste disposed of in the sewer system shall not create or cause a greater volume than that which is normally generated by a similar residential dwelling in the district.
- C. Permitted Home Occupations Without Permit: The following are home occupations not requiring a permit from the Zoning Administrator that must still conform to the performance standards:
1. Dressmaker, seamstress, tailor;
  2. Artists, sculptors, authors, composers;
  3. Home crafts such as model-making, rug weaving, lapidary work;
  4. Photo developing or processing;
  5. Music, art or dancing teachers with no more than one pupil at a time;
  6. Secretarial services;
  7. Office facilities of ministers, rabbis, priests or members of religious orders;
  8. Office facilities of salespersons, sales representatives or manufacturer's representatives who utilize phone, mail or off premises customer contacts;
  9. Other uses deemed similar to the above by the Zoning Administrator.
- D. Home Occupations Requiring Permit: The following are permitted home occupations which, because of greater potential for conflict with surrounding residential neighborhoods, are required annually to obtain a permit from the Zoning Administrator showing conformity with the performance standards. The applicant shall pay a fee as set by the City Council. As a condition of granting the permit the Zoning Administrator may require an inspection of the premises. Upon denial of a permit, the applicant may appeal to the City Council.
1. Office facilities of physicians, dentists or other licensed medical practitioners;
  2. Office facilities of lawyers, architects, engineers, realtors, insurance agents, brokers, contractors and members of similar professions who receive clients on premises;
  3. Printing shops;

4. Barber or beauty shops;
  5. Upholstering;
  6. Carpentry work;
  7. Repair or non-motorized bicycles, small electrical appliances, typewriters, cameras or other similar small items;
  8. Owner occupied short-term rentals as regulated under 10-8-23 of this title;
  9. Other uses deemed similar to the above by the Zoning Administrator.
- E. Prohibited Home Occupations: Permitted home occupations shall not include any of the following:
1. The operation of any wholesale or retail business unless it is entirely conducted by mail or phone and does not include the sale, shipment or delivery of merchandise on the premises;
  2. Any manufacturing business;
  3. Any schools, excluding nursery schools, with organized classes of more than one pupil at a time;
  4. Repair of internal combustion engines, body shops, machine shops, welding or other services that require equipment other than that normally found in dwellings;
  5. Animal hospital or pet shops;
  6. Clinics, hospitals or mortuaries;
  7. Renting or painting of vehicles, trailers or boats.

## ORDINANCE NO.

### ORDINANCE AMENDING TITLE 3 OF THE CODE OF ORDINANCES RELATING TO LODGING TAX

1. Chapter 15 of Title 3 is hereby added to read as follows:

*3-15-1: Definitions*

- (A) "Lodger" - the person obtaining lodging from an operator
- (B) "Lodging" - the furnishing of accommodation for a fee by a retreat center, vacation home, owner occupied short term rental, hotel, motel, or rooming house, except where the accommodation shall be for a continuous period of 30 days or more to the same lodger(s).
- (C) "Operator" - a person who provides lodging to others or any officer, agent or employee of such person.

*3-15-2: Local lodging tax imposed and continued.*

- (A) The Council hereby imposes and continues a lodging tax of 3% on the gross receipts of the charges by an Operator for providing Lodging to any person.

*3-15-3: Report and payment of tax.*

- (A) Each Operator shall collect the tax imposed by this Chapter at the time the Lodging rent or charge is paid. The tax collections shall be deemed to be held in trust by the Operator for the City. The amount of tax shall be separately stated from the rent charged for the lodging.
- (B) Any Operator subject to the lodging tax imposed hereby shall report the gross receipts hereinbefore referred to the City within 15 days of the end of the month when collected and said report shall be accompanied by payment in full.
- (C) If the report and payment of the tax is not made within 15 days as herein provided, an automatic fine of \$100 is hereby imposed in addition to the tax and which is to be paid when the tax is paid.

*3-15-4: Records preserved for inspection.*

- (A) Complete records of all such gross receipts, collections, and remittances shall be preserved for a period of 1 year and shall during said year be open to inspection and audit by the City.

*3-15-5: Collection authorized.*

- (A) In addition to any other penalty, the City may collect by legal action, any delinquent tax, plus 6% interest thereon and the cost of collection, including reasonable attorney's fees.

*3-15-6: Disposition of proceeds.*

- (A) At least ninety-five percent of the gross proceeds from the tax imposed hereby shall be used by the City for the purpose of the advancement of the City of Sartell as a

tourist destination or convention center and up to 5% may be used for the administration of this section.

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

Adopted by the City Council of Sartell on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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

**CITY OF SARTELL  
PUBLIC HEARING ON  
CITY CODES REGARDING  
PLANNING COMMISSION, ACCESSORY STRUCTURES, SHORT TERM  
RENTALS, AND HONEY BEES  
FEE SCHEDULE ORDINANCE**

**NOTICE IS HEREBY GIVEN:** That the City of Sartell will be holding a public hearing on Monday, April 24, 2017, at 6:00 P.M., or as soon thereafter as the matter may be heard, at the Sartell City Hall, for the purpose of updating the City Code of Ordinances regarding planning commission requirements, accessory structures, short term rentals, and honey bees along with related fee schedule ordinance amendments. Copies of the proposed ordinances are available for review at the city clerk's office or on the City website at [www.sartellmn.com](http://www.sartellmn.com).

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

Mary Degiovanni  
City Administrator

Publish: April 14, 2017

RESOLUTION NO \_\_\_\_\_

**RESOLUTION SETTING PUBLIC HEARING ON ORDINANCE AMENDMENTS FOR PLANNING COMMISSION REQUIREMENTS, ACCESSORY STRUCTURES, HONEY-BEES, SHORT-TERM RENTALS AND FEE SCHEDULE**

**WHEREAS**, the City is proposing amendments to sections: 2-1-2, 10-8-11, 10-8-18, 10-8-22, 10-8-23, of the City's Zoning Ordinance and section 5-2-1 of the City's Police Regulations, amendments to the fee schedule relating to honey bee registration and renewal fees.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA:** That as required by the Sartell City Code, the Council will consider approving the proposed amendments after a public hearing has been held. Such hearing will be held on Monday, April 24, 6:00 P.M. or as soon thereafter as the matter may be heard.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 10<sup>TH</sup> DAY OF APRIL 2017.**

\_\_\_\_\_  
Mayor

ATTEST:

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

SEAL

# CSARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>April 10, 2017</b>	Agenda Item No. <b>8a</b>
Agenda Section: <b>Old Business</b>	Item: <b>Daybreak Lighting – Resolution Calling Hearing</b>	
<p><b>STAFF RECOMMENDATION:</b> Staff recommends approval of the attached resolution.</p> <p><b>BACKGROUND:</b> Daybreak is the former Sandstone Village development, the majority of which went through the forfeiture process and resulted in streets without City lighting. At your March 13<sup>th</sup> meeting, the Council ordered a feasibility report on adding street lights to the development. The report is attached and staff recommends acceptance of the report and calling a public hearing as your next step.</p> <p><b>BUDGET/FISCAL IMPACT:</b> This resolution has no direct budget or fiscal impacts, and any City share of lighting costs will be a final determination yet to be made by Council. Feasibility report recommends City cover cost of one of the lights and that cost would come from your street fund with no general fund budget impacts.</p> <p><b>ATTACHMENTS:</b> Resolution receiving feasibility and calling public hearing.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to adopt Resolution as presented.</p>		

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

**RESOLUTION NO. \_\_\_\_\_**  
**RECEIVING PRELIMINARY REPORT**  
**AND CALLING PUBLIC HEARING ON**  
**DAYBREAK LIGHTING IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council, a report has been prepared by City staff with reference to the Daybreak lighting improvement project and this report was received by the Council on April 10, 2017; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible.

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

1. The Council will consider such improvements in accordance with the report and the assessment of benefiting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$51,500.
2. A public hearing will be held on such proposed improvements on the 8<sup>th</sup> day of May, 2017, in the Council Chambers of the City Hall at 6:00 PM or as soon thereafter as possible, and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 10<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator-Clerk

**DAYBREAK STREET LIGHTING PROJECT  
FEASIBILITY REPORT  
FOR THE  
CITY OF SARTELL, MINNESOTA**

**April 10, 2017**

**Prepared By:  
Sartell City Staff**

**SUMMARY**

The Daybreak Street Lighting Project includes the addition of City standard street lights within the Daybreak development. The project is planned for completion in the summer of 2017.

The addition of street lights was suggested by a number of Daybreak residents, and a meeting among residents indicated favorability toward the required assessed costs for such an improvement. Upon Council's acceptance of the feasibility report, a public hearing will be held to allow for input on the project, including potential special assessments.

The street light improvements will be consistent with City standards as to light standards used and spacing of placement. The total estimated project cost for the lights is \$51,500. The project is proposed to be funded through a combination of municipal funds, developer contribution, and special assessments to benefitting property owners.

The proposed project presented in this report is both cost effective and feasible from an engineering standpoint. The estimated project costs are presented to assist the City in deciding the feasibility of the project from a monetary standpoint. The improvements are necessary to provide street lights in this residential subdivision. Based on information presented in this report, we make the following recommendations:

***Construct lighting improvements as recommended herein.***

**INTRODUCTION**

On March 13, 2017 the Sartell City Council authorized the preparation of a feasibility report for the Daybreak Street Lighting Project.

**EXISTING CONDITIONS**

There currently are no street lights within the development, and new wiring needs to be included in the project scope to allow for City-owned, metered street lights.

**PROPOSED IMPROVEMENTS**

The project will consist of installing 7 lights to City standard within the Daybreak development. A map of proposed street light locations is attached.

**ESTIMATED PROJECT COST**

The total project cost is estimated to be \$51,500. The cost is based upon the contractor’s estimate attached and has no additions for contingency or administration.

**FUNDING**

Funding for the Daybreak Street Lighting Project is proposed to come from a combination of City funds, developer contribution, and special assessments to benefitting property owners. The assessments for this project are calculated in accordance with the City’s assessment policy. The improvements proposed with this project are new and therefore 100 percent of the cost of improvement are proposed to be assessed to the benefitting properties, less amounts agreed upon by City and Developer as outlined below. A preliminary assessment roll is included in this report.

<b>Daybreak Street Lighting Proposed Funding</b>	
<b>Funding Source</b>	<b>Total</b>
City fund (for street light on 19 <sup>th</sup> Ave. S.)	\$7,357
Developer Contribution	\$7,357
Special Assessments	\$36,786
<b>TOTAL FUNDING</b>	<b>\$51,500</b>

**PROJECT SCHEDULE**

The proposed project schedule for the Daybreak Street Lighting project is as follows:

- Accept Feasibility and Order Public Hearing .....April 10, 2017
- Public Hearing .....May 8, 2017
- Authorization to Prepare Plans and Specifications.....May 8, 2017
- Assessment Hearing & Adopt Assessment Roll.....June 12, 2017
- Accept the Plans and Specifications & Award Quotes.....June 12, 2017

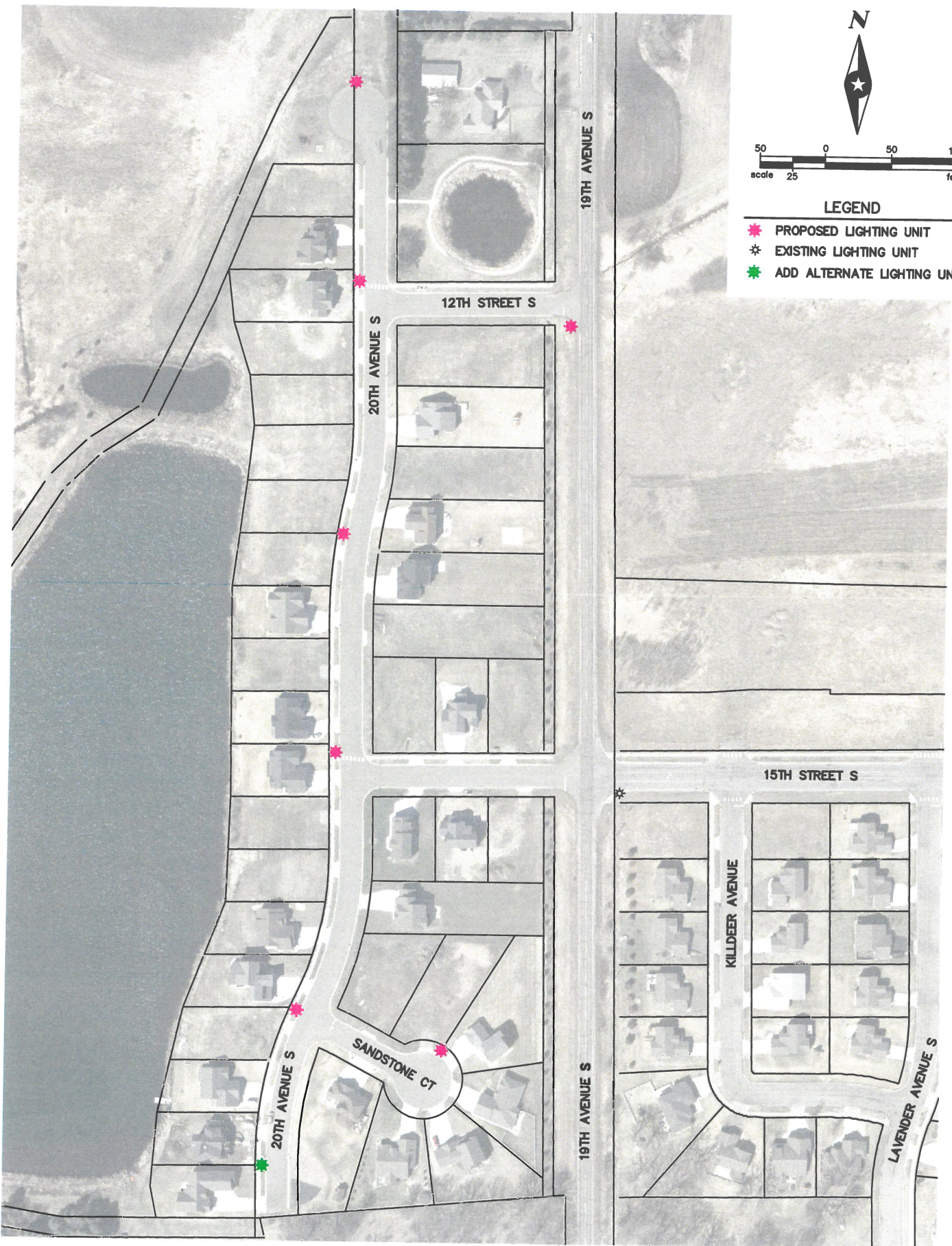
**FEASIBILITY AND RECOMMENDATION**

The proposed project is feasible, necessary, and cost-effective from an engineering standpoint. It is our recommendation that the improvements be implemented as outlined in this report.

**DAYBREAK STREET LIGHTING  
PRELIMINARY ASSESSMENT ROLL**

EACH LOT WITHIN THE 40 LOT DEVELOPMENT IS PROPOSED TO BE ASSESSED EQUALLY IN THE AMOUNT OF \$920, PAYABLE AT 3% INTEREST OVER 5 YEARS.

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PHONE: 320.229.4300  
 1200 25TH AVENUE SOUTH  
 P.O. BOX 1717  
 ST. CLOUD, MN 56302-1717  
 www.sehinc.com

FILE NO.  
 -  
 DATE:  
 2/22/2017

**DAYBREAK ADDITION  
 LIGHTING LAYOUT  
 SARTELL, MINNESOTA**

**FIGURE  
 NO. 1**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works &amp; Engineering</b>	Meeting Date: <b>April 10, 2017</b>	Agenda Item No. <b>9a</b>
Agenda Section: <b>New Business</b>	Item: <b>Comprehensive Water Plan Update</b>	
<p><b>RECOMMENDATION:</b> Approval of attached proposal for water comp plan update.</p> <p><b>BACKGROUND:</b> The City's current water comp plan is more than 10 years old and is need of review and updates. Staff will also be recommending comp plan updates for your storm sewer and sanitary sewer comp plans, but the water update is the first priority and the most time consuming of the plan updates needed, so we'd like to get this one started now.</p> <p><b>BUDGET/FISCAL IMPACT:</b> No general fund impacts – the costs will be paid from your water utility fund.</p> <p><b>ATTACHMENTS:</b> SEH Proposal.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to approve SEH proposal for comprehensive water plan update.</p>		

## 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 March 27, 2017 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Update Comprehensive Water Supply Plan**.

**Client's Authorized Representative:** Mary Degiovannie, City Administrator  
**Address:** 125 Pinecone Road North  
Sartell, MN 56377  
**Telephone:** 320.258.7309 **email:** mary@sartellmn.com

**Project Manager:** Mark Wallis, PE  
**Address:** 418 West Superior Street, Suite 200  
Duluth, MN 55802-1512  
**Telephone:** 218.279.3017 **email:** mwallis@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

See attached SEH letter dated March, 27, 2017.

**Schedule:** See attached SEH letter dated March, 27, 2017.

**Payment:**

See attached SEH letter dated March, 27, 2017.

The estimated fee is subject to a not-to-exceed amount of \$57,000 including expenses and equipment (mileage and printing).

**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:   
\_\_\_\_\_  
Jon Halter, PE  
Title: City Engineer

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Sartell, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 27, 2017**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

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

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. 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.

**C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Building a Better World  
for All of Us®

March 27, 2017

RE: City of Sartell, Minnesota  
Update Comprehensive Water Supply Plan  
SEH No. P-SARTE 143621 10.03

Mr. John Kothenbeutel  
Public Works Director  
City of Sartell  
125 Pinecone Road North  
Sartell, MN 56377

Dear John:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to submit this proposal for engineering services to assist the City of Sartell prepare an update to its Comprehensive Water Supply Plan, to be consistent with the City's 2016 Comprehensive Plan. We understand how committed the City is to providing its customers safe, high-quality water at a reasonable price. Long-range comprehensive planning for water system improvements provides a foundation for honoring this pledge.

Sartell's water supply and distribution system was last analyzed in 2006. Planned expansion of municipal water service into the Primary and Secondary Growth Areas requires a thorough review of the Sartell water supply and distribution system. Also, Sartell's DNR Water Supply Plan is due October 15, 2017. This Comprehensive Water Supply Plan provides an opportunity to satisfy the DNR requirements, as well as provide long-range guidance for Sartell to continue their pledge to provide safe, high quality, and affordable water to your existing and future customers.

## **WORK PLAN**

While the attached Task Hour Budget details the work plan for accomplishing our approach, below is a high-level summary of our work plan. The work plan is organized to match the requirements of the DNR's template for preparing water supply plans.

### **Task 1 - Review Land Use, Population Projections, and Water Demand Projections**

Since the SEH project team is already familiar with the Sartell water system and the goals for this planning cycle, we can begin work immediately. We will prepare a memorandum requesting existing relevant data for review. This list of pertinent data includes water usage and billing records, recent ISO reports, previous comprehensive water supply plans and reports, the water system model, GIS files of existing land use and zoning, final adopted proposed land use, map of developable/re-developable parcels (within existing served area), population projections, and existing and proposed water conservation measures. For this study, the focus will be on determining the projected water demands for the served population in the "Primary Growth Area" described in the 2016 Comprehensive Plan. In addition, a cursory review of potential water demand in the "Secondary Growth Area" will be performed.

We will review data provided by Sartell and prepare a Technical Memorandum summarizing existing and proposed water use, and design parameters that will be used in Task 2 to determine the adequacy of the water system. We will meet with the City to review the Technical Memorandum.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

### **Task 2 – Determine Adequacy of Existing Systems**

Sartell's water supply, treatment, storage, and distribution system generally provides adequate service to all customers. Sartell has an older hydraulic model of the trunk pipe network. The model will be updated to account for pipes and facilities constructed, and water demands will be reallocated based on current water use trends. The model will also be updated for current operational parameters, based on SCADA records. The model will be re-calibrated by performing up to 10 hydrant flow tests across the system (one day), and comparing model results to the field results. The updated, calibrated model is then utilized to determine adequacy of the distribution system (Task 2), and to recommend improvements (Task 3). The adequacy of the existing system will be based on model results of the system during average day, maximum day, and fire flow events. For this analysis, existing fire flows will be compared to the required fire flows based on land use and zoning, and as determined from the local building official.

As required for the DNR Water Supply Plan, the existing source water quality and sustainability will be summarized for the report. SEH will compile well level graphs (from SCADA and from public domain sources), and reference other published work relating to the estimated sustainability of Sartell's water supply sources.

A summary of the existing supply, treatment, and storage facilities will be prepared, based on conversations with City staff. Reference will be made in the report to detailed structural and engineering evaluations of facilities performed by others. The locations and capacity of existing emergency water connections will be summarized, based on Sartell records.

If desired, this Task could be expanded to provide a detailed analysis of existing pipe age and break history, and determine a pipe repair/replacement program. However, at this time, it is our understanding that Sartell already has a sufficient pipe repair/replace strategy and CIP for this replacement work.

A Technical Memorandum summarizing the results of Task 1 and 2 will be prepared and reviewed with Sartell prior to proceeding with Task 3.

### **Task 3 – Ultimate System Recommendations**

The hydraulic model will be used to determine potential solutions for existing deficiencies discovered in Task 2, and to evaluate means to adequately serve proposed development areas. The analysis performed in this task will focus on infill of the Primary Growth Area, but will also consider providing water service to in the Secondary Growth Area, including the Orderly Annexation areas of LeSauk Township and Sauk Rapids Township. The City's 2016 Land Use Plan will form the basis of this analysis.

The ability to decommission the East Water Treatment Plant and wells will be reviewed, based on the ability to provide a reliable supply of water to eastern Sartell from western Sartell.

Maximum Day, Peak Hour, Tank Filling and Fire Flow analysis will be performed for the Primary Service area to determine recommended trunk supply, treatment, storage, and distribution improvements. Detailed hydrogeologic study of the aquifers is beyond the scope of this planning study, however, general recommendations will be provided based on published limitations on the ability of the existing aquifers to supply future demands.

### **Task 4 – Report and Meetings**

Technical Memorandums are prepared for each task, and reviewed with the City in progress meetings. Planning level cost estimates and a Capital Improvement Plan will be prepared for trunk system facilities. System improvements will be tied to measurable "triggers" (such as development patterns or maximum day demand) to guide Sartell staff in the implementation of the Plan as development proceeds. We will update the basic trunk charge system methodology developed in the 2006 Plan based on current costs.

This task also includes a review of existing and proposed water conservation measures and strategies. Based on our review of water use, we will provide recommendations for water conservation strategies and "triggers" for use in allocating water in an emergency. It is assumed Sartell has an up-to-date Federal Emergency Response and Contingency Plan. Therefore, we have not included any work effort for updating emergency response procedures other than summarizing existing and proposed interconnections with neighboring communities based on data provided by Sartell. If desired, significant effort could be performed as an additional service to determine alternative supply sources in the event of a sustained outage from contamination of all or part of Sartell's supply.

The emergency and conservation elements and previous Technical Memorandums are then combined into a final draft report, and presented to the City for review.

### PROJECT SCHEDULE

We anticipate field hydrant flow testing to occur in April or May to coincide with Sartell's spring fire hydrant flushing program. The total project duration will be approximately four months.

### CONSULTANT STAFF

For this project, I (Mark Wallis) will serve as the Project Manager. We will utilize comprehensive water system planning and hydraulic modeling expert Chad Katzenberger to provide assistance, as well as staff engineer Jasmine Miller. Together, Chad and I have over 40 years of combined water system planning experience, including preparation of over 30 water system master plans across the State and Metro Area.

### FEE

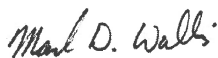
The enclosed task hour budget describes in detail the tasks we will follow to complete our report. As we discussed, our fees will be billed on an hourly basis that will be setup, at this time, with a not-to-exceed fee of \$57,000, including reimbursable expenses, based upon our current understanding of the project scope. We will invoice Sartell monthly on an hourly basis for payment for our services. Monthly charges for services will include expenses.

We want to thank you for the opportunity to provide the City of Sartell with this proposal. As always, it is very important to us that our services continue to meet your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns, or questions you may have.

If you have any questions or would like to discuss this proposal in greater detail, please contact me at your convenience at 218.279.3017. We look forward to working with you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Mark Wallis, PE  
Project Manager



Jon Haiter, PE  
Client Services Manager

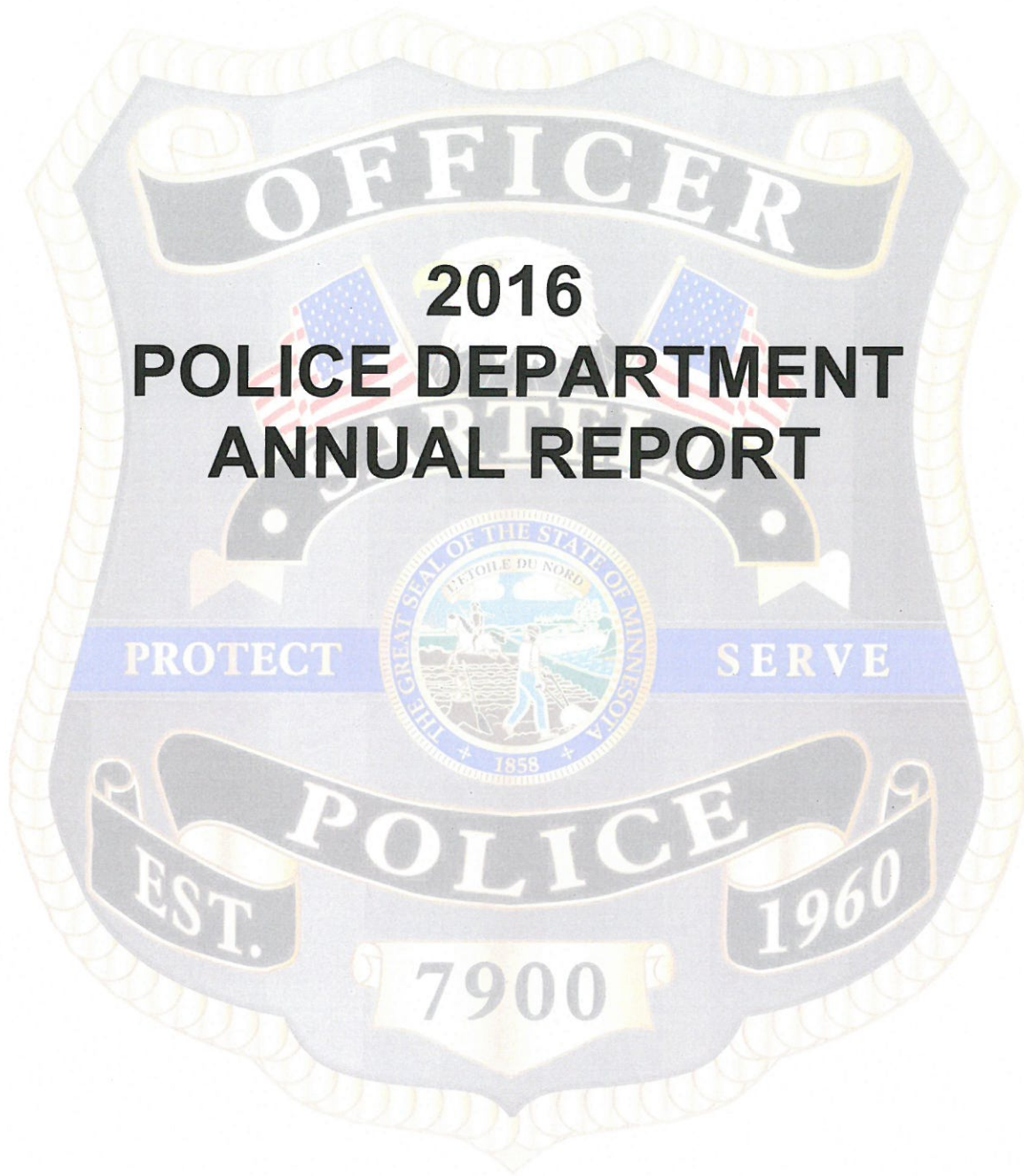
mh/djg

c: Miles Jensen, SEH  
April Ryan, SEH



Project Name: Comprehensive Water Supply Plan Update  
 Client: City of Sartell  
 SEH Project #: SARTE P-143621  
 Project Manager: Mark Walls, P.E.  
 Date: 3/24/2013

Role / Staff	QA/QC Jensen	Sr. Engr. Walls	Water Engr. Katzenberger	Staff Engineer Miller	CSM Heiler	GIS Analyst Carlson	Account Austin	Admin Hayes	
<b>1. Update Land Use, Growth Projections, and Design Flows (assume 1 month duration)</b>									
<b>1.1 Review Land Use, Population Projections, Demand Projections</b>									
SEH Team Kick-off Meeting & Project Management Plan	1.0	2.0	1.0	1.0	1.0	1.0	2.0		9.0
Client Kick-off Meeting (not required)									
Review Existing Water Master Plans		4.0	2.0	4.0					10.0
Import Existing Zoning, Land Use, Vacant Parcels (provided by Sartell)				2.0		2.0			4.0
Review Water Use Records, Determine Existing ADD, MDD, Diurnal Curve		1.0		8.0		2.0			11.0
Review ISO Report & Determine Design Fire Flows. Create GIS layer "Required Fire Flow"		1.0		1.0		2.0			4.0
Import Future Land Use and Determine Ultimate ADD, MDD, Diurnal			1.0	2.0		2.0			5.0
Estimate potential ADD, MDD for Primary & Secondary Growth Areas		2.0	1.0	2.0		2.0			7.0
Review Existing & Proposed Conservation Measures and Determine Conservation AD, MD		1.0	1.0	2.0					4.0
Tech Memo 1 Preparation (see also 2.1)		2.0	2.0	2.0	1.0			4.0	11.0
Progress Meeting 1 (see below)									
<b>Task Hours Summary</b>	<b>1.0</b>	<b>11.0</b>	<b>8.0</b>	<b>24.0</b>	<b>2.0</b>	<b>11.0</b>	<b>2.0</b>	<b>4.0</b>	<b>65.0</b>
<b>Task Labor Fee Summary</b>									<b>\$8,305.00</b>
<b>2. Adequacy of Existing Utility Systems (Assume 2 month duration)</b>									
<b>2.1 Water Supply</b>									
Review Existing Wells, Water Levels, Sustainability & Water Quality		4.0		20.0					24.0
Review Existing Treatment Facilities	1.0	2.0		2.0					5.0
Review Storage Facilities		1.0	1.0	1.0					3.0
Review Water System Controls (SCADA)		1.0	1.0	1.0					3.0
Document Existing Emergency Interconnects			1.0	1.0		1.0			3.0
Tech Memo 1 Preparation		1.0	2.0	2.0		1.0		2.0	8.0
Progress Meeting 1 (see below)									
<b>2.2 Water Storage &amp; Distribution System</b>									
Update Existing System Water Model		1.0	4.0	16.0		2.0			23.0
Hydrant Flow Tests (One Day)		1.0	4.0	8.0		2.0			15.0
Check Model Calibration		1.0	4.0	10.0					15.0
Create Static Pressure Map		1.0		1.0		2.0			4.0
Existing Tank Filling and Peak Hour Static Runs		1.0	2.0	4.0					7.0
Existing MDD EPS		1.0	2.0	8.0					11.0
Existing Fire Flow Analysis		2.0	2.0	8.0		1.0			13.0
Tech Memo 2 Preparation	1.0	2.0	8.0	8.0		1.0	2.0	4.0	26.0
Progress Meeting 2 (see below)									
<b>Task Hours Summary</b>	<b>2.0</b>	<b>19.0</b>	<b>31.0</b>	<b>100.0</b>	<b>0.0</b>	<b>10.0</b>	<b>2.0</b>	<b>6.0</b>	<b>170.0</b>
<b>Task Labor Fee Summary</b>									<b>\$19,625.00</b>
<b>3. Ultimate System Recommendations (2 months)</b>									
<b>3.1 Ultimate Water Supply</b>									
Well Supply Capacity Review		1.0	4.0	2.0					7.0
Water Treatment Capacity Review	1.0	1.0	4.0	2.0					8.0
Well Supply, Sustainability, Monitoring Plan		1.0		4.0		1.0			6.0
Proposed Emergency Interconnects			1.0	1.0					2.0
Tech Memo 3 Preparation		1.0		4.0		1.0	1.0	2.0	9.0
Progress Meeting 3 (see below)									
<b>3.2 Water Storage &amp; Distribution System</b>									
Create Ultimate System Model		1.0	2.0	8.0					11.0
Ultimate Static Pressure Map		1.0		1.0		2.0			4.0
Evaluate Supply and Storage Requirements		1.0	2.0	4.0					7.0
Maximum Day and Fire Flow Analysis		1.0	4.0	16.0					21.0
Pipe Sizing Recommendations		1.0	4.0	4.0					9.0
Tech Memo 3 Preparation	1.0	2.0	4.0	8.0		1.0	1.0	2.0	19.0
Progress Meeting 3 (see below)									
<b>Task Hours Summary</b>	<b>2.0</b>	<b>11.0</b>	<b>25.0</b>	<b>54.0</b>	<b>0.0</b>	<b>5.0</b>	<b>2.0</b>	<b>4.0</b>	<b>103.0</b>
<b>Task Labor Fee Summary</b>									<b>\$12,015.00</b>
<b>4. Report &amp; Meetings (1 month)</b>									
<b>4.1 Economic Analysis Chapter</b>									
Phasing, Cost Estimates & CP	1.0	4.0	4.0	8.0		1.0		1.0	19.0
Basic Trunk Charge System		2.0							2.0
Submit Draft of Economic Chapter Electronically for Sartell Concurrence				1.0				1.0	2.0
<b>4.2 Conservation &amp; Emergency Chapters</b>									
Collect and Summarize Existing Conservation Measures			1.0	2.0				1.0	4.0
Triggers for Demand Allocation		1.0		2.0				1.0	4.0
Conservation Objectives & Strategies		1.0		2.0				1.0	4.0
Conservation Regulation & Retrofitting		1.0						1.0	2.0
Conservation Education			1.0	2.0				1.0	4.0
Federal ERP & Contingency Plan (NA)									
Procedure for Augmenting Supply		1.0		2.0				1.0	4.0
Allocation & Demand Reduction Procedures		1.0		2.0					3.0
Enforcement Policies		1.0		2.0					3.0
<b>4.3 Draft Report</b>									
Existing & Ultimate System Maps, Static Pressure Maps			1.0	2.0		2.0			5.0
Executive Summary Section	1.0	2.0	4.0	2.0	1.0			2.0	12.0
Combine Executive Summary, Tech Memos 1, 2, and 3 into Report		1.0	2.0	2.0				4.0	9.0
<b>4.4 Final Report</b>									
Compile Electronic Deliverables		1.0	2.0	4.0		2.0		2.0	11.0
Printing (3 Copies)			1.0	2.0				4.0	7.0
<b>4.5 Meetings &amp; Task 4 Project Management</b>									
Progress Meeting 1 (Tech Memo 1)		8.0				1.0			9.0
Progress Meeting 2 (Tech Memo 2)		8.0				1.0			9.0
Progress Meeting 3 (Tech Memo 3)		8.0				1.0			9.0
Planning Commission Meeting (none)									
City Staff/Council Meeting (none)									
Project Closeout		1.0		2.0			2.0	2.0	7.0
<b>Task Hours Summary</b>	<b>2.0</b>	<b>41.0</b>	<b>16.0</b>	<b>37.0</b>	<b>4.0</b>	<b>5.0</b>	<b>2.0</b>	<b>21.0</b>	<b>126.0</b>
<b>Task Labor Fee Summary</b>									<b>\$16,170.00</b>
<b>Total Task Hours Summary</b>	<b>7.0</b>	<b>84.0</b>	<b>80.0</b>	<b>215.0</b>	<b>6.0</b>	<b>31.0</b>	<b>8.0</b>	<b>35.0</b>	<b>464.0</b>
<b>Total Task Labor Fee Summary</b>									<b>\$56,115.00</b>
<b>Reimbursables (Mileage &amp; printing, estimated)</b>									<b>\$800.00</b>
<b>Total Task Labor Fee Summary</b>									<b>\$56,915.00</b>



Presented by Chief Jim Hughes to the Sartell City Council on April 10, 2017.

The background of the page is a large, semi-transparent watermark of the Sartell Police Department badge. The badge is shield-shaped with a gold rope-like border. At the top, a black banner with gold lettering reads "OFFICER". Below this is a bald eagle with its wings spread, perched on a shield. Two American flags are positioned on either side of the eagle. A black banner below the eagle reads "SARTELL". In the center of the badge is the Great Seal of the State of Minnesota, which features a landscape with a plow, a sheaf of wheat, and a ship, surrounded by the text "GREAT SEAL OF THE STATE OF MINNESOTA" and "FETOILE DU NORD". At the bottom of the badge, a black banner with gold lettering reads "EST. 1960".

# **Sartell Police Department Mission Statement**

Our mission is to provide our community with a professional, progressive, community-oriented police department and to enforce the laws, preserve the peace, reduce fear and provide for a safe environment within our community.

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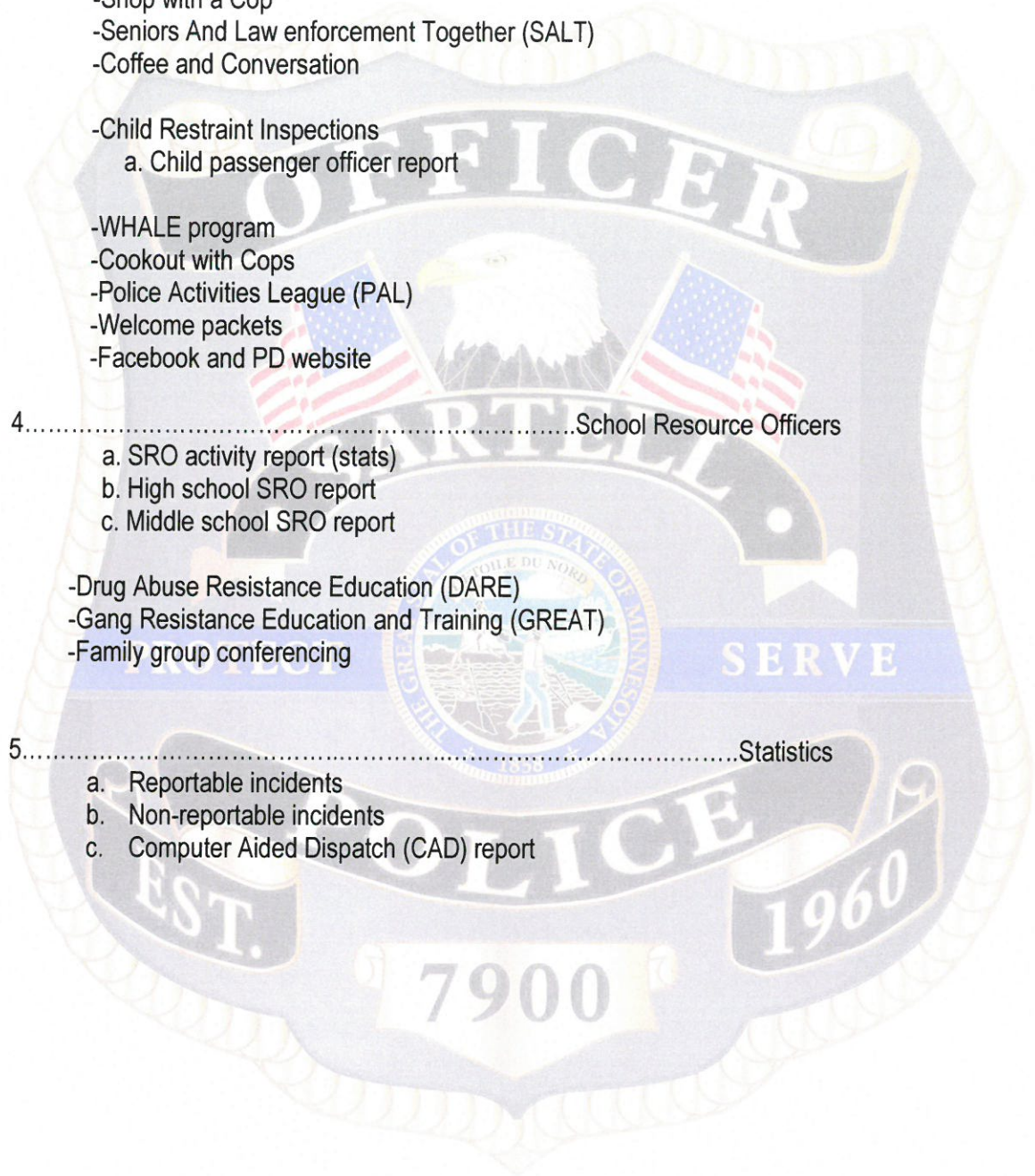
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**ADMINISTRATION  
AND  
OPERATIONS**

## Sartell Police Department

### **Administration and Operations**

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

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

In 2016, the department's Initial Complaint Reports (ICRs) increased in both reportable and non-reportable numbers over 2015. Reportable incidents increased by 7.2%, and non-reportable increased by 14.5%. Our current data entry is now approximately 1 week behind in being entered into the Records Management System (RMS). From the point of entry, a supervisor assigned to that officer or staff person then reviews the report(s) for approval. At this point the full report becomes available for other officers and other agencies to view in a law enforcement capacity. The supervisors do their best to review the reports on a weekly basis.

## Sartell Police Department

As noted below, our calls for service continue to increase as well as the cities population although our patrol officer staffing has remained fairly steady.

Between 2000 and 2010, Sartell's population grew 64.7% (from 9,641 people in 2000 to 15,876 people in 2010). That made Sartell the 41<sup>st</sup> fastest growing city in the state. Sartell is the 67<sup>th</sup> largest city in the state of Minnesota, but if you remove those cities that are located in the 7-County Twin Cities metropolitan area, Sartell is the 17<sup>th</sup> largest city in Greater Minnesota.

### Staffing

	2013	2014	2015	2016
F/T Non Sworn	1	2	3	3
Sworn Officers	17	17 (down 3 officers most of the year)	17	18 (19 <sup>th</sup> hired in December)
Part Time Employees	1 .5*	1 .5*	1 .5*	1 .5*
Reserve Officers	8	9	10	13

- \*indicates the .5 employee averages about 8 hours week

### Initial Complaint Reports

2013	2014	2015	2016
11,618	11,478	12,064	13,733

## Sartell Police Department

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

On the following pages you will find numerous reports and graphs breaking down the calls in various aspects. Included you will also find the Computer Aided Dispatch report for the full year of 2016. You see a form of this that is provided with the monthly activity report at the council meetings.

Included are the total Part 1 crimes for 2014, 2015 and 2016 which does show an increase in the activity we've experienced for the various types of calls. As a reminder, Part 1 crimes are those reported monthly to the FBI which uses that information from departments nationwide to track the crime trends. Part 2 crimes and their totals for 2014, 2015 and 2016 are also included for your review.

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

## Sartell Police Department

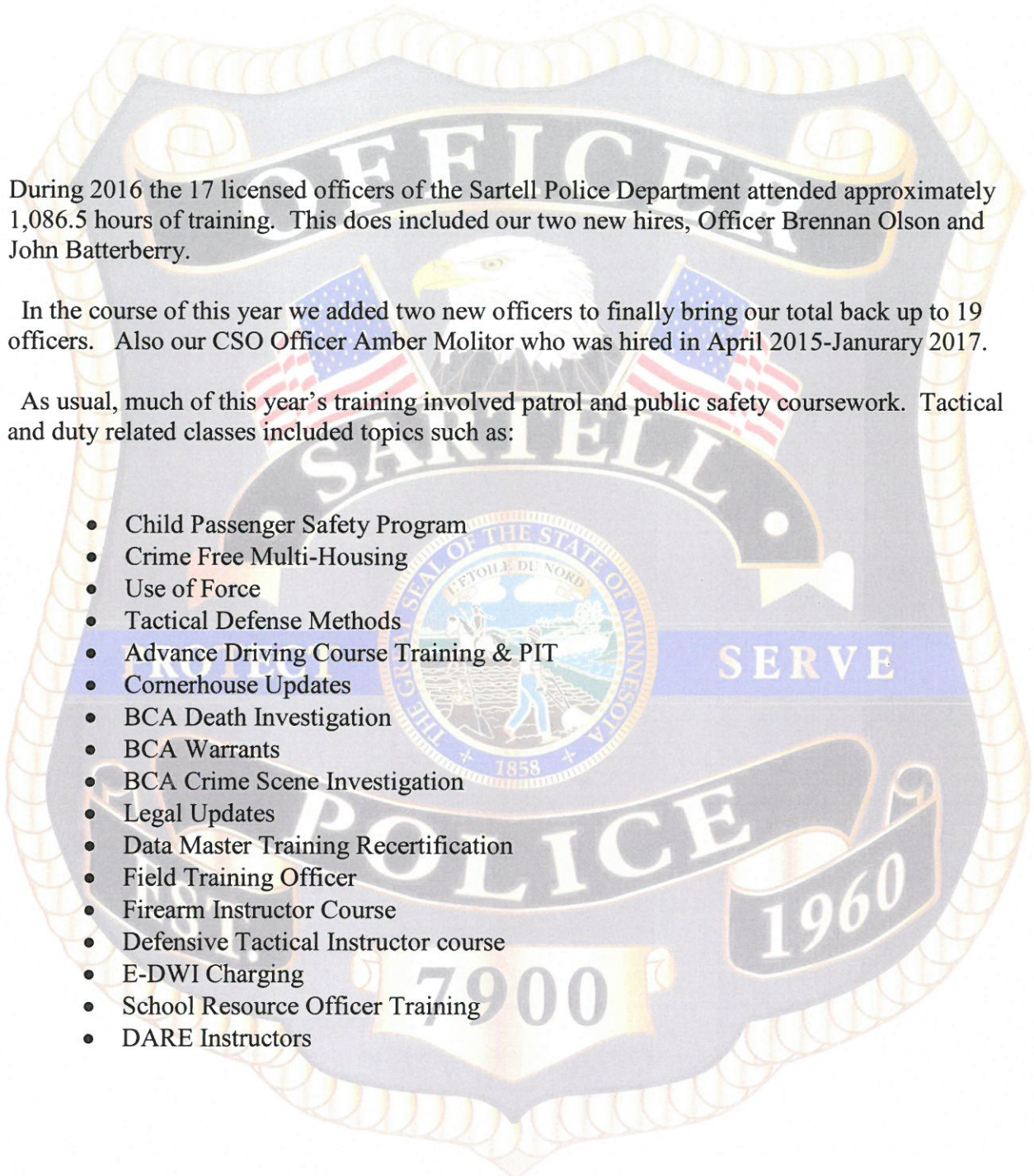
### Training

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

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

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

In 2016 the officers put in approximately 1,086.5 hours of training to remain certified in various aspects of their work as well as enhance their learning and abilities in other areas.

A large, semi-transparent watermark of the Sartell Police Department badge is centered on the page. The badge features a central eagle with wings spread, flanked by two American flags. Above the eagle, the word 'OFFICER' is written in a curved banner. Below the eagle, the name 'SARTELL' is written in a curved banner. At the bottom of the badge, the word 'POLICE' is written in a curved banner, and the year '1960' is written in a small banner. The badge also features the text 'SERVE' on a blue horizontal band and '7900' on a yellow banner at the bottom. The background of the badge is dark blue with gold and white accents.

During 2016 the 17 licensed officers of the Sartell Police Department attended approximately 1,086.5 hours of training. This does included our two new hires, Officer Brennan Olson and John Batterberry.

In the course of this year we added two new officers to finally bring our total back up to 19 officers. Also our CSO Officer Amber Molitor who was hired in April 2015-January 2017.

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

- Child Passenger Safety Program
- Crime Free Multi-Housing
- Use of Force
- Tactical Defense Methods
- Advance Driving Course Training & PIT
- Cornerhouse Updates
- BCA Death Investigation
- BCA Warrants
- BCA Crime Scene Investigation
- Legal Updates
- Data Master Training Recertification
- Field Training Officer
- Firearm Instructor Course
- Defensive Tactical Instructor course
- E-DWI Charging
- School Resource Officer Training
- DARE Instructors

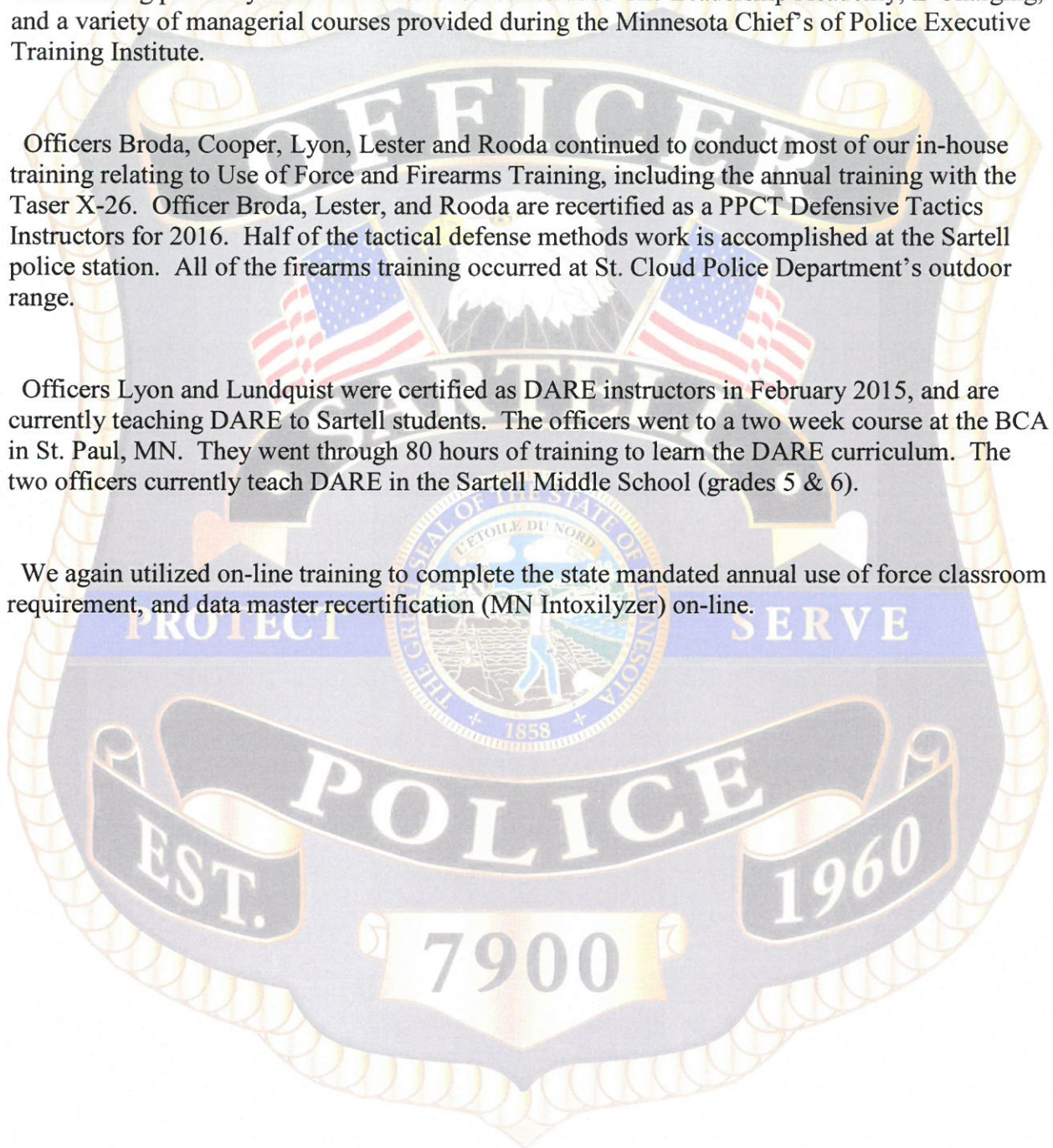
SUBMITTED BY OFFICER SHELBY LANE  
Sartell Police Department Training Officer

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

Officers Broda, Cooper, Lyon, Lester and Rooda continued to conduct most of our in-house training relating to Use of Force and Firearms Training, including the annual training with the Taser X-26. Officer Broda, Lester, and Rooda are recertified as a PPCT Defensive Tactics Instructors for 2016. Half of the tactical defense methods work is accomplished at the Sartell police station. All of the firearms training occurred at St. Cloud Police Department's outdoor range.

Officers Lyon and Lundquist were certified as DARE instructors in February 2015, and are currently teaching DARE to Sartell students. The officers went to a two week course at the BCA in St. Paul, MN. They went through 80 hours of training to learn the DARE curriculum. The two officers currently teach DARE in the Sartell Middle School (grades 5 & 6).

We again utilized on-line training to complete the state mandated annual use of force classroom requirement, and data master recertification (MN Intoxilyzer) on-line.



SUBMITTED BY OFFICER SHELBY LANE  
Sartell Police Department Training Officer

**SARTELL POLICE DEPARTMENT  
2016 YEAR END FIREARMS/DEFENSIVE TACTICS  
INSTRUCTOR REPORT**

Firearms training started in May of 2016. Our first qualification shoot was held at the St. Cloud Police Department outdoor range. All officers went through our metro department qualification course for handguns. Officers shot 50 rounds from different positions. Officers were required to shoot a minimum score of 80%. Officer Cooper and Officer Broda qualified all of our officers. The training was approved for P.O.S.T. credits, which all officers received. Officers also qualified with the department less lethal firearm, which fires a bag filled with small shot. Officers also shot the other firearms available to our officer's for familiarization. These firearms were a .22 cal handgun and .22 magnum scoped rifle.

July 26 and August 9, 2016 our department conducted the M-16 Familiarization Course held at the St. Cloud Police Department outdoor range. This was done to re-familiarize ourselves with the M-16 rifle. Each officer shot a total of one hundred rounds of ammunition with different shooting positions. This course also gave each officer practice with the care and cleaning of the rifle. This training was approved for P.O.S.T. credits, which all officers received. Officer Broda was assisted by Officer Cooper who ran a handgun challenge course while Officer Broda conducted the M-16 Familiarization course.

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

In September 2016, we qualified on the use of our M-16 rifles at the St. Cloud police department outdoor range. All officers went through our metro department qualification course for rifles. Officers were required to shoot a minimum score of 80%. Officers Cooper and Broda qualified all of our officers. The training was approved for P.O.S.T. credits, which all officers received.

In November 2016, our qualification shoot was held at the St. Cloud Police Department outdoor range. This was a cold weather and darkness shoot, which is required to fulfill our Minnesota P.O.S.T Board training objectives. During this training, officers are required to shoot from different distances wearing winter clothing and gloves. Officers used lighting available at night, from their squad light bar and the use of their flashlights. Officers were required by P.O.S.T. board to shoot a score of 70% to pass. Officers Cooper and Broda qualified all of our officers. This training was approved for P.O.S.T credits, which the officers received.

We used approximately 7,000 rounds of ammunition this year for training.

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

Submitted: 02/01/2017

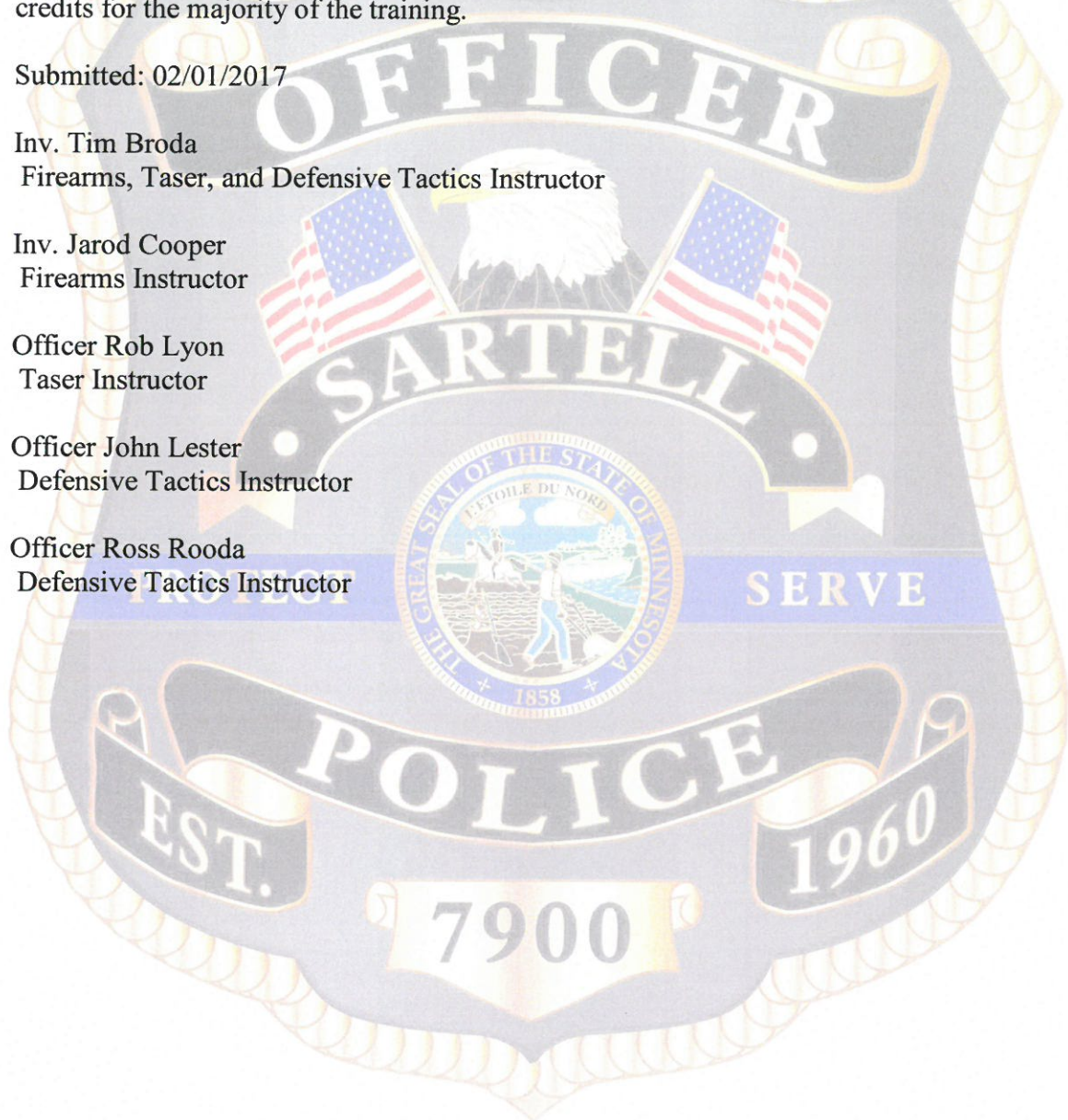
Inv. Tim Broda  
Firearms, Taser, and Defensive Tactics Instructor

Inv. Jarod Cooper  
Firearms Instructor

Officer Rob Lyon  
Taser Instructor

Officer John Lester  
Defensive Tactics Instructor

Officer Ross Rooda  
Defensive Tactics Instructor



## Sartell Police Department

### **Safety Committee**

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

### **Alcohol/Tobacco Compliance Checks**

Compliance checks are completed twice per year to ensure that area businesses are doing what they can to keep tobacco and alcohol out of the hands of our youth. In all instances, there is no notice ahead of time that we will be doing compliance checks. There are currently 17 businesses licensed to sell tobacco in the city. In 2016, there was one violation during the first tobacco compliance check and no violation in the second check.

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

# SARTELL POLICE DEPARTMENT

## SAFETY OFFICER

### 2016 ANNUAL REPORT

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

The first meeting was held on January 21, 2016. We met at City Hall. We did not locate any safety issues while touring the building. We discussed the first report of injuries that were reported. The committee reviewed the City Safety Manual and made updated changes. There were a few reported issues in the water department that were addressed, including head clamps for the detention tank, aluminum lids for tower kits and yellow lens sunglasses to be used while snow plowing. The Fire Department received a new washer and extractor for washing their equipment. They will also be purchasing a new apartment sized washer and dryer. The slippery floor next to the equipment lockers has been of concern, therefore, the department will be looking into extending the non-stick flooring along the north wall. The air van is scheduled to be completed by the end of the month. There was no other new business.

Our second meeting occurred on April 21, 2016. We met at the Police Department. We did not locate any safety issues while touring the building. The committee discussed the first report of injuries that were reported. The Fire Department was researching other fire departments procedures regarding fit testing guidelines. This could be something the department would enforce through a new policy, but there may be concerns for it being too restrictive. The non-stick flooring was applied inside the Fire Department for safety concerns of slipping and falling. Maintenance was looking into hatch cover replacement for the towers. There was no current or new business to report.

The third meeting took place on July 14, 2016. We met at Public Works. We did not locate any safety issues while touring the building. We did not have any first report of injuries. Maintenance installed an AED inside the two wading pool buildings, located at Watab Creek Park and Celebration Park. There was no other new business.

Our fourth and final meeting took place on October 3, 2016. Gary Kirkeby is the new water department representative for the committee. We met at the City Hall. We did not locate any safety issues while

touring the building. We discussed the first report of injuries that were reported. The committee discussed whether the AED's from the pool locations would be moved into the warming house over the winter. It was undecided at this time due to unknown constant temperature of the warming houses. Public Works will verify the minimum temperature and make an appropriate decision. The water department discussed purchasing an Arch Flash Suit to use while working with lift stations for the safety of employees. The department will obtain price quotes for the suit and forward them to the Public Works Director. There was no other new business.

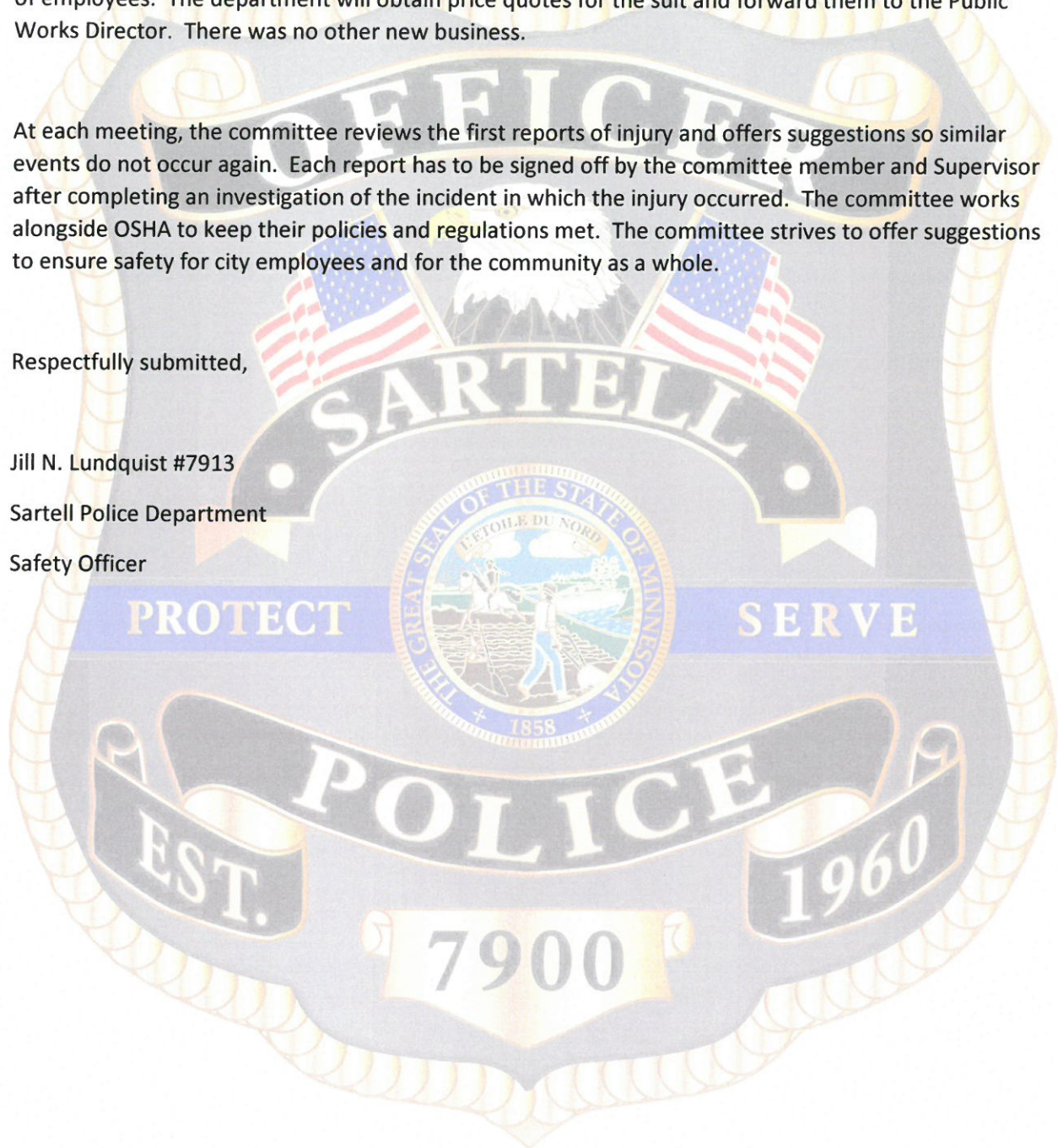
At each meeting, the committee reviews the first reports of injury and offers suggestions so similar events do not occur again. Each report has to be signed off by the committee member and Supervisor after completing an investigation of the incident in which the injury occurred. The committee works alongside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

Respectfully submitted,

Jill N. Lundquist #7913

Sartell Police Department

Safety Officer



2016 Year End Report  
Alcohol Compliance Checks

Steve Mathews #7906

On 07-15-2016, the first round of alcohol compliance checks was completed. Sartell Police Reserve Officer Adam Fettig assisted by attempting to purchase alcohol at establishments throughout the city. On this evening the following businesses failed the compliance checks:

Blackberry Ridge Golf Course

Anejo's Mexican Restaurant

Partner's Pub

The second round of checks were conducted on the evening of 10-21-2016. Sartell Police Reserve Officer Jenna Abel assisted on this evening. On this evening only one business failed the checks, Cenex Gas station located at 208 1<sup>st</sup> Street NE.

New for 2016, I started hosting server training at the Sartell City Hall. In the past newly hired employees in a position to serve alcohol had to attend a state accredited class within 90 days of employment. Many of these classes were hosted throughout the state and often required traveling and were limited to a certain number of attendees. I was certified to host these classes and hosted two classes. The first class was presented on 04-19-2016 and the second was presented on 10-05-2016. Both classes were well attended by new employees, managers, and owners. The class contains a power point presentation with a large array topics related to serving alcohol, but most importantly contains City of Sartell ordinances pertinent to this topic. The classes will be hosted for any establishment requesting the class approximately every ninety days. I anticipate the class attendance will drop as the classes continue since the class only needs to be attended one time per employee. I also anticipate that the number of compliance check failures will decrease since I've found most of the violations occur with new or part time employees. Nothing further to report.

# Tobacco Compliance Checks Annual Report 2016

Officer Kari J. Bonfield

Two separate tobacco compliance checks were conducted on Sartell businesses in 2016. The first check resulted in sixteen (16) passes out of seventeen (17) businesses. The second check resulted in sixteen (17) passes out of (17) businesses.

The first tobacco check was conducted in June 2016. The 17 year old compliance checker entered the Sartell businesses which carry tobacco license. The businesses that passed, all clerks either correctly entered the birthday on the driver's license or caught the date of birth by just looking at the license. The ones that failed did not enter the license or entered a "of age" birthday.

During the first check, the following businesses passed:

Coborns (1<sup>st</sup> Ave location)  
Sartell Liquor  
Blackberry Golf  
Super America (Twin River Ct)  
Super America (Pinecone)  
Coborns Liquor  
Qwik Trip/Cenex  
WalMart / Sams Club  
Walgreens  
Family Dollar  
Coborns Superstore  
Country Store  
Holiday (Riverside location)  
Holiday (Pinecone N location)  
99 Bottles

The following businesses failed this check:  
King Tobacco

The second compliance check was conducted in August 2016. The same businesses were checked. Again, the 17 year old compliance checker provided his driver's license to all businesses. All businesses passed this check.

During the second check, the following businesses passed:

Holiday (Riverside location)  
Coborns (1<sup>st</sup> Ave location)  
Holiday (Pinecone location)  
Sartell Liquor  
Super America (Twin Rivers Ct)  
Blackberry Golf  
Family Dollar  
Coborns Liquor  
Quik Trip/Cenex  
99 Bottles  
Country Store and Pharmacy  
Wal-Mart / Sams Club  
Walgreens  
Coborns Superstore  
Super America  
King Tobacco



## Sartell Police Department

### **Motor Vehicle Fleet**

The department's motor pool consists of 17 vehicles ranging from a Polaris snowmobile, marked squad cars, investigative vehicles to our mobile command center. Some of the vehicles have been obtained through forfeiture, donation or purchase by the city.

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

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

### **Police Property Officer**

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

# Sartell Police Department Annual Vehicle Maintenance Report

(For period ending, December 31, 2016)

During the year we continued with routine maintenance and minimum part replacement. We had no major repairs. We created squad 17 with a new Ford Police Utility vehicle. We needed to create another squad due to adding two additional officers to the department.

We have already ordered four new squads that were budgeted for 2017. These will replace squads 7, 13, 14 and 15. We also added a 2013 Kia Sorento that was forfeited earlier this year. This vehicle is being used for investigations.

We have eliminated our 1994 Polaris Indy 500 snowmobile and have set up the newer city owned snowmobile that is currently used for trail grooming to also be equipped for use by both the Fire and Police Departments. The old snowmobile will be sold at the city sale in May.

The Sartell Police Department has the following vehicles in service:

<b>Squad #1:</b>	2006 Dodge Stratus, assigned to administration.	(55,803 mi.)
<b>Squad #2:</b>	2008 Chevrolet Impala, assigned to Investigations.	(88,545 mi.)
<b>Squad #3:</b>	2013 Kia Sorento, assigned to investigations.	(114,753 mi.)
<b>Squad #5:</b>	2008 Chevrolet Impala, assigned to SRO.	(120,266 mi.)
<b>Squad #6:</b>	2008 Dodge G. Caravan DARE Van assigned to SRO.	(94,268 mi.)
<b>Squad #7:</b>	2013 Ford Police Utility, assigned to general patrol.	(92,318 mi.)
<b>Squad #8:</b>	2011 Chevrolet Tahoe, assigned to Chief.	(99,114 mi.)
<b>Squad #9:</b>	2013 Ford Police Sedan, assigned to Reserves.	(56,700 mi.)
<b>Squad #10:</b>	2014 Ford Police Utility, assigned to general patrol.	(54,605 mi.)
<b>Squad #11:</b>	2014 Ford Police Utility, assigned to general patrol.	(59,184 mi.)
<b>Squad #12:</b>	2015 Ford Police Utility, assigned to Patrol Sgts.	(29,805 mi.)
<b>Squad #13:</b>	2008 Chevrolet Tahoe, assigned to Deputy Chief.	(103,102 mi.)
<b>Squad #14:</b>	2013 Ford Police Utility, assigned to CSO.	(71,112 mi.)
<b>Squad #15:</b>	2013 Ford Police Utility, assigned to general patrol.	(99,391 mi.)
<b>Squad #16:</b>	2015 Ford Police Utility, assigned to general patrol.	(41,592 mi.)
<b>Squad #17:</b>	2016 Ford Police Utility, assigned to general patrol	(14,852 mi.)
<b>Squad #29:</b>	1994 F-350, assigned as a Mobile Command Center.	(220,705 mi.)

Respectively submitted,

Deputy Chief Dale E. Struffert,  
Fleet Manager

# Police Property

**Property Officer: Jarod Cooper**

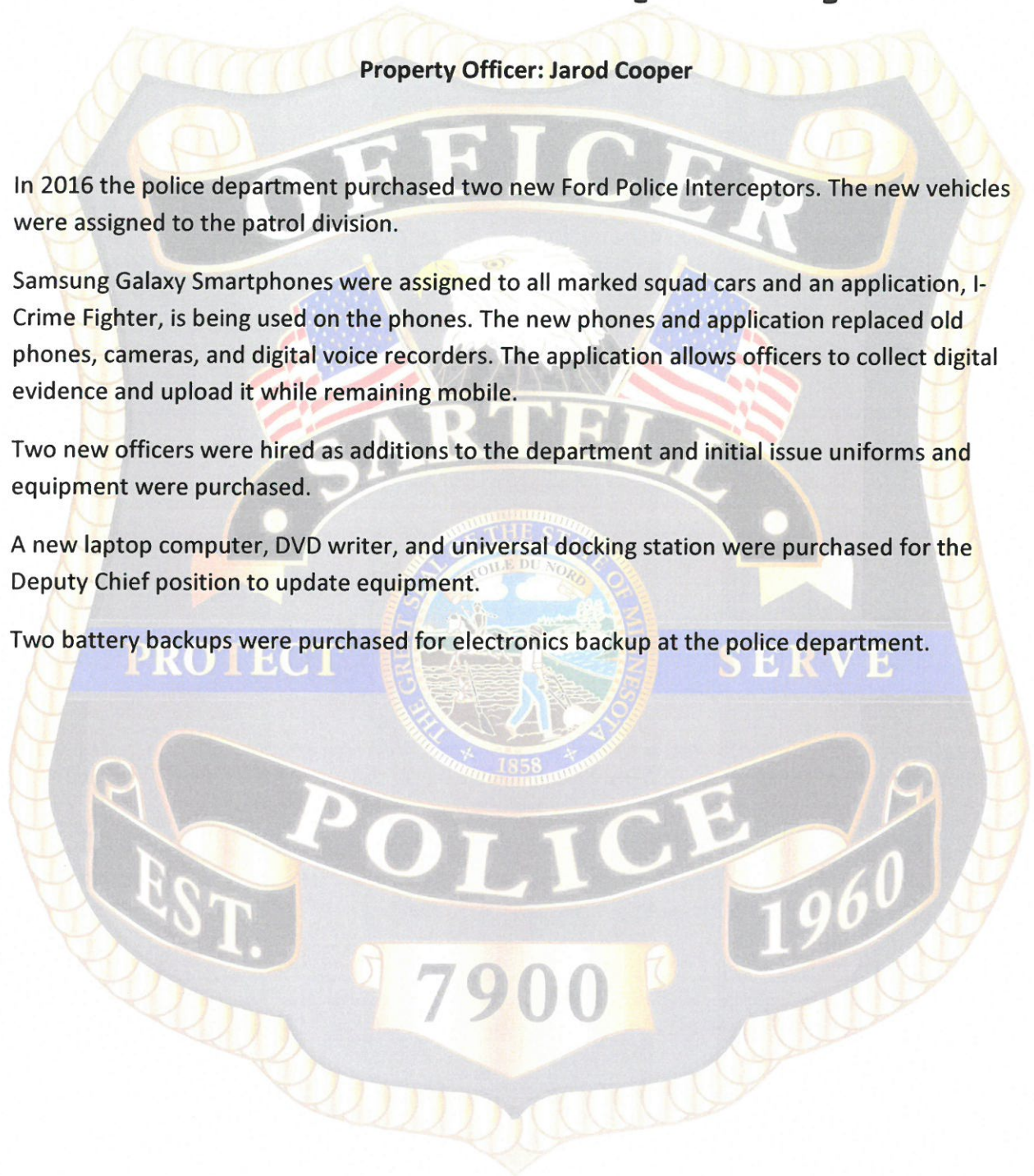
In 2016 the police department purchased two new Ford Police Interceptors. The new vehicles were assigned to the patrol division.

Samsung Galaxy Smartphones were assigned to all marked squad cars and an application, I-Crime Fighter, is being used on the phones. The new phones and application replaced old phones, cameras, and digital voice recorders. The application allows officers to collect digital evidence and upload it while remaining mobile.

Two new officers were hired as additions to the department and initial issue uniforms and equipment were purchased.

A new laptop computer, DVD writer, and universal docking station were purchased for the Deputy Chief position to update equipment.

Two battery backups were purchased for electronics backup at the police department.



## Sartell Police Department

### **Evidence Manager**

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

### **Crime Free Multi-Housing Program**

The program is a partnership between the police department, owners/managers of properties and the residents to keep illegal activity out of our community. Currently in Sartell there approximately 214 rental properties consisting of 2,308 rental units, which range from single family homes to large complexes. Currently approximately 85 of those properties are fully vested in the program.

### **Grants and Donations**

The department routinely seeks grants and donations to assist with some of the department's programs and other needs. In 2016 the department received equipment such as portable radios, medical equipment and monetary funds for Cookout with Cops and other outreach programs. In 2016 the department received monetary donations that totaled \$19,946.00 and equipment/goods in the amount of \$10,500.00 for a total of \$30,446.00.

# 2016 YEAR END REPORT

## CRIME FREE MULTI-HOUSING

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

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

There are approximately 214 rental properties consisting of 2371 rental units in Sartell. Currently there are approximately 82 rental properties that participate in the Crime Free Program. Our goal is to get all properties to participate. There are three phases in this program.

Phase one consists of an eight hour training program for the managers and owners. In 2009 the city made it mandatory for all property owners/managers to get this training by June 30, 2010. The eight hour training program is for all properties that have more than two rental units. This phase only needs to be completed one time and can be taken anywhere in the nation. In 2016, we offered one eight hour class with the Waite Park Police Department. This phase can be taken with any Law Enforcement agency and classes are offered throughout the state.

Phase two consists of a property inspection known as 'Crime Prevention Through Environmental Design'. Phase two can reduce crime and fear by decreasing criminal opportunity in the community. This phase is to ensure that each complex has the basic security measures such as door peep-holes, dead bolts, window locks and proper security lighting. Phase two takes approximately thirty minutes for single family homes and up to an hour for large complexes.

Phase three consists of a tenant meeting where crime prevention measures are discussed. This phase is a great way for officers, rental managers, owners and residents to get to know each other and feel like they are part of a community. This phase must be done on an annual basis. This phase takes anywhere from ten minutes to an hour. It all depends on the number of tenants attending and including question/answer portion.

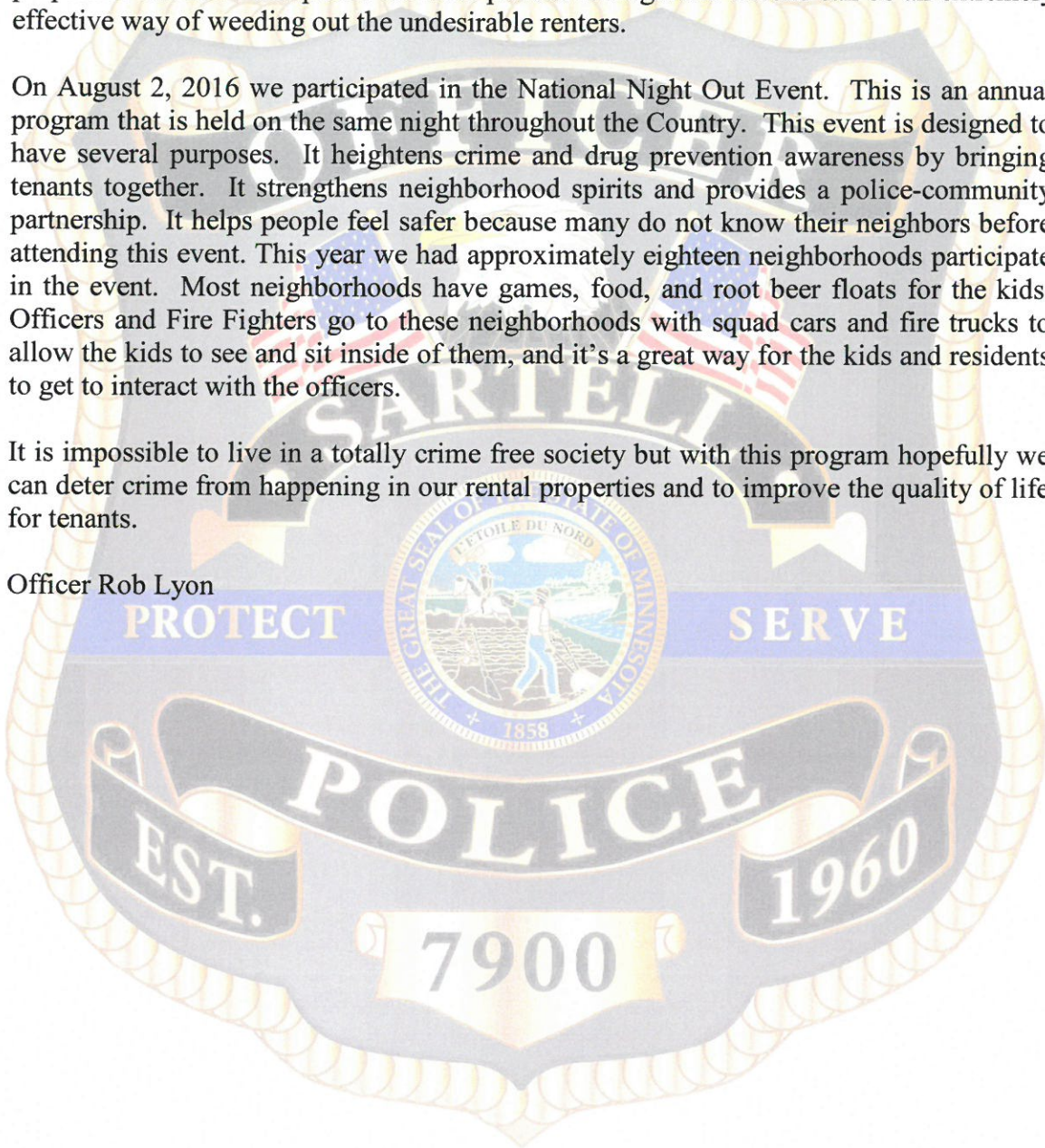
It should be known that phase two and three are voluntary but necessary for free background checks and Annual Rental License fee reductions.

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

On August 2, 2016 we participated in the National Night Out Event. This is an annual program that is held on the same night throughout the Country. This event is designed to have several purposes. It heightens crime and drug prevention awareness by bringing tenants together. It strengthens neighborhood spirits and provides a police-community partnership. It helps people feel safer because many do not know their neighbors before attending this event. This year we had approximately eighteen neighborhoods participate in the event. Most neighborhoods have games, food, and root beer floats for the kids. Officers and Fire Fighters go to these neighborhoods with squad cars and fire trucks to allow the kids to see and sit inside of them, and it's a great way for the kids and residents to get to interact with the officers.

It is impossible to live in a totally crime free society but with this program hopefully we can deter crime from happening in our rental properties and to improve the quality of life for tenants.

Officer Rob Lyon



**GRANTS/DONATIONS RECEIVED BY THE SARTELL POLICE DEPARTMENT IN 2015**

(updated 03/28/2016)

AMOUNT	MONTH	SOURCE	PURPOSE
\$1,000	January	Liberty Bank	GREAT
\$500	April	Central MN EMS	Medical equipment
\$10,500	April	Stearns Co. EM	4 portable model 2500 radios
\$9,085	May	Stearns Co. EM	SWWTP siren share
\$1,000	May	Bank Vista	Teen PAL
\$100	May	Todd Mayer 241-5533	PAL
\$250.00	May	Evergreen Village	PAL
\$100.00	May	Gajen & Vasugi Ramanathan	PAL
\$100.00	May	Gajen & Vasugi Ramanathan	DARE
\$1,150	May	Central MN Comm. Foundation	DARE
\$2,105	June	Various Businesses	Brochures/flyers/pamphlets
\$1,000	August	Country Manor	Cookout with Cops
\$6	August	Maggie & Phineas Gore	DARE
\$1,700.00	October	Cold Spring Fire/Rescue	Reserve officer funds
\$100.00	November	Optimist Club (Ryan Fitzthum)	DARE
\$500	November	Stearns Electric Assn.	Reserve officer funds
\$50.00	December	Roger Makowski	Shop with a Cop
\$200	December	Todd Mayer	PAL
\$1,000.00	December	Walmart	Shop with a Cop

**Total Monetary Donation: \$19,946**

**Total Equipment/Goods Donation: \$10,500**

**Total Donation: \$30,446.00**

## Sartell Police Department

### **Investigations**

Our investigative unit is comprised currently of one officer. The investigator receives additional specialized training to assist in the development of their investigative techniques and abilities. One person is assigned specifically to criminal investigations. The investigator's role in this position is to work on the criminal cases that can be quite lengthy in nature and often times require follow up with other departments within other communities. The investigator will also assist the patrol division on cases in which they need assistance in evidence collection, photography, casting of imprints, etc. In 2016 we looked to have another attend specialty training to assist when necessary with larger, more in depth criminal investigations and to allow patrol officers to perform more of their primary function. In the summer of 2016, Officer Cooper was assigned to a patrol/investigative position to also handle some of the many long term investigations that need to occur.

The gang investigator is part of the Central Minnesota Violent Offender Task Force (CMVOTF). The CMVOTF works both gang and drugs and is comprised of officers from Stearns, Benton, Todd, Morrison and Sherburne counties as well as officers from Sartell, Little Falls and St. Cloud Police Departments. This position is currently filled by a Sauk Rapids police officer. You may recall that our department held this position for about 9 years.

## Sartell Police Department

### **Patrol Unit**

The Patrol Unit, at full staffing is comprised of 12 patrol officers and 2 sergeants. Their role is to be the first to respond to calls for service when they are reported to the police department and to provide active patrol of the community. More calls for service are requiring two officers to respond, but on more severe calls such as in progress crimes, domestics, assaults and medicals, more than one officer responds for the safety of both the citizens and the officers.

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

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

### **Specialized Traffic Enforcement**

The department continues to partner with several area cities to work specific traffic enforcement details through a grant formerly known as Safe & Sober. The new unit is called the C.R.A.S.H. Task Force (Central MN Reduction of Accidents for Safe Highways) is a pooling of Safe & Sober, H.E.A.T. and NightCap. Officers working this detail are required to wear high visibility traffic vests and focus on specific problem areas throughout the county that are targeted for extra enforcement. In 2016, Sartell officers worked 336 hours which were reimbursed with grant dollars.



# TOWARD ZERO DEATHS

In 2016 the Sartell Police Department continued its partnership with several area cities to work traffic enforcement through a grant formally known as Safe & Sober. High visibility traffic details with several officers from multiple jurisdictions worked overtime patrol funded by grant money. The C.R.A.S.H. task force (Central MN Reduction of Accidents for Safe Highways) was put into place in 2008. A pooling of different grant monies, Safe & Sober, H.E.A.T., and NightCap (highway patrol) were used to spread the amount of special traffic details over a longer period of time throughout the year. Officers working the detail are required to wear high visibility traffic vests denoting "DWI TASK FORCE." Specific problem areas throughout the county are targeted and several officers are assigned to work these areas. Portable signs warning motorists are displayed telling drivers they are entering a DWI Zone. Media releases are issued and warn drivers of the details.

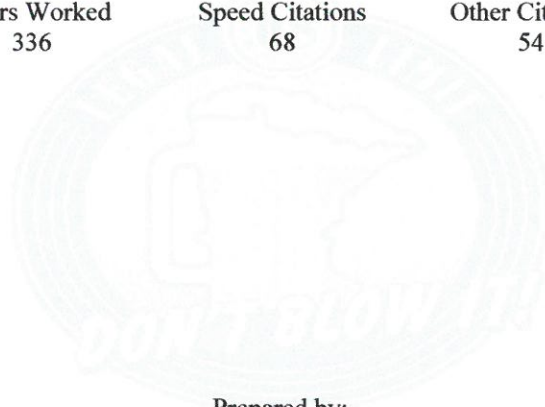
Studies by the Minnesota Office of Traffic Safety have stated drivers often return to their bad driving habits only minutes after seeing a police officer out on a traffic stop with another vehicle on the side of the roadway. This new strategy places several officers working a detail in a limited stretch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

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

The Sartell Police Department is 1 of 16 agencies working under the Central MN TZD Grant. In 2016, officers from these 16 agencies worked 5,630 hours, 10,219 stops were made with 3,454 citations issued, and 330 arrests were made.

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

Contacts	Hours Worked	Speed Citations	Other Citations	Warnings
676	336	68	54	156



Prepared by:  
Sgt. Wayne Schreiner



**VOLUNTEER  
PROGRAMS**

## Sartell Police Department

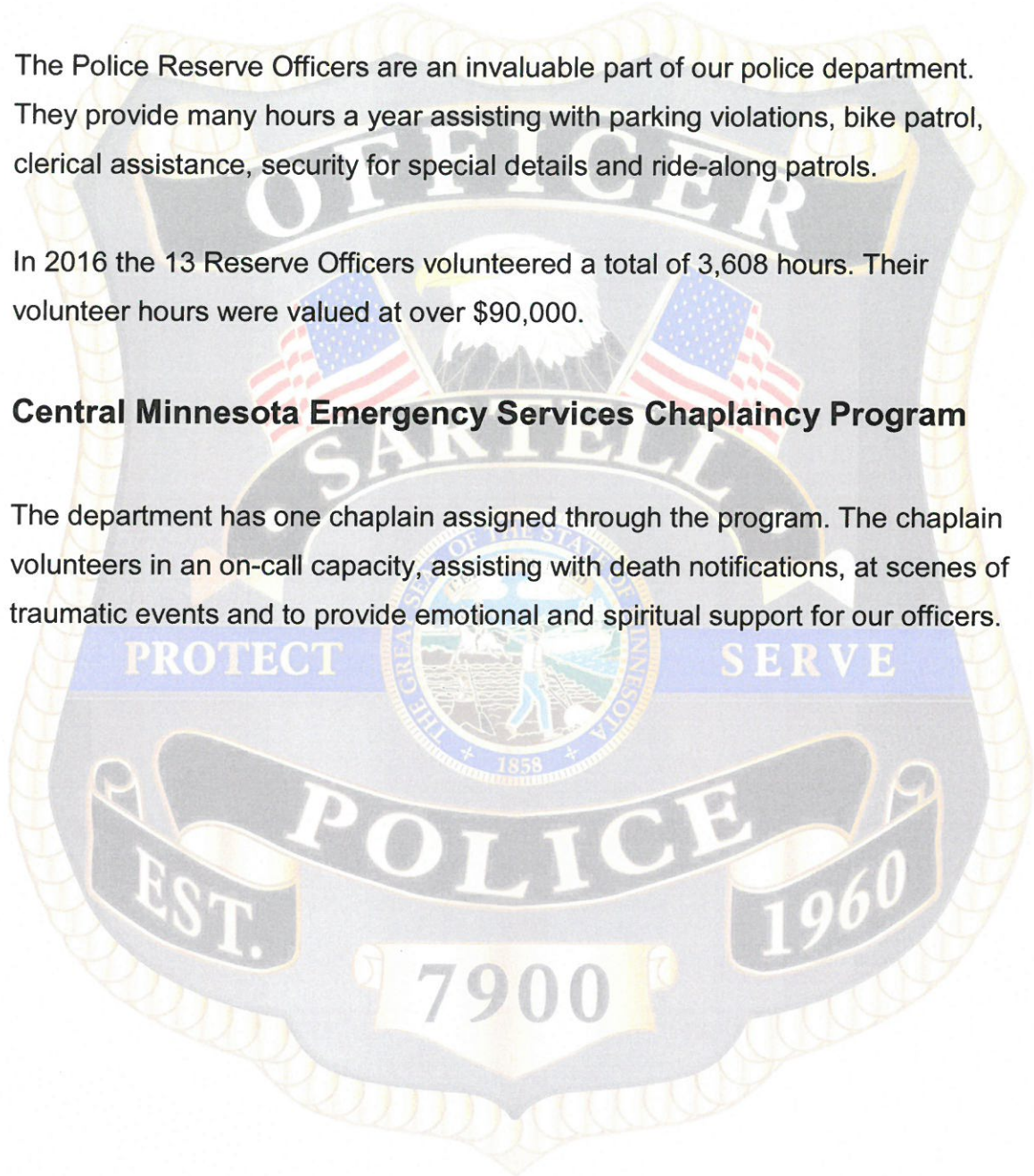
### **Police Reserve Unit**

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

In 2016 the 13 Reserve Officers volunteered a total of 3,608 hours. Their volunteer hours were valued at over \$90,000.

### **Central Minnesota Emergency Services Chaplaincy Program**

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





# RESERVE DIVISION

## RESERVE DIVISION

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

The reserve officer division work under close supervision of the police division. Reserve officers assist with law enforcement, crime prevention, emergency medical response, public assistance, community events, motorist assists, and also assists officers with enforcing the winter parking ordinance.

Over the year I have tried to keep twelve reserve officers on staff. At the end of last year I decided to add one more to get up to thirteen which that reserve officer is just going to be starting their initial training. The decision to add another reserve officer is due to the need to fill special details that the reserve officers perform.

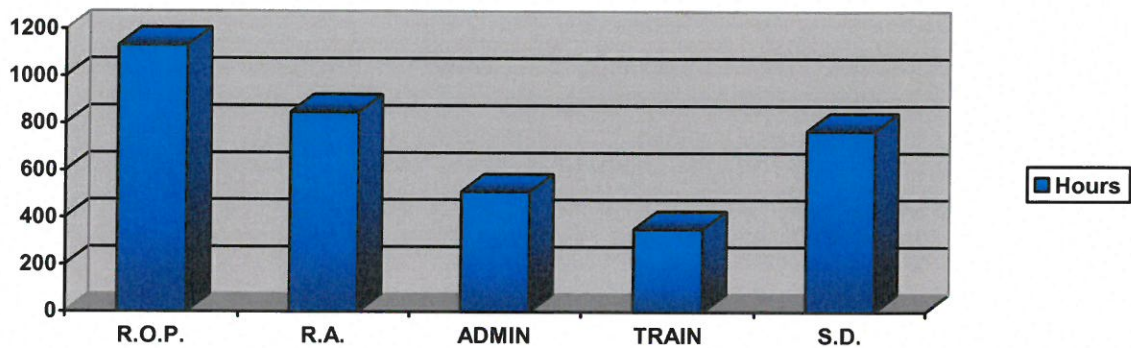
Reserve Sergeant Todd Ackerman continues to be a huge help to me in running the program. He has assisted me in lining up reserve officers to assist in special events like Summerfest, Apple Duathlon, and Firefest in Cold Spring to name a few. He also keeps track of the many hours that they put in with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

One new addition to the reserve officers uniforms this past year are new badges. We purchased new badges that match the ones the other officers received the year before with the exception of the color. The reserve officer's badges are silver instead of gold and have a more professional look than the old badges.

In 2013 a total of 2,968 hours were volunteered. In 2014 a total of 2,968.5 hours were volunteered by our reserve officers. In 2015 a total of 2,743.5 hours were volunteered by our reserve officers. In 2016 a total of 3,608 hours were volunteered by our police reserves. The large increase in hours this year was due to having a full staff of reserve officers for the entire year. These reserve officers also were very dedicated to the department and the city.

The state associates a rate of \$25.20 per volunteer hour. The Sartell Reserve division's volunteer hours for 2016 were valued at \$90,921.60.

The graph below shows a breakdown of those hours.



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

Prepared by:  
Sgt. Kelly R. Mader



A large, semi-transparent watermark of the Sartell Police Department badge is centered on the page. The badge is shield-shaped with a gold border and features the word "OFFICER" in a large, white, serif font across the top. Below this, there is a central emblem depicting a bald eagle with its wings spread, flanked by two American flags. Underneath the eagle is a circular seal with the text "THE GREAT LAKES POLICE DU NOUVEAU MINNESOTA" and the year "1858". At the bottom of the badge, the words "PROTECT" and "SERVE" are written in white, serif font on a blue background. The number "7900" is visible at the very bottom of the badge.

Sartell Police Department

### **Metro Citizens Police Academy**

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

### **Neighborhood Watch**

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

### **Shop with a Cop**

This program began for us when Walmart built in our community. Our officers shop with an underprivileged youth at the store. The youth are provided a \$50 gift

card to spend on themselves or their family around Christmas. This is our fifth year of participating and the officers have a great time with the kids.



## Sartell Police Department

### **Seniors And Law Enforcement Together (SALT)**

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

#### **Coffee and Conversation**

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

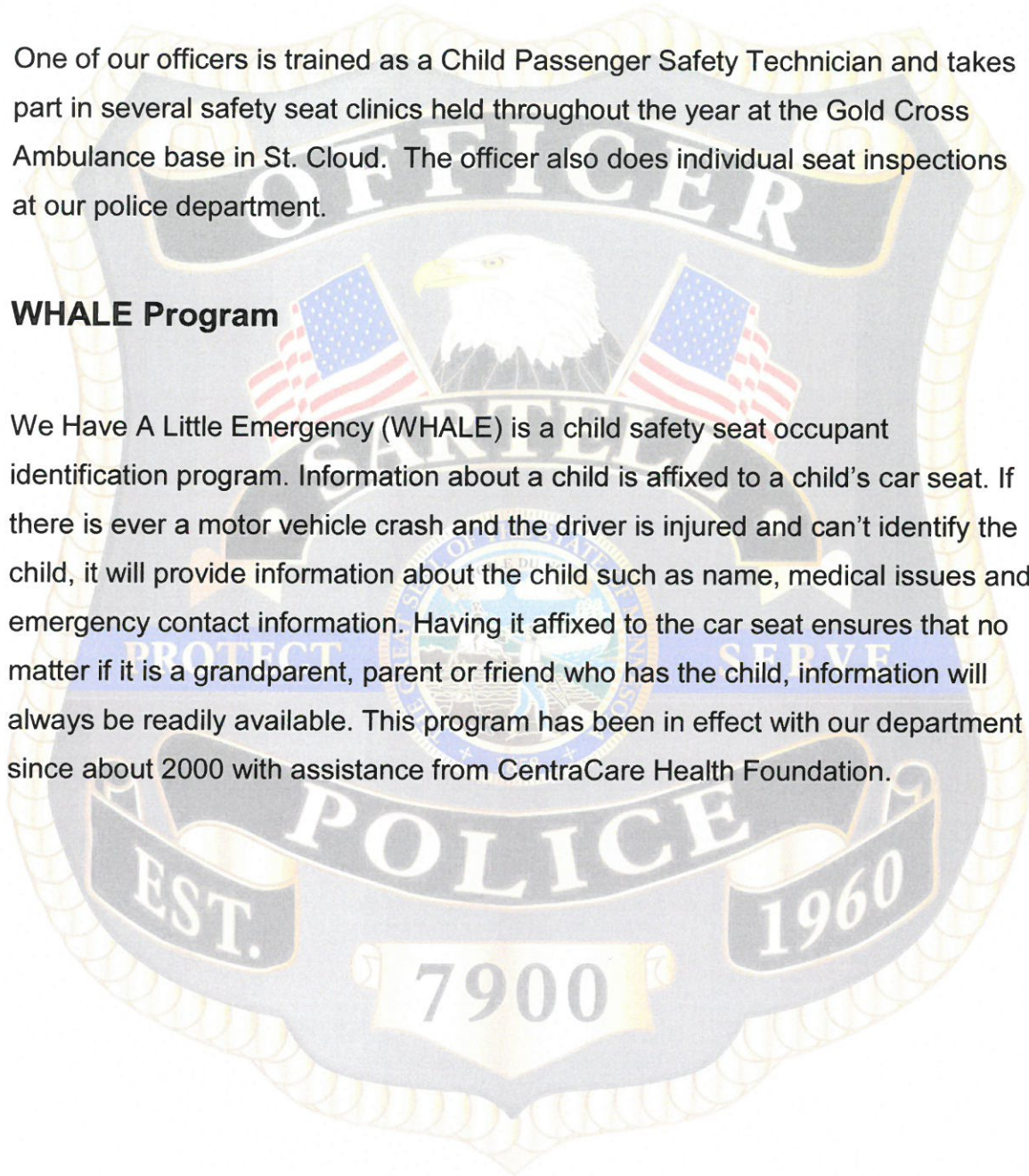
Sartell Police Department

## **Child Restraint Inspections**

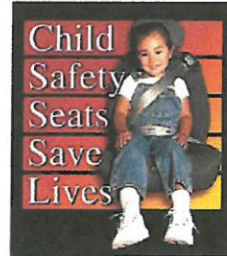
One of our officers is trained as a Child Passenger Safety Technician and takes part in several safety seat clinics held throughout the year at the Gold Cross Ambulance base in St. Cloud. The officer also does individual seat inspections at our police department.

## **WHALE Program**

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



2016 YEAR END REPORT  
CHILD PASSENGER SAFETY



I, Officer Jill Lundquist, am a licensed Child Passenger Safety (CPS) Instructor. I instructed one CPS Technician class in the fall at the Elk River Fire Department. Community Service Officer (CSO) Molitor is a licensed CPS Technician at the Police Department as well. CSO Molitor and I conducted thirty-four individual child restraint inspections at the Sartell Police Department. While scheduling the appointments, we ask the parent/caregiver to install the child passenger safety seat(s) according to the manufactures instructions. Out of the thirty-four seat checks, eight were installed correctly, fifteen were installed incorrectly and eleven were uninstalled before arriving to the Police Department.

CSO Molitor and I are active members of the St. Cloud Area Child Passenger Safety Collaborative. We meet quarterly at Gold Cross Ambulance in St. Cloud. We took part in several of the monthly clinics held at Gold Cross throughout the year. At the clinics, I inspected child restraints and signed off on seat checks as an instructor. CSO Molitor inspected child restraints at the clinics with parents and caregivers.

I am a member of the Minnesota CPS Advisory Board. We had quarterly meetings across the metro area. As a board, we presented and organized various breakout sessions on Child Passenger Safety at the Toward Zero Death (TZD) conference in Duluth. We also submit a quarterly CPS News Letter to current instructors and technicians throughout the state. We successfully assisted the Office of Traffic Safety in creating a new online CPS curriculum for Minnesota licensed peace officers to complete. This training is called Occupant Protection Usage & Enforcement (OPUE).

Respectfully Submitted,

Jill N. Lundquist #7913



## Sartell Police Department

### **Cookout with Cops**

This was the seventh year of our cookout which averages about 250 seniors. The department wanted a way to pull together the seniors in our community and allow them to interact with officers on an occasion when they are not in need. The event is free to Sartell residents 55+ and is held annually. Health and personal safety seminars are provided during the event. Officers who work the event volunteer their time and the goods for the event are obtained through donations and grants. It costs about \$1,000 to put on the event. Beginning in 2015, Country Manor has agreed to sponsor the event through 2017.

### **Police Activities League (PAL)**

The program is held from June through the July yearly on Tuesday and Thursday nights at Val Smith Park and entered its 20<sup>th</sup> year. It is for ages 5-15 and offers a variety of activities from crafts to dodge ball. The program allows interaction among the police officers working the event and the youth that attend. It allows the youth to see the officers, who are out of uniform, as a person and which allows the building of better relationships. Each night the average attendance is around 120

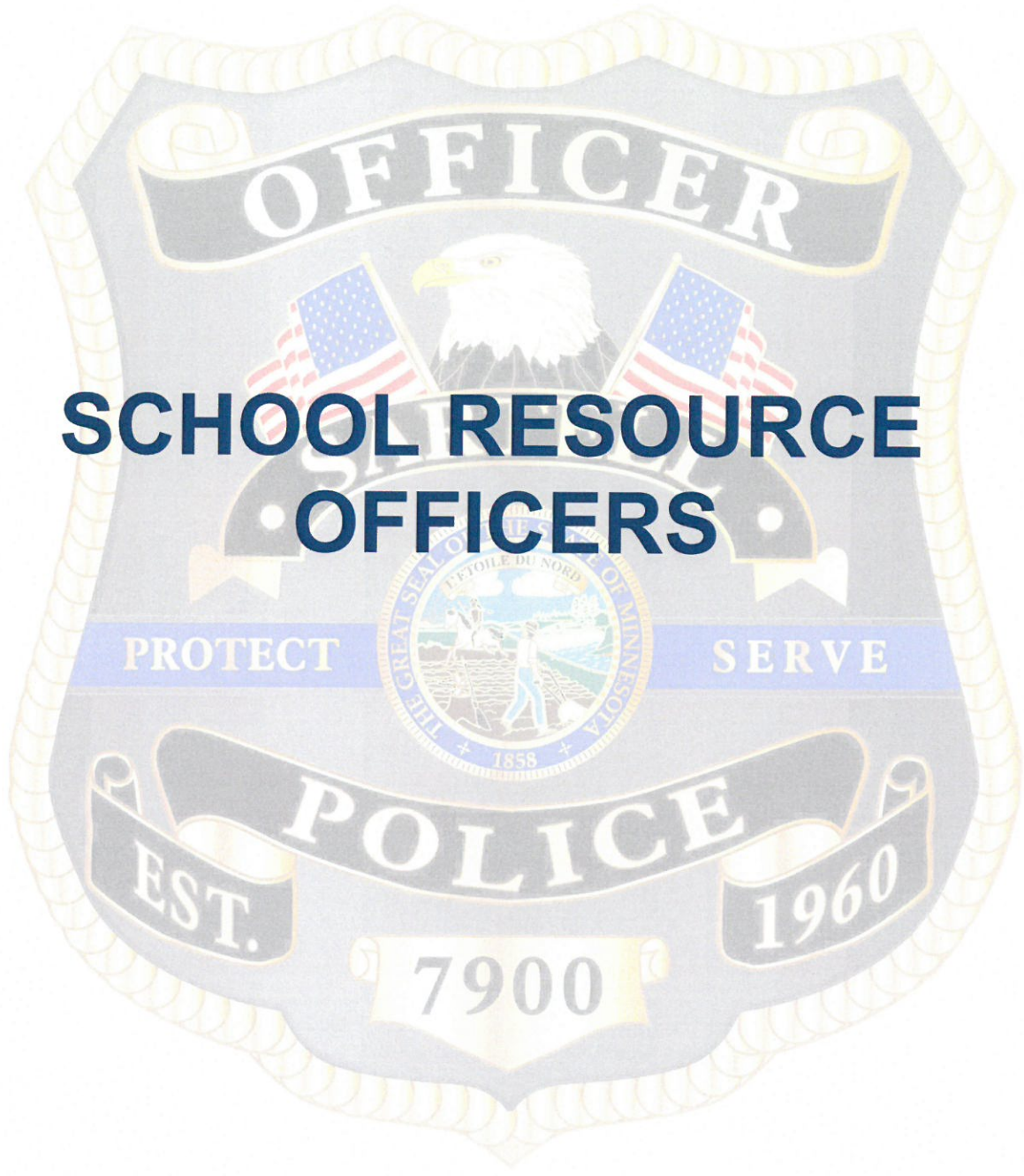
## Sartell Police Department

### **Welcome Packets**

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

### **Facebook and PD Website**

Our department utilizes social media to get information out to the public as well as placing a lot of information on our website. In 2014 our 'LIKES' were at 2,177, but today the department currently has 4,194 'LIKES' on Facebook. When something is posted on the site we can see how many people have viewed and/or shared the information. Some of our crime related photos, press releases and other information have been viewed by more than 174,000 persons.



**SCHOOL RESOURCE OFFICERS**

PROTECT

SERVE

EST.

POLICE

1960

7900

Sartell Police Department

## **School Resource Officers**

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

Again in 2016, the two school officers tracked their activity daily via a checklist of activities that they performed for the day/week. Many of the duties they perform may not entail having to write an official report, yet needed to be tracked for statistical purposes. They track administrative meetings down to truancy issues. In 2016 they documented participating in 1,629 various activities.

During the school year the SROs are full-time in that capacity, but during the summer months, the SROs respond to calls for service as patrol officers and assist with PAL as needed.

## **Drug Abuse Resistance Education (DARE)**

The DARE program continued into its 24th year in Sartell. The program is valued as a teaching tool in the fight against chemical and substance abuse amongst our youth and is currently taught in 6<sup>th</sup> grade, but transitioning back to 5<sup>th</sup> grade. Besides learning to say no to chemicals and substances the children also learn about self-esteem, bullying and image building. It provides them with many necessary tools to make the right decisions both currently and later in life.

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## *SARTELL POLICE DEPARTMENT*

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**TO:** CHIEF HUGHES  
**FROM:** DEPUTY CHIEF DALE STRUFFERT  
**SUBJECT:** SCHOOL RESOURCE OFFICER ACTIVITY FOR 2016  
**DATE:** 01-10-17  
**CC:** MEMO FILE

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Chief Hughes:

The following is a list of activities performed by SRO Lundquist, SRO Lyon and SRO Vande Vrede for the 2016 calendar year at their prospective schools:

	Middle School	High School
Administrative meetings	28	34
Agency Assist	20	16
Alcohol	1	2
Assault	4	4
Bad driving	1	13
Bullying	8	1
Counseling/Mediation	230	182
Damage to property	3	1
DARE teaching	98	30
Disorderly	8	32
Drugs	2	3
Escort/Transport	15	11
Family Problems	59	22
Fire	0	0
Gang Activity	0	0

GRADE teaching	38	0
Group conferencing	2	3
Harassment	0	31
Inappropriate Computer search	2	2
Medicals	3	3
Motorist Assists	0	2
Motor Vehicle Accidents	1	1
Parent Meetings	30	21
Parking Lot Checks	1	154
Runaway	0	0
Security patrol	133	161
Sexual assault	1	0
Sexual Harassment	1	5
Suicidal/Psych Trauma	2	4
Suspicious Calls	1	18
Target Club	0	31
Teaching (various)	20	12
Theft	1	27
Tobacco	3	4
Training	4	14
Trespass	1	1
Truancy	3	22
Verbal Dispute	1	5
Weapons	3	1
Welfare check	10	1
<b>TOTAL ACTIVITY</b>	<b>754</b>	<b>875</b>

## Sartell High School SRO 2016 Year End Report

The 2015-2016 school year was my thirteenth year as the School Resource Officer (SRO) at Sartell High School. I also covered Pine Meadow Elementary School as the primary SRO. I took calls to Sartell Middle School, Oak Ridge Elementary School and Saint Francis Xavier School as needed.

During the school year, I carried out day-to-day operations of the high school as an SRO. School safety was first priority. The School District and Police Department continued to make efforts in providing a safe environment that is conducive for learning for all students and maintaining safety for all staff and visitors. One of the biggest safety measures to take place this past year was the training of school officers and school administrators in the Alert Lockdown Inform Counter Evacuate (ALICE) Program as an addition to the current lockdown procedure. This program has received serious consideration from the School District and has been introduced to the high school teaching staff. The program has not been implemented as of yet, and school buildings continued to practice current lockdown procedures. The high school also received a new digital video recorder (DVR), which added more security cameras to the system and made it more user friendly. I was also given two large monitors that are dedicated strictly to the security cameras.

I took an active role with Teens Achieving Recognizable Goals and Education through Teamwork (TARGET) Club. TARGET is a chemically free student club from grades 9 - 12 at the high school and part of the MN State High School League. TARGET Club members worked on projects including Chemical Health Week, Feed My Starving Children, hat and mitten drive, bell ringing and teen driving awareness through the MN State Patrol. The TARGET Club was also involved in regional workshops and social activities.

Drug Abuse Resistance Education (D.A.R.E.) continues to make a positive impact in our school and community. I taught DARE to the sixth grade classes at Sartell Middle School and St. Francis Xavier School. I received continuing education at the annual DARE Conference and continued to serve on the MN DARE Officers Association Board as 2<sup>nd</sup> Vice President.

Shop With a Cop brought smiles from children and some tears from parents/guardians. Officers from Sauk Rapids and Sartell Police Departments spent quality time with a group of less fortunate children as they shopped at Walmart for a special gift for themselves or family members.

In the upcoming year, I look to carry on the highest traditions of the Sartell Police Department with dedication and professionalism to the community and school district.

Respectfully Submitted,

Adam Vande Vrede  
SRO/Sartell Police Department

SARTELL MIDDLE SCHOOL

SCHOOL RESOURCE OFFICER

2015-2016 YEAR END REPORT

This is my third year as the School Resource Officer (SRO) in the Sartell Middle School (SMS). My duties at SMS include providing safety for the students, staff and visitors, teaching DARE (Drug Abuse Resistance Education) to 5<sup>th</sup> and 6<sup>th</sup> graders at Sartell Middle School (SMS), teaching GRADE (Gang Resistance Awareness Educating) to the 8<sup>th</sup> grade class at SMS and other assigned duties.

This year was the 24<sup>th</sup> year the Sartell Police Department has been teaching DARE to SMS students. We taught DARE to approximately 325 6<sup>th</sup> grade students at SMS and St. Francis Xavier. Along with teaching the curriculum, the DARE students went on a bowling field trip to Great River Bowl. The cost of the DARE program is about \$4,000, which includes each student receiving a DARE t-shirt, certificates, bowling and miscellaneous items such as pencils, pens, stickers and erasers.

This year was the 20<sup>th</sup> year teaching a gang and violence resistance program. The current curriculum is known as GRADE (Gang Resistance Awareness Drug Education), formerly GREAT (Gang Resistance Education Awareness Training). There have not been any specific gang incidents in our school district for several years. I believe this program is essential in educating our students on the risk of gangs, violence and current drug trends. This program helps create an environment where gangs and gang behavior are not accepted or tolerated by our staff or students. It also teaches students the importance of staying involved in positive activities and/or organizations where social needs are met to deter the negative or illegal behavior. We host a GRADE Activity Night at the culmination of the program. The cost of running the GRADE program is about \$900.00.

Last summer we concluded our 21<sup>st</sup> successful PAL program. We have a partnership with Sartell Community Education where we were able to use some of their staff members to assist us at the nightly activities. This partnership works very well and allows us to offer new and additional activities. The Police Department provided two free family picnics, prizes and daily snacks. This seven week summer program is run Tuesday and Thursday evenings from 6:30-8:30 PM at Val Smith Park. Our program is free and open to all kids age five to fifteen. We provided limited transportation to and from Hi-View Park.

At SMS, I continue to practice and promote restorative justice practices in our schools and community. We currently have over 1,200 students at our middle school. As the SRO at SMS, it has been very rewarding to work with students, staff and families. I feel it is vital to establish positive relationships within our community and continue to achieve this through PAL, GRADE, DARE, the annual bike rodeo and other community activities.

Sincerely,

Officer Jill Lundquist  
School Resource Officer

Sartell Police Department

## **Gang Resistance And Drug Education training (GRADE)**

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

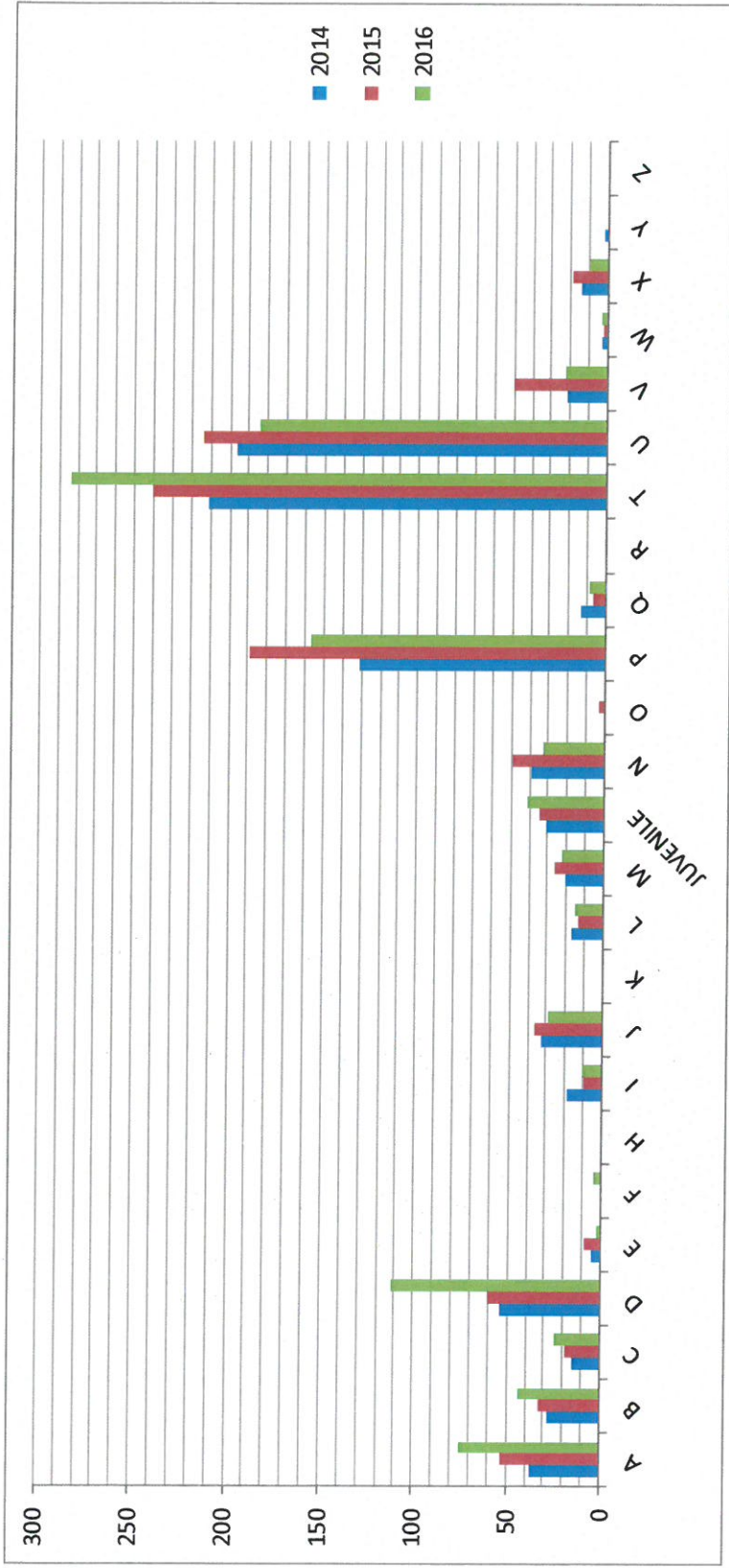
## **Family Group Conferencing**

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



# STATISTICS

# Reportable Incidents



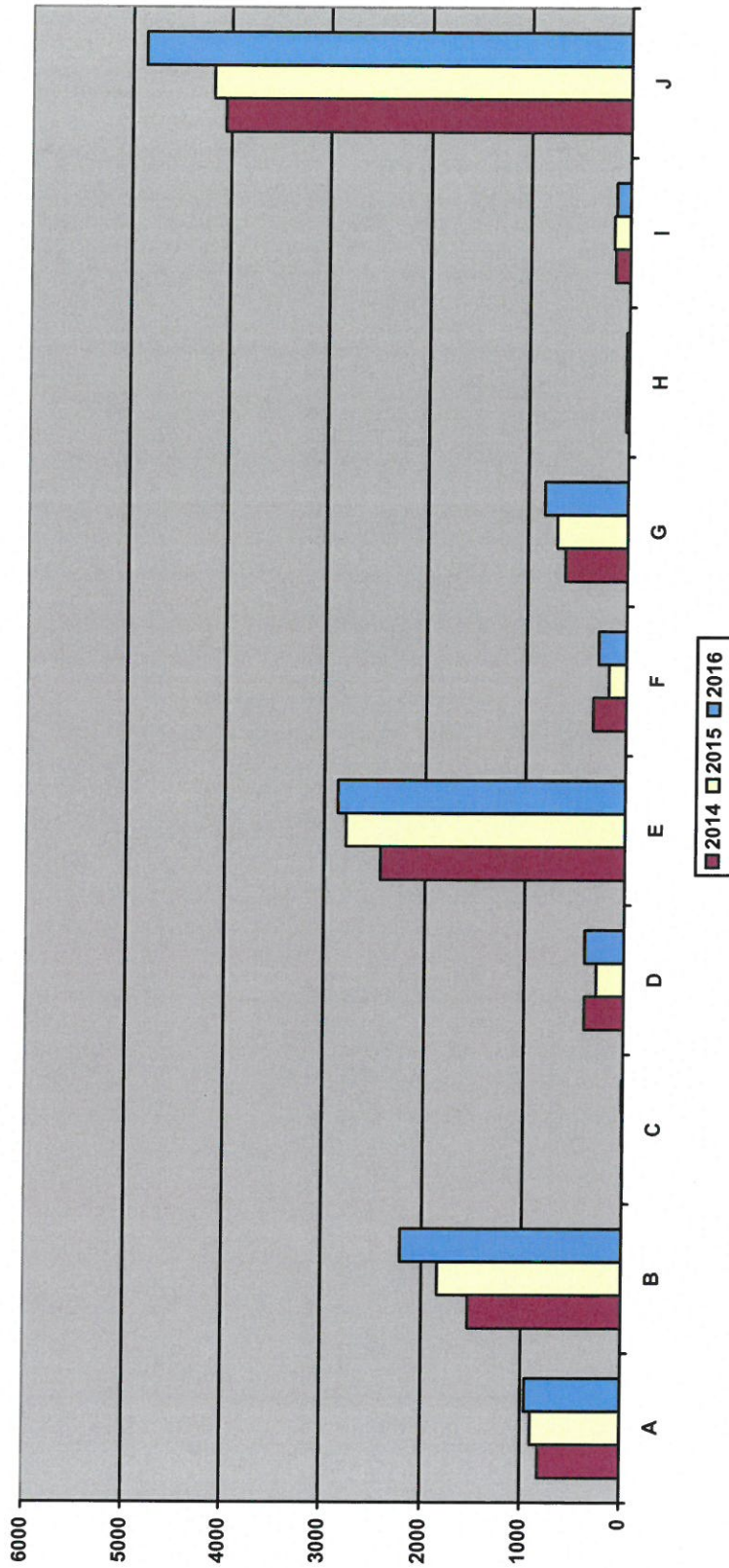
A - Assault	B - Burglary	C - Forgery/Counterfeiting	D - Drugs	E - Escape/Flight
F - Arson/Negligent Fires	H - Homicide	I - Crime Against Family	J - DWI	K - Kidnapping
L - Criminal Sexual Conduct	M - Miscellaneous	Juvenile	N - Disturbing Peace/Privacy	O - Obscenity
P - Trespass/Damage to Property	Q -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

**SARTELL POLICE DEPARTMENT  
ANNUAL ACTIVITY REPORT  
2016**

**REPORTABLE INCIDENTS**

		<u>2014</u>	<u>2015</u>	<u>2016</u>
A	Assault	37	53	75
B	Burglary	33	44	45
C	Forgery/Counterfeiting	19	24	46
D	Drugs	60	112	137
E	Escape/Flight	9	2	12
F	Arson/Negligent Fires	0	4	1
H	Homicide	1	0	0
I	Crime against Family	10	11	8
J	DWI	36	29	32
K	Kidnapping/False Imprisonment	1	0	0
L	Criminal Sexual Conduct	13	15	17
M	Miscellaneous	26	23	37
	M3001 Juvenile Alcohol Offender	5	19	20
	M3005 Juvenile Use of Tobacco	7	7	3
	M5313 Juvenile Curfew	0	0	1
	M5350 Juvenile Runaway	23	15	8
N	Disturbing Peace/Privacy	49	33	47
O	Obscenity	3	1	5
P	Trespass/Damage to Property	189	157	154
Q	Stolen Property	7	9	7
T	Theft	241	284	227
U	Theft Related	214	184	186
V	Vehicle Theft Related	50	23	30
W	Weapons	2	3	13
X	Crime against Administration of Justice	19	10	24
Y	Crime against Government/Public Official	0	0	3
Z	Sex Related	1	0	0
	<b>TOTAL</b>	<b>1055</b>	<b>1062</b>	<b>1138</b>

# NON-REPORTABLE INCIDENTS BY YEAR



	2014	2015	2016
A	822	901	960
B	1534	1844	2210
C	2	7	12
D	394	278	394
E	2442	2784	2867
F	332	175	282
G	623	709	837
H	27	26	28
I	147	162	141
J	4055	4171	4863

- A Traffic Citations
- B Traffic Warnings
- C Alcohol Violations
- D Motor Vehicle Crashes
- E Quality of Life/Nuisances
- F Parking Violations
- G Medical
- H Fires
- I Juvenile Problems
- J Miscellaneous

**SARTELL POLICE DEPARTMENT  
ANNUAL ACTIVITY REPORT  
2016**

**NON REPORTABLE INCIDENTS**

		<u>2014</u>	<u>2015</u>	<u>2016</u>
911 CALL	9847	10	8	11
911 HANG UP	9837	31	30	23
ABANDONED VEHICLES	9314	5	0	0
ADMINISTRATIVE CASE	9320	1	0	1
ADMINISTRATIVE CITATION	9099	15	38	61
ALARM - ACTUAL	9805	37	20	20
ALARM - FALSE	9807	195	208	216
ALCOHOL COMPLIANCE CHECKS	9906	11	27	26
ALL OTHER CITY ORDINANCES	9838	124	148	94
ALL OTHER DRIVER'S LICENSE VIOLATIONS	9202	2	6	10
ALL OTHER MOVING VIOLATIONS	9000	62	77	102
ALL OTHER NON-MOVING VIOLATIONS	9200	8	17	15
ALL OTHER PARKING VIOLATIONS	9100	45	27	45
ALLOW UNAUTHORIZED DRIVER	9217	0	0	1
ANIMAL BITES (ALL OTHERS)	9560	0	0	1
ANIMAL COMPLAINTS (ALL OTHERS)	9564	23	28	31
ANIMALS FOUND	9312	11	15	16
ANIMALS LOST	9302	17	7	21
APPREHENSION AND DETENTION ORDER	9931	11	14	13
ASSAULT, NO ARREST	9994	12	7	12
ASSIST - MOTORIST ASSIST	9843	286	287	273
ASSIST - PERSONAL ASSIST	9732	212	236	270
ASSIST - PUBLIC ASSIST	9802	0	1	4
ASSIST ALBANY PD	9885	1	1	0
ASSIST AMBULANCE	9887	3	2	2
ASSIST BENTON COUNTY	9882	21	23	35
ASSIST BUSINESS	9866	69	39	50
ASSIST COLD SPRING PD	9873	2	10	2
ASSIST DOUGLAS COUNTY	9861	1	1	0
ASSIST FIRE DEPARTMENT	9888	0	2	0
ASSIST HUMAN SERVICES	9889	59	52	91
ASSIST MELROSE PD	9862	0	1	0
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	35	21	33
ASSIST POPE COUNTY	9871	0	2	0
ASSIST SAUK CENTRE PD	9884	0	2	0

ASSIST SAUK RAPIDS PD	9875	97	91	87
ASSIST ST CLOUD PD	9859	95	93	112
ASSIST ST JOSEPH PD	9876	4	6	5
ASSIST STATE PATROL	9860	19	24	34
ASSIST STEARNS COUNTY	9863	132	145	166
ASSIST TODD COUNTY	9864	0	1	1
ASSIST WAITE PARK PD	9877	10	23	30
ATTEMPT TO LOCATE	9867	6	8	4
ATV - ALL OTHER VIOLATIONS	9578	4	3	1
ATV - OPERATE ON ROADWAY	9576	3	5	3
BACKGROUND CHECKS	9858	671	585	806
BAR CROWD	9828	1	0	0
BOATING ACCIDENTS	9364	0	1	0
BURNING VIOLATION	9824	16	23	22
CANCELLED IPS	9208	7	5	9
CAR/ANIMAL ACCIDENT	9411	6	13	14
CARELESS DRIVING/RECKLESS DRIVING	9002	6	2	6
CHILD CUSTODY	9992	41	31	42
CHILD PLACEMENT	9881	22	27	14
CHILD RESTRAINT VIOLATION	9022	3	1	3
CITIZEN CONTACT	9897	56	104	152
CIVIL MATTER	9831	56	63	82
CONTROLLED ACCESS	9010	7	1	5
COURT - OFF DUTY	9914	14	8	4
COURT - ON DUTY	9913	8	9	6
DECEASED PERSON - BODY FOUND	9720	14	9	13
DISPLAY ANOTHER'S DRIVER'S LICENSE	9107	0	1	1
DISPLAY WRONG REGISTRATION	9211	1	2	2
DISPLAY/POSSESS REVOKED PLATES	9097	8	7	0
DOG - AT LARGE	9566	43	67	60
DOG - BARKING	9565	62	46	49
DOG BITES	9561	7	10	10
DOG COMPLAINTS	9562	54	43	43
DOG IMPOUNDS	9563	13	15	11
DOMESTIC, NO CRIME COMMITTED	9993	49	48	48
DRIVING AFTER CANCELLATION	9206	7	5	8
DRIVING AFTER REVOCATION	9201	123	98	112
DRIVING AFTER SUSPENSION	9207	57	55	42
DRIVING COMPLAINT	9839	222	245	236
DRIVING RULES	9006	0	0	3
DROWNING	9715	0	1	0
DRUNKS - DETOX ADMITTANCE	9730	12	5	13
ESCORT	9854	22	30	35
EXPIRED DL OR INSTRUCTIONAL PERMIT	9220	1	1	3
EXPIRED REGISTRATION	9212	26	36	51
FAIL TO CHANGE ADDRESS ON DL	9098	2	4	2
FAIL TO REGISTER MOTOR VEHICLE	9213	0	1	0

FAILURE TO TRANSFER TITLE	9216	3	1	3
FATAL MOTOR VEHICLE ACCIDENT	9410	0	0	2
FELONY WARRANT	9921	0	0	5
FIGHTS	9804	6	9	12
FINGERPRINT	9849	174	249	286
FIRE - ALL OTHERS	9600	6	12	6
FIRE - COMMERCIAL	9603	5	2	1
FIRE - GRASS	9607	3	4	1
FIRE - INDUSTRIAL	9604	4	0	0
FIRE - MULTIPLE DWELLING	9602	1	5	10
FIRE - SINGLE FAMILY	9601	3	4	7
FIRE - VEHICLE	9606	5	3	3
FIRE LANE PARKING - SIGNS	9106	10	11	5
FIREWORKS	9814	31	26	17
FOLLOWUP	9327	18	12	15
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	190	193	236
GUN - DISCHARGING WEAPON IN CITY	9821	4	2	2
GUN RELATED COMPLAINTS	9879	18	23	28
HANDICAPPED PARKING	9103	14	5	16
HARASSMENT	9801	81	65	68
HARASSMENT/RESTRAINING/OFP ORDERS	9929	16	21	38
HAZARDOUS CONDITIONS	9796	4	5	1
HIT AND RUN / PERSONAL INJURY VEHICLE	9430	1	0	1
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	3	2	6
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	66	59	65
ILLEGAL DUMPING	9996	15	16	12
ILLEGAL USE OF PLATES	9214	0	1	2
IMPEDING TRAFFIC	9005	0	1	1
INATTENTIVE DRIVING	9034	11	8	9
INTOXICATED PERSON	9844	45	46	94
ISSUE DEER PERMIT	9855	9	20	12
JUVENILE CURFEW VIOLATION	9833	48	48	20
JUVENILE PICKUP ORDER	9923	0	2	0
JUVENILE PROBLEM	9834	99	111	121
LIMITED DRIVER'S LICENSE	9109	0	1	4
LIQUOR LICENSE APPLICATION/RENEWAL	9907	28	32	45
LIQUOR ON SIDEWALK/STREET	9815	0	0	1
LITTERING	9813	6	7	5
MATTER OF INFORMATION	9970	214	299	333
MEDICAL CALL	9731	450	582	645
MOVE OVER LAW	9037	0	0	5
NEIGHBORHOOD DISPUTE	9991	22	12	11
NO DRIVER'S LICENSE IN POSSESSION	9111	2	1	8
NO INSURANCE	9210	41	29	36
NO MOTORCYCLE ENDORSEMENT	9112	0	2	3
NO PROOF OF INSURANCE	9021	103	97	110
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	9	2	5

NO VALID DRIVER'S LICENSE	9113	16	13	23
NOISE (NO VIOLATION)	9803	17	12	9
NOISE VIOLATION	9817	117	96	87
OBSTRUCTED VIEW - DRIVER	9018	0	1	1
OPEN BOTTLE - DRIVER	9001	0	1	5
OPEN BOTTLE - PASSENGER	9039	0	1	1
OPEN CONTAINER	9040	2	5	6
OPEN DOOR AND WINDOW	9900	21	30	60
PAPER SERVICE	9904	3	6	5
PARK VIOLATION	9823	9	19	25
PARKING - RELATION TO CURB	9104	0	1	0
PARKING - WINTER	9110	258	128	210
PARKING LOT CLEARANCE	9825	3	0	0
PERSON LOST - WELFARE CHECK	9301	1	1	1
PERSONAL INJURY ACCIDENT / PRIVATE PROPERTY	9422	1	2	1
PERSONAL INJURY VEHICLE ACCIDENT	9420	36	24	38
PERSONS FOUND	9311	62	36	29
PERSONS MISSING	9304	57	32	26
POTENTIALLY DANGEROUS DOG	9328	0	0	2
PREDATORY OFFENDER/REG/COMPL CHK/CHANGE OF ADDRESS	9850	30	10	24
PROHIBITED PARKING	9101	5	3	6
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	193	168	229
PROPERTY FOUND	9313	115	135	155
PROPERTY LOST	9303	36	48	50
PROWLERS AND WINDOW PEEPERS	9808	4	3	1
PSYCHIATRIC CASE	9740	61	35	66
PUBLIC HEALTH & SAFETY	9869	139	148	125
PUBLIC NUISANCE	9832	2	1	0
RECOVERED STOLEN VEHICLE	9927	4	2	3
REQUEST FOR EXTRA PATROL	9998	239	309	297
RIGHT OF WAY	9008	3	5	1
ROAD HAZARD	9836	19	34	37
SCHOOL BUS STOP ARM VIOLATION	9014	11	25	29
SCHOOL GUARD VIOLATION	9019	1	5	0
SEARCH WARRANT	9928	9	6	5
SEATBELT VIOLATION	9020	20	10	14
SEIZED PROPERTY	9872	274	297	311
SEMAPHORE VIOLATION	9038	10	6	6
SERVICE TO OTHER DEPARTMENTS	9902	16	23	22
SNOWBIRD	9105	1	1	1
SNOWMOBILE - ALL OTHER VIOLATIONS	9506	1	0	0
SNOWMOBILE COMPLAINT	9504	5	0	2
SOLICITOR REGISTRATION	9324	10	19	14
SPECIAL DETAIL	9829	137	96	119
SPEEDING	9004	234	312	250
STALLED VEHICLE	9840	41	22	29
STOP SIGNS	9017	14	16	11

SUICIDE	9700	1	3	1
SUICIDE ATTEMPT	9710	17	13	20
SUICIDE THREAT	9705	68	61	79
SUSPICIOUS ACTIVITY	9826	197	247	259
SUSPICIOUS ITEM	9798	9	15	17
SUSPICIOUS MAIL/EMAIL	9797	7	6	4
SUSPICIOUS NOISE	9794	2	1	5
SUSPICIOUS PERSON	9870	71	105	100
SUSPICIOUS PHONE CALL(S)	9795	21	22	13
SUSPICIOUS SMELL	9799	28	29	23
SUSPICIOUS VEHICLE	9868	134	223	301
THREATS COMPLAINT, NO ARREST	9995	50	48	45
TOBACCO COMPLIANCE CHECKS	9912	27	30	32
TOBACCO/UNDERAGE POSSESSION	9899	0	1	0
TOWED VEHICLE	9841	155	126	166
TRAFFIC CONTROL	9919	0	1	1
TRAINING/MISCELLANEOUS	9857	3	6	6
TRANSPORTS	9856	156	138	206
UNREASONABLE ACCELERATION	9033	1	0	0
UNSAFE EQUIPMENT	9015	5	1	1
UNSAFE OPERATION	9358	0	0	1
UNWANTED PERSON	9830	48	44	41
URINATING IN PUBLIC	9816	2	4	2
USE OF UNREGISTERED MOTOR VEHICLE	9215	2	0	1
USE OF WIRELESS DEVICE	9012	1	1	6
VEHICLE IN DITCH	9842	79	8	33
VERBAL DISPUTE	9845	72	79	58
VERBAL WARNING - ALL OTHERS	9045	709	840	1412
VERBAL WARNING - HEADLAMP(S)	9047	194	197	203
VERBAL WARNING - SEATBELT	9046	24	21	9
VERBAL WARNING - SPEED	9043	524	711	505
VERBAL WARNING - STOP SIGN	9044	46	53	47
VISION OBSCURED	9011	0	0	1
WARNING TAG - EQUIPMENT VIOLATION	9031	10	7	18
WARNING TAG - FAILURE TO YIELD	9028	0	0	1
WARNING TAG - IMPROPER LANE CHANGE	9024	1	0	0
WARNING TAG - NO DL IN POSSESSION	9197	0	1	0
WARNING TAG - NO INSURANCE IN POSSESSION	9196	4	0	0
WARNING TAG - OTHER EQUIPMENT VIOLATION	9194	0	0	1
WARNING TAG - OTHER MOVING VIOLATION	9032	1	0	3
WARNING TAG - OTHER NON MOVING VIOLATION	9185	5	1	0
WARNING TAG - RED LIGHT OR STOP SIGN	9026	0	1	0
WARNING TAG - SEATBELT/CHILD RESTRAINT	9193	1	0	0
WARNING TAG - SPEED	9023	15	12	11
WARRANT SERVED	9901	73	68	82
WARRANT/PAPER ATTEMPT	9999	30	39	41
WELFARE CHECK	9811	309	304	359

TOTAL	10,423	11,002	12,595
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# ***LAW ENFORCEMENT CENTER***

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

*Jurisdiction:* LEC

*First Date:* 01/01/2016

*Last Date:* 12/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
<b>1 SPD</b>			
	1014	ESCORT	28
	1021	PHONE CALL	511
	1029R	STOLEN VEHICLE RECOVERED	4
	1029	STOLEN VEHICLE	12
	1050	ACCIDENT	232
	1050B	ACCIDENT BLOCKING ROADWAY	3
	1050B	ACCIDENT BLOCKINGG ROADWAY	4
	1052	ACCIDENT WITH MINOR INJURIES	6
	1053	ACCIDENT AMBULANCE ENROUTE	28
	1054	FATAL ACCIDENT	1
	1056	INTOXICATED DRIVER	23
	1057D	DISRUPTIVE INTOXICATION	3
	1057	INTOXICATED PERSON	57
	1072	DEAD BODY	13
	911H	911 HANGUP CALL	25
	911O	911 OPEN LINE	3
	ABAND	ABANDONED VEHICLE	3
	ABU	ABUSE AGAINST CHILD	14
	ADMIN	ADMINISTRATIVE ICR	304
	ADORD	APPREHENSION & DETENTION ORDER	19
	AENTRY	ATTEMPTED ENTRY	7
	AL	ALARM	191
	ALCC	ALCOHOL COMPLIANCE CHECK	6
	ALELEV	ALARM ELEVATOR	1
	ALFIRE	ALARM FIRE	18
	ALMC	ALCOHOL MINOR CONSUMPTION	4
	ALMED	ALARM MEDICAL	37
	ANI	ANIMAL COMPLAINT	62
	ANIB	ANIMAL BITE COMPLAINT	9
	ANIN	ANIMAL NEGLECT	5
	ARSON	ARSON	1
	ASEX	SEXUAL ASSAULT	18
	ASLT	ASSAULT	33
	ASSTA	AGENCY ASSIST	495
	ASSTB	BUSINESS ASSIST	29
	ASSTP	PERSONAL ASSIST	196
	ATV	ATV COMPLAINT	2
	BACK	BACKGROUND CHECK	586
	BHEALTH	BEHAVIORAL HEALTH	12
	BIKEA	BIKE/ABANDONED	20
	BIKES	BIKE/STOLEN	2
	BOMBT	BOMB THREAT	2
	BURG	BURGLARY	28
	BURGI	BURGLARY IN PROGRESS	8
	BURN	ILLEGAL BURNING	22
	CC	CITIZEN CONTACT	201
	CHK	BAD CHECKS	1
	CITYB	CITY BUSINESS	8
	CIVIL	CIVIL MATTER	57
	CO	CARBON MONOXIDE CALL WITHOUT IL	8

# *LAW ENFORCEMENT CENTER*

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

*Jurisdiction:* LEC

*First Date:* 01/01/2016

*Last Date:* 12/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
<b>51 SPD</b>		
	COILL CARBON MONOXIDE CALL WITH ILLNE	3
	COUNT COUNTERFEITING	20
	COURT COURT	12
	CP CRIME PREVENTION	10
	CS CAR SERVICE	1
	CUSTODY CHILD CUSTODY DISPUTE	38
	DANCOV DANCO VIOLATION	5
	DARE DARE PROGRAM	18
	DISOR DISORDERLY CONDUCT	30
	DOG DOG COMPLAINT/BARKING	147
	DOM DOMESTIC	34
	DOMI DOMESTIC IN PROGRESS	30
	DOORCHK DOOR CHECK(S)	130
	DRIVE DRIVING COMPLAINT	220
	DUMPI ILLEGAL DUMPING IN PROGRESS	1
	DUMP ILLEGAL DUMPING COMPLAINT	10
	DUPLICATE DUPLICATE ICR ERROR	11
	DWI DRUNK DRIVER ARREST	27
	EMES EMERGENCY MESSAGE	3
	EXPOS EXPOSER COMPLAINT	3
	FIGHT FIGHT PHYSICAL	9
	FINGERPRINT FINGERPRINT	1
	FIREAL FIRE ALARM	42
	FIREB FIRE BUILDING	6
	FIREC FIRE CAR	4
	FIRED FIRE DUMPSTER	1
	FIREO FIRE OTHER	4
	FIREU FIRE UNKNOWN	1
	FIREW FIRE GRASS OR WILDLAND	3
	FORG FORGERY	9
	FPATROL FOOT PATROL	16
	FPROP FOUND PROPERTY	106
	FRAUD FRAUD	108
	FUPC CRIMINAL FOLLOW UP	2
	FUP FOLLOW UP	176
	FWORKS FIREWORKS COMPLAINT	17
	GAS GAS LEAK	15
	GUN GUN/PERSON WITH	7
	GUNSH GUNSHOTS FIRED/HEARD	19
	HAR HARASSMENT COMPLAINT	61
	HARRORD HARASSMENT RESTRAINING ORDER	37
	HARRORV HARASSMENT RESTRAINING ORDER V	2
	HAZ HAZARD	136
	HR HIT AND RUN	76
	HSREFER HUMAN SERVICES REFERRAL	117
	HUNTING ILLEGAL HUNTING/HUNTING COMPLAI	2
	IDTHEFT IDENTITY THEFT	12
	INFO MATTER OF INFORMATION	282
	JUVL JUVENILE/LOST OR FOUND	7
	JUVPAR JUVENILE PARTY	2

# LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 01/01/2016

Last Date: 12/31/2016

Department	Complaint	Number	
101 SPD	JUVP	JUVENILE/PROBLEM WITH	92
	JUVR	JUVENILE/RUNAWAY	21
	KNIFE	KNIFE/PERSON WITH	3
	LDISP	LANDLORD/TENANT DISPUTE	3
	LITTR	LITTERING COMPLAINT	2
	LM	LOUD MUSIC	28
	LP	LOUD PARTY	13
	LPROP	LOST PROPERTY	37
	MAIL	MAILBOX VANDALISM	24
	MA	MOTORIST ASSIST	206
	MEDICATION	MEDICATION DISPOSAL	1
	MED	MEDICAL EMERGENCY	604
	MEDNO	MEDICAL NO OFFICER SENT	7
	MEETING	ATTEND MEETING	156
	MISSPA	MISSING PERSON - ADULT	9
	MISSPJ	MISSING PERSON - JUVENILE	2
	MISSP	MISSING PERSON	2
	MUSTER	MUSTER	2
	NARC	NARCOTICS	4
	NCORV	NO CONTACT ORDER VIOLATION	1
	NDISP	NEIGHBORHOOD DISPUTE	9
	NEGLECT	NEGLECT	2
	NOISE	NOISE COMPLAINT	57
	NOPAY	NO PAY CUSTOMER	34
	NSF	NSF CHECK	1
	OD	OVERDOSE	9
	OFPI	OFPI VIOLATION IN PROGRESS	1
	OFF	ORDER FOR PROTECTION	1
	OPEND	OPEN DOOR	56
	ORD	ORDINANCE VIOLATION	68
	OTC	OUT TO COFFEE	1
	OTL	OUT TO LUNCH	18
	PAPSV	PAPER SERVICE	5
	PARK24	24 HOUR PARKING VIOLATION	1
	PARKS	SEASONAL PARKING	212
	PARKV	PARKING VIOLATION	74
	PARKW	PARKING WARRANT	1
	PERD	ISSUE DEER PERMIT	10
	PERG	GUN PERMIT	242
	PHONE	PHONE COMPLAINT	9
	POC	PREDATORY OFFENDER CHANGE OF I	22
	POR1CC	PREDATORY OFFENDER REGISTRATIC	1
	POR1	PREDATORY OFFENDER LEVEL 1 REG	1
	PORNO	PORNOGRAPHY	2
	POSSA	ALCOHOL/POSSESSION OF	1
	POSSD	DRUGS-PARAPHERNALIA/POSSESSIO	4
	PRDAM	PROPERTY DAMAGE	47
	PROPR	RECEIVING STOLEN PROPERTY	1
	PURF	PURSUIT/ON FOOT	1
	PURV	PURSUIT/OF VEHICLE	4

# *LAW ENFORCEMENT CENTER*

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

*Jurisdiction:* LEC

*First Date:* 01/01/2016

*Last Date:* 12/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
151 SPD		
	REPO	REPOSSESSED VEHICLE 3
	ROADRAGE	ROAD RAGE 5
	RW	REPORT WRITING 6
	SBUS	SCHOOL BUS/SCHOOL VIOLATION 19
	SCHOOLP	SCHOOL PATROL 1
	SD	SPECIAL DETAIL 89
	SHOPI	SHOPLIFTER/URGENT 10
	SHOP	SHOPLIFTER 57
	SLUMP	SLUMPER 5
	SNOWBIRD	SNOWBIRD 6
	SNOW	SNOWMOBILE COMPLAINT 2
	SOCIAL	REQUEST FOR SOCIAL WORKER 1
	SPEEDTRL	SPEED TRAILER 17
	STALKING	STALKING 4
	STALL	STALLED VEHICLE 85
	STENF	SELECTIVE TRAFFIC ENFORCEMENT 6
	SUICI	SUICIDE ATTEMPT IN PROGRESS 4
	SUIC	SUICIDE THREAT 75
	SUSA	SUSPICIOUS ACTIVITY 191
	SUSI	SUSPICIOUS ITEM 17
	SUSM	SUSPICIOUS MAIL/EMAIL 1
	SUSP	SUSPICIOUS PERSON 99
	SUSS	SUSPICIOUS SMELL 15
	SUSV	SUSPICIOUS VEHICLE 291
	TAMPV	TAMPER WITH MOTOR VEHICLE 18
	TEST	TEST RECORD 7
	THEFTI	THEFT IN PROGRESS 4
	THEFT	THEFT 147
	THEFTV	THEFT FROM VEHICLE 44
	THREAT	THREATS COMPLAINT 41
	TIP	TIP RECEIVED 1
	TOBACC	TOBACCO COMPLIANCE CHECK 5
	TOW	TOWED VEHICLE 26
	TRAFIC	TRAFFIC CONTROL 3
	TRAFFIC STOP	TRAFFIC STOP 2386
	TRAIN	TRAINING 33
	TRANS	TRANSPORT 12
	TRES	TRESPASSING/TRESPASSER 14
	UNDER21D&D	UNDER 21- DRINK & DRIVE 1
	UNK	UNKNOWN - NO INFO AVAILABLE 4
	UNWAN	UNWANTED PERSON 28
	URINE	URINATING IN PUBLIC 2
	VAGRANCY	VAGRANCY 1
	VANDI	VANDALISM IN PROGRESS 3
	VAND	VANDALISM 43
	VANDV	VANDALISM TO VEHICLE 27
	VDITCH	VEHICLE IN THE DITCH 36
	VERB	VERBAL DISPUTE 47
	VULAD	VULNERABLE ADULT 13
	WARRANT	WARRANT 81

# *LAW ENFORCEMENT CENTER*

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

*Jurisdiction:* LEC

*First Date:* 01/01/2016

*Last Date:* 12/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
201 SPD		
	WARRS      WARRANT/SEARCH	2
	WAT      PROBLEM WITH WATERCRAFT	1
	WELF      WELFARE CHECK	287
	WPEEK      WINDOW PEEKER	1
	XPAT      EXTRA PATROL	113
<b><i>Group Total:</i></b>		<b>11947</b>

***Report Total:* 11947**

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



# 2016 Annual Fire Report



# Sartell Fire Department Station #242

## Participation Summary by Staff

01/01/2016 to 12/31/2016

Staff IDs:

9601,8101,0501,1101,1602,9703,0803,1402,9603,1104,9201,0201,1202,0901,0202,1102,1401,1501,1502,0802,1103,  
9702,1201,1403,1601,0801,0902,9104,0703,8807,9301,9901

Show hidden staff members

All Stations

All Shifts

All Units

If staff availability detail is not found, assume staff member is: Don't Use Availability

All NFIRS/EMS Incidents

Total Staff being Reported: 32

Total Incidents For Period: 160

Incident Participation		Number of Runs		
Staff Id/	Name	Available	Participated	Percent
9601	Bidinger, Dale	160	20	12.50
8101	Dingmann, Claude G	160	155	96.88
0501	Dingmann, Lucas G	160	103	64.38
1101	Eagle, Chris	160	54	33.75
1602	Eggert, Cory	160	72	45.00
9703	Ertl, Dennis J	160	94	58.75
0803	Fitzthum, Ryan	160	75	46.88
1402	Fox, Matt	160	110	68.75
9603	Giles, Randy O	160	91	56.88
1104	Grundhoefer, Todd	160	108	67.50
9201	Guggenberger, Mark	160	108	67.50
0201	Harrison, Wayne Joseph	160	105	65.63
1202	Heim, Brian	160	103	64.38
0901	Heinen, Mark	160	138	86.25
0202	Hemmesch, Kellan	160	76	47.50
1102	Hengel, David	160	114	71.25
1401	Imholte, Adam	160	135	84.38
1501	Johnson, Lucas	160	101	63.13
1502	Keehr, Thomas	160	99	61.88
0802	Kockler, Ben	160	101	63.13
1103	Kockler, Mitch	160	84	52.50
9702	Kruchten, Darrell P	160	19	11.88
1201	Lyon, Rick	160	150	93.75
1403	Malley, Spencer	160	25	15.63
1601	Muntifering, Pat	160	84	52.50
0801	Nicoll, Dave	160	12	7.50
0902	Olmscheid, Brady	160	59	36.88
9104	Raymond, Jerry	160	71	44.38
0703	Rieland, James	160	79	49.38
8807	Sattler, Jim	160	108	67.50
9301	Sieben, William	160	116	72.50
9901	Weihs, Bill	160	79	49.38

Sartell Fire Department Station #242

Average Turnout per Incident

Alarm Date Between {01/01/2016} And {12/31/2016}

Total Number of Incidents	160	Total Number of Responding Personnel	2851
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Average Turnout per Incident	18
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Sartell Fire Department Station #242

NFPA Fire Experience Survey

01/01/2016 to 12/31/2016

FDID = '73121'

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**Part II: MAJOR FIRES**

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Date	Name of Occup/Owner, Address and Property Use	Civilian Fire Deaths	Property Loss
11/19/2016	Quist, Tammy 605 4th AVE NE 1 or 2 family dwelling	0	200,000
10/26/2016	No Occupant or Owner Listed 405 2nd AVE N 1 or 2 family dwelling	0	110,000
01/22/2016	No Occupant or Owner Listed 338 Sunset AVE 1 or 2 family dwelling	0	9,000



**Sartell Fire Department Station #242**

**NFPA Fire Experience Survey**

01/01/2016 to 12/31/2016

FDID = '73121'

**Part IV: BREAKDOWN OF FALSE ALARM RESPONSES**

Type of Response	Number of Incidents
1. Malicious, Mischievous False Call	2
2. System Malfunction	13
3. Unintentional	12
4. Other False Alarms	17

**Part V: INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES**

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

**Part VI: FIRE SERVICE EXPOSURES AND INJURIES**

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

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

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

Fire Ground Injuries (Nonfatal) By Cause

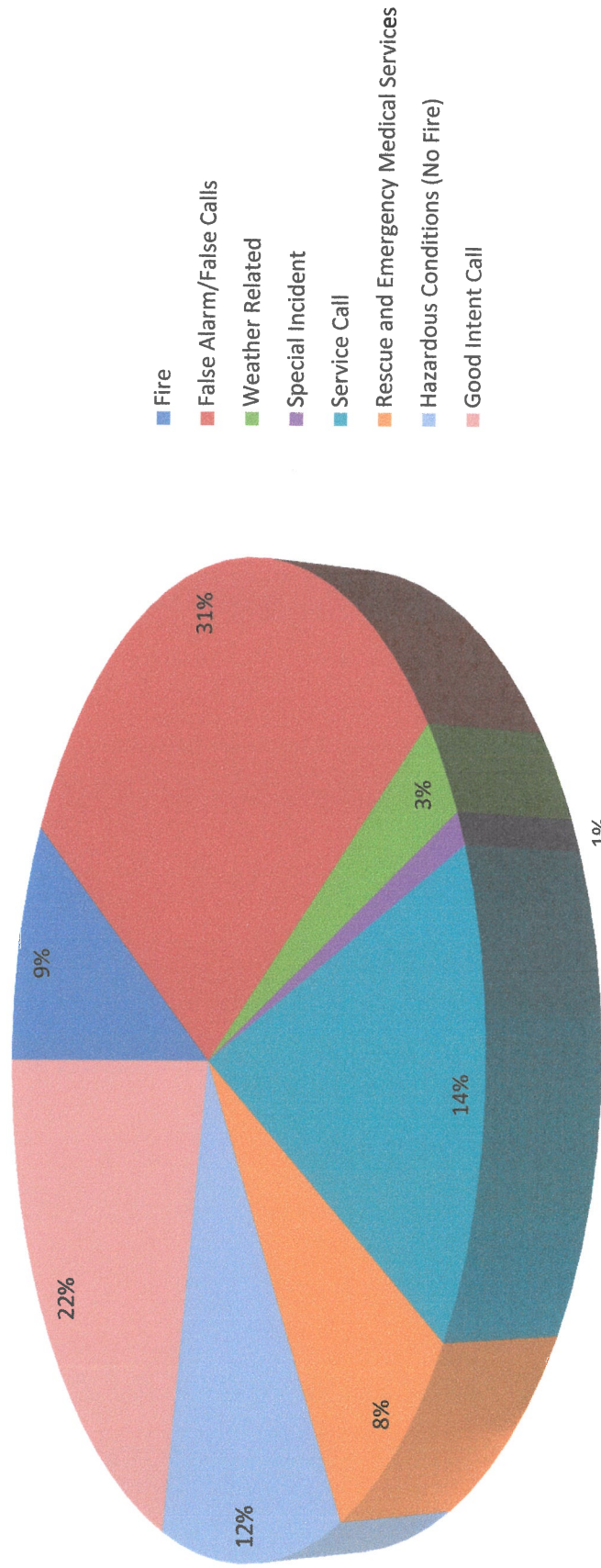
1. Exposure to Fire Products	0	2. Exposure to Chem./Radiation	0
3. Fell, Slipped, Jumped	0	4. Overexertion	0
5. Stepped on/Contact With	0	6. Struck By	0
7. Extreme Weather	0	8. All Other	0

Number of Injuries Resulting in Lost Time: 0  
 How many shifts were lost as a result of these injuries: \_\_\_\_\_

Fire Department Vehicle Accidents

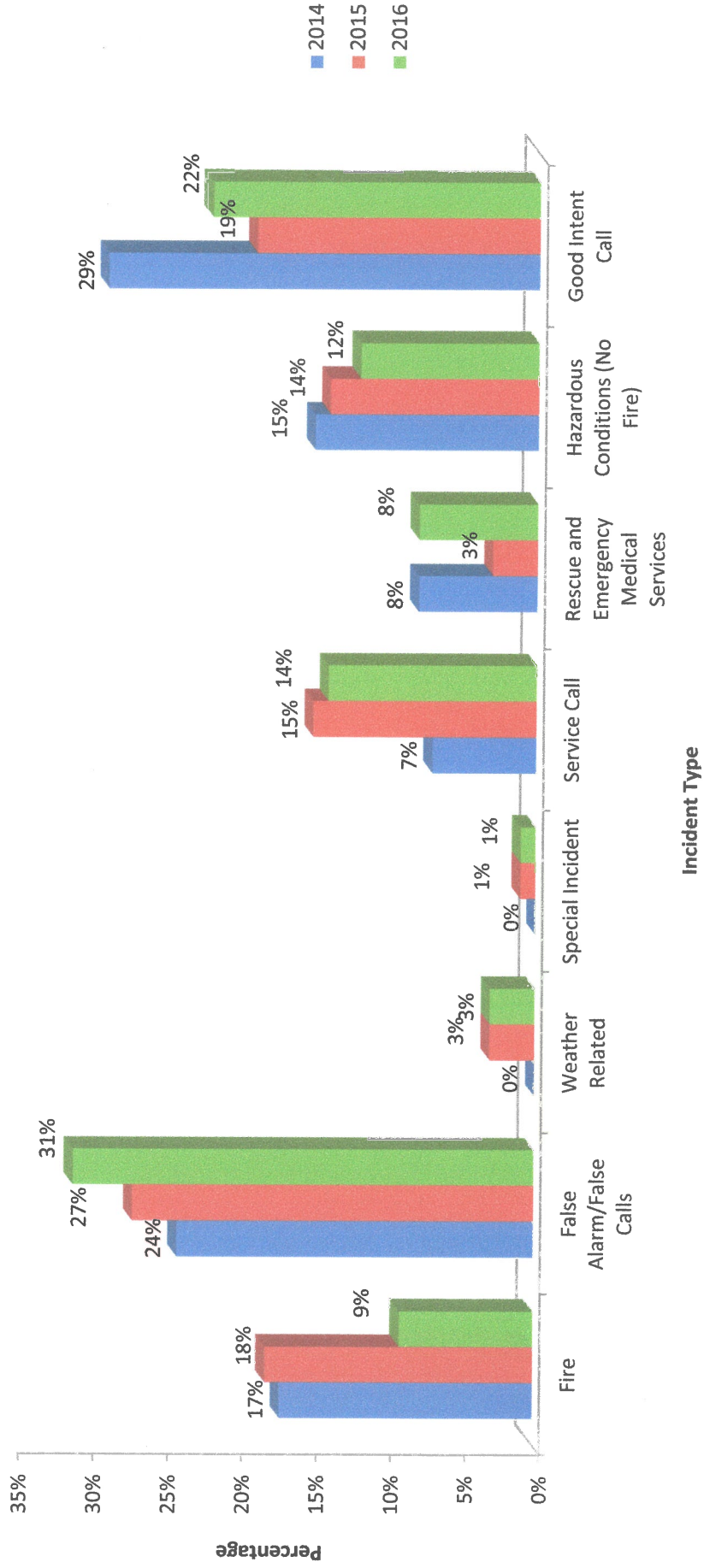
Accidents involving fire department emergency vehicles: \_\_\_\_\_ Resulting injuries: \_\_\_\_\_  
 Accidents involving firefighter's personal vehicles....: \_\_\_\_\_ Resulting injuries: \_\_\_\_\_

# Incident Type Summary - City of Sartell Alarm Data 2016



# Incident Type Summary - City of Sartell

## Alarm Data 2014-2016



Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}  
and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
100 Fire, Other	1	0.70%	\$0	0.00%
111 Building fire	6	4.25%	\$326,000	98.19%
130 Mobile property (vehicle) fire, Other	1	0.70%	\$0	0.00%
131 Passenger vehicle fire	2	1.41%	\$6,000	1.80%
143 Grass fire	1	0.70%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.70%	\$0	0.00%
163 Outside gas or vapor combustion explosion	1	0.70%	\$0	0.00%
	<b>13</b>	<b>9.21%</b>	<b>\$332,000</b>	<b>100.00%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
251 Excessive heat, scorch burns with no	1	0.70%	\$0	0.00%
	<b>1</b>	<b>0.70%</b>	<b>\$0</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	1	0.70%	\$0	0.00%
311 Medical assist, assist EMS crew	4	2.83%	\$0	0.00%
320 Emergency medical service, other	1	0.70%	\$0	0.00%
321 EMS call, excluding vehicle accident with	1	0.70%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.70%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.70%	\$0	0.00%
350 Extrication, rescue, Other	1	0.70%	\$0	0.00%
363 Swift water rescue	1	0.70%	\$0	0.00%
	<b>11</b>	<b>7.80%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	2	1.41%	\$0	0.00%
412 Gas leak (natural gas or LPG)	10	7.09%	\$0	0.00%
421 Chemical hazard (no spill or leak)	1	0.70%	\$0	0.00%
424 Carbon monoxide incident	1	0.70%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.70%	\$0	0.00%
444 Power line down	1	0.70%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.70%	\$0	0.00%
	<b>17</b>	<b>12.05%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
510 Person in distress, Other	2	1.41%	\$0	0.00%
520 Water problem, Other	1	0.70%	\$0	0.00%

Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}  
and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>5 Service Call</b>				
521 Water evacuation	1	0.70%	\$0	0.00%
531 Smoke or odor removal	10	7.09%	\$0	0.00%
550 Public service assistance, Other	1	0.70%	\$0	0.00%
551 Assist police or other governmental agency	3	2.12%	\$0	0.00%
554 Assist invalid	1	0.70%	\$0	0.00%
561 Unauthorized burning	1	0.70%	\$0	0.00%
	<b>20</b>	<b>14.18%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	2	1.41%	\$0	0.00%
611 Dispatched & cancelled en route	15	10.63%	\$0	0.00%
6111 Dispatched & cancelled en route by Sartell	12	8.51%	\$0	0.00%
650 Steam, Other gas mistaken for smoke, Other	2	1.41%	\$0	0.00%
	<b>31</b>	<b>21.98%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	14	9.92%	\$0	0.00%
710 Malicious, mischievous false call, Other	1	0.70%	\$0	0.00%
711 Municipal alarm system, malicious false	1	0.70%	\$0	0.00%
721 Bomb scare - no bomb	2	1.41%	\$0	0.00%
730 System malfunction, Other	5	3.54%	\$0	0.00%
731 Sprinkler activation due to malfunction	2	1.41%	\$0	0.00%
733 Smoke detector activation due to	5	3.54%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	0.70%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	1.41%	\$0	0.00%
743 Smoke detector activation, no fire -	5	3.54%	\$0	0.00%
744 Detector activation, no fire -	1	0.70%	\$0	0.00%
745 Alarm system activation, no fire -	4	2.83%	\$0	0.00%
	<b>43</b>	<b>30.49%</b>	<b>\$0</b>	<b>0.00%</b>
<b>8 Severe Weather &amp; Natural Disaster</b>				
800 Severe weather or natural disaster, Other	2	1.41%	\$0	0.00%
812 Flood assessment	1	0.70%	\$0	0.00%
813 Wind storm, tornado/hurricane assessment	1	0.70%	\$0	0.00%
	<b>4</b>	<b>2.83%</b>	<b>\$0</b>	<b>0.00%</b>
<b>9 Special Incident Type</b>				

Sartell Fire Department Station #242

Incident Type Report (Summary)

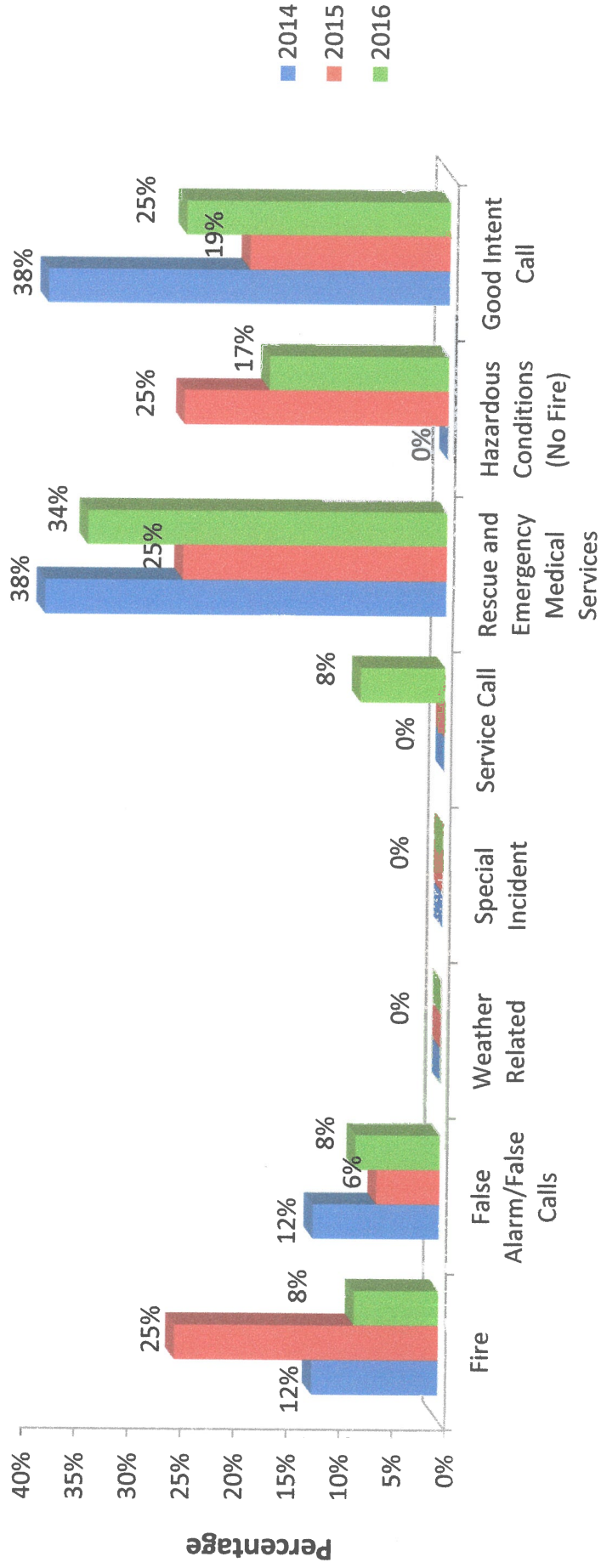
Alarm Date Between {01/01/2016} And {12/31/2016}  
and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
9 Special Incident Type				
911 Citizen complaint	1	0.70%	\$0	0.00%
	1	0.70%	\$0	0.00%

Total Incident Count: 141

Total Est Loss: \$332,000

## Incident Type Summary - LeSauk Township Alarm Data 2014-2016



Incident Type

Sartell Fire Department Station #242

Incident Type Report (Summary)

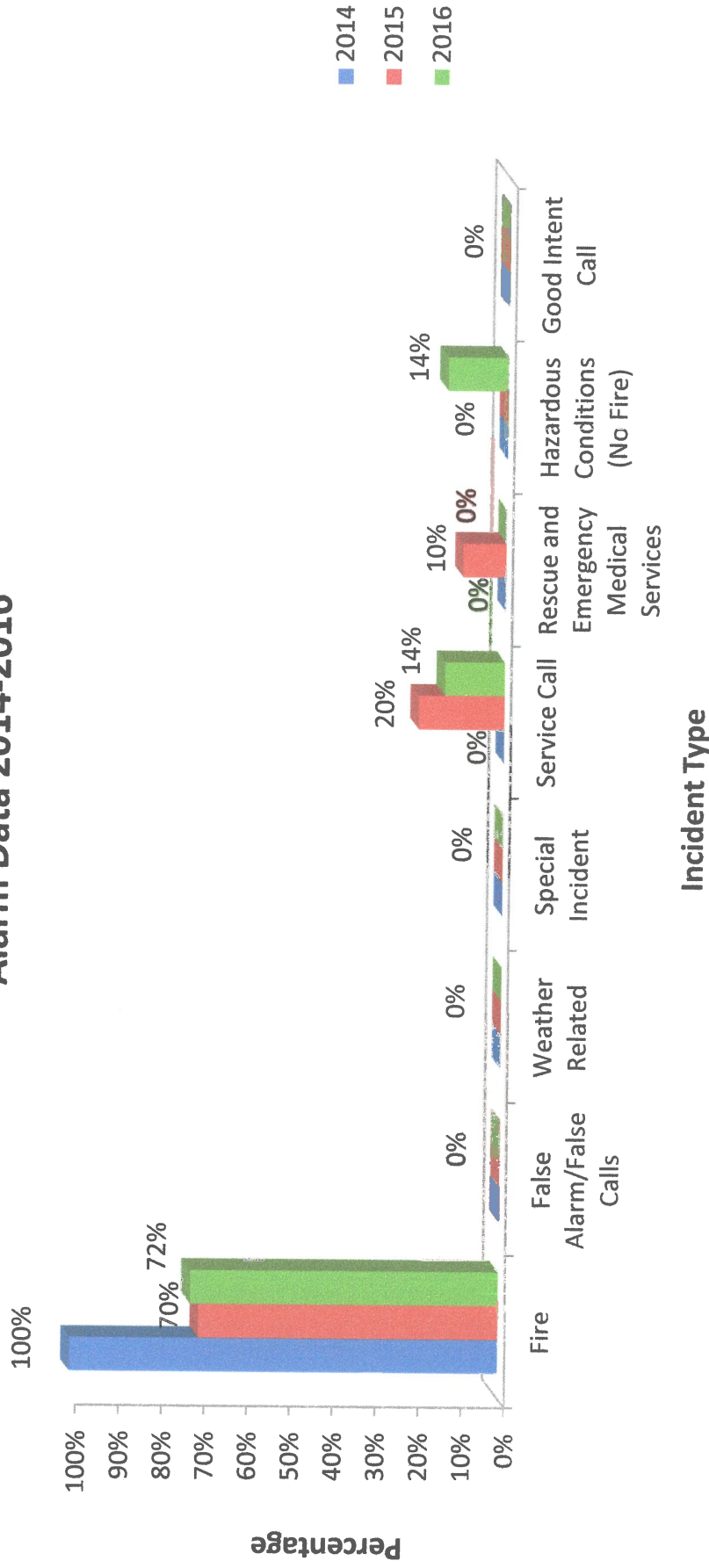
Alarm Date Between {01/01/2016} And {12/31/2016}  
and Township = "LS "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
142 Brush or brush-and-grass mixture fire	1	8.33%	\$0	0.00%
	<u>1</u>	<u>8.33%</u>	<u>\$0</u>	<u>0.00%</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	1	8.33%	\$0	0.00%
311 Medical assist, assist EMS crew	1	8.33%	\$0	0.00%
340 Search for lost person, other	1	8.33%	\$0	0.00%
381 Rescue or EMS standby	1	8.33%	\$0	0.00%
	<u>4</u>	<u>33.33%</u>	<u>\$0</u>	<u>0.00%</u>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	1	8.33%	\$0	0.00%
424 Carbon monoxide incident	1	8.33%	\$0	0.00%
	<u>2</u>	<u>16.66%</u>	<u>\$0</u>	<u>0.00%</u>
<b>5 Service Call</b>				
551 Assist police or other governmental agency	1	8.33%	\$0	0.00%
	<u>1</u>	<u>8.33%</u>	<u>\$0</u>	<u>0.00%</u>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	1	8.33%	\$0	0.00%
611 Dispatched & cancelled en route	2	16.66%	\$0	0.00%
	<u>3</u>	<u>25.00%</u>	<u>\$0</u>	<u>0.00%</u>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	1	8.33%	\$0	0.00%
	<u>1</u>	<u>8.33%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 12

Total Est Loss: \$0

# Incident Type Summary - Mutual Aid Alarm Data 2014-2016



Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}  
and Township = "MA "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
111 Building fire	4	57.14%	\$0	0.00%
112 Fires in structure other than in a building	1	14.28%	\$0	0.00%
	<u>5</u>	<u>71.42%</u>	<u>\$0</u>	<u>0.00%</u>
<b>4 Hazardous Condition (No Fire)</b>				
413 Oil or other combustible liquid spill	1	14.28%	\$0	0.00%
	<u>1</u>	<u>14.28%</u>	<u>\$0</u>	<u>0.00%</u>
<b>5 Service Call</b>				
571 Cover assignment, standby, moveup	1	14.28%	\$0	0.00%
	<u>1</u>	<u>14.28%</u>	<u>\$0</u>	<u>0.00%</u>
<b>Total Incident Count:</b>	<b>7</b>		<b>Total Est Loss:</b>	<b>\$0</b>

Sartell Fire Department Station #242

Aid Responses by Department (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}

Type of Aid	Count
<b>SRFD Sauk Rapids Fire Department</b>	
Mutual aid received	1
Mutual aid given	3
	<hr/>
	4
<b>STCFD St. Cloud Fire Department</b>	
Mutual aid given	1
	<hr/>
	1
<b>STJFD St Joseph Fire Department</b>	
Mutual aid given	2
	<hr/>
	2
<b>WPFD Waite Park Fire Department</b>	
Mutual aid given	1
	<hr/>
	1

# Sartell Fire Department Station #242

## Alarm Time Analysis

Alarm Date Between {01/01/2016} And {12/31/2016}

Alarm Hour	Count	Percent
00:00	4	2.50%
01:00	3	1.87%
02:00	2	1.25%
03:00	4	2.50%
04:00	3	1.87%
05:00	2	1.25%
06:00	3	1.87%
07:00	5	3.12%
08:00	11	6.87%
09:00	9	5.62%
10:00	17	10.62%
11:00	11	6.87%
12:00	7	4.37%
13:00	4	2.50%
14:00	11	6.87%
15:00	5	3.12%
16:00	3	1.87%
17:00	10	6.25%
18:00	14	8.75%
19:00	5	3.12%
20:00	10	6.25%
21:00	8	5.00%
22:00	6	3.75%
23:00	3	1.87%

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time		Arrival Date & Time		District		Stn	Shift	Response
<b>100 Fire, Other</b>									
16-0000086	07/29/2016	14:53:00	07/29/2016	14:59:00	NSD	North of	1		00:06:00
<b>Subtotal Count 1</b>					<b>Average Response Time for Incident Type 00:06:00</b>				
<b>111 Building fire</b>									
16-0000008	01/22/2016	08:15:00	01/22/2016	08:18:00	NSD	North of	1		00:03:00
16-0000016	02/13/2016	18:08:00	02/13/2016	18:17:00	SSD	SOUTH OF	1		00:09:00
16-0000029	04/04/2016	01:21:00	04/04/2016	01:31:00	SSD	SOUTH OF	1		00:10:00
16-0000034	05/03/2016	22:21:00	05/03/2016	22:25:00	SSD	SOUTH OF	1		00:04:00
16-0000071	07/08/2016	19:55:00	07/08/2016	20:00:00	SSD	SOUTH OF	1		00:05:00
16-0000089	08/03/2016	04:10:00	08/03/2016	04:15:00	WSD	WEST OF	1		00:05:00
16-0000097	08/22/2016	11:23:00	08/22/2016	11:35:00	SSD	SOUTH OF	1		00:12:00
16-0000100	09/01/2016	10:27:00	09/01/2016	10:46:00	SSD	SOUTH OF	1		00:19:00
16-0000120	10/26/2016	10:53:00	10/26/2016	11:00:00	NSD	North of	1		00:07:00
16-0000138	11/19/2016	07:57:00	11/19/2016	08:05:00	ESD	EAST OF	1		00:08:00
<b>Subtotal Count 10</b>					<b>Average Response Time for Incident Type 00:08:12</b>				
<b>112 Fires in structure other than in a building</b>									
16-0000114	10/13/2016	03:49:00	10/13/2016	03:59:00	SSD	SOUTH OF	1		00:10:00
<b>Subtotal Count 1</b>					<b>Average Response Time for Incident Type 00:10:00</b>				
<b>130 Mobile property (vehicle) fire, Other</b>									
16-0000032	04/24/2016	20:54:00	04/24/2016	21:04:00	NSD	North of	1		00:10:00
<b>Subtotal Count 1</b>					<b>Average Response Time for Incident Type 00:10:00</b>				
<b>131 Passenger vehicle fire</b>									
16-0000005	01/12/2016	07:15:00	01/12/2016	07:22:00	SSD	SOUTH OF	1		00:07:00
16-0000092	08/11/2016	22:12:00	08/11/2016	22:18:00	NSD	North of	1		00:06:00
<b>Subtotal Count 2</b>					<b>Average Response Time for Incident Type 00:06:30</b>				
<b>142 Brush or brush-and-grass mixture fire</b>									
16-0000031	04/18/2016	10:36:00	04/18/2016	10:45:00	SSD	SOUTH OF	1		00:09:00
<b>Subtotal Count 1</b>					<b>Average Response Time for Incident Type 00:09:00</b>				
<b>143 Grass fire</b>									
16-0000131	11/05/2016	13:01:00	11/05/2016	13:06:00	SSD	SOUTH OF	1		00:05:00

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>143 Grass fire</b>						
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
<b>154 Dumpster or other outside trash receptacle fire</b>						
16-0000068	07/03/2016 11:02:00	07/03/2016 11:07:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
<b>163 Outside gas or vapor combustion explosion</b>						
16-0000103	09/06/2016 01:00:00	09/06/2016 01:07:00	NSD North of	1		00:07:00
Subtotal Count 1						Average Response Time for Incident Type 00:07:00
<b>251 Excessive heat, scorch burns with no ignition</b>						
16-0000108	09/16/2016 18:43:00	09/16/2016 18:50:00	NSD North of	1		00:07:00
Subtotal Count 1						Average Response Time for Incident Type 00:07:00
<b>300 Rescue, EMS incident, other</b>						
16-0000017	02/20/2016 18:10:00	02/20/2016 18:15:00	SSD SOUTH OF	1		00:05:00
16-0000104	09/08/2016 20:37:00	09/08/2016 20:45:00	SSD SOUTH OF	1		00:08:00
Subtotal Count 2						Average Response Time for Incident Type 00:06:30
<b>311 Medical assist, assist EMS crew</b>						
16-0000024	03/29/2016 05:45:00	03/29/2016 05:52:00	SSD SOUTH OF	1		00:07:00
16-0000040	05/21/2016 13:00:00	05/21/2016 13:05:00	NSD North of	1		00:05:00
16-0000096	08/19/2016 18:30:00	08/19/2016 18:36:00	ESD EAST OF	1		00:06:00
16-0000135	11/17/2016 21:25:00	11/17/2016 21:32:00	SSD SOUTH OF	1		00:07:00
16-0000148	12/13/2016 18:52:00	12/13/2016 18:58:00	SSD SOUTH OF	1		00:06:00
Subtotal Count 5						Average Response Time for Incident Type 00:06:12
<b>320 Emergency medical service, other</b>						
16-0000053	06/15/2016 21:25:29	06/15/2016 21:30:29	SSD SOUTH OF	1		00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
<b>321 EMS call, excluding vehicle accident with injury</b>						
16-0000076	07/11/2016 20:40:00	07/11/2016 20:40:00	SSD SOUTH OF	1		00:00:00

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>321 EMS call, excluding vehicle accident with injury</b>						
Subtotal Count 1						Average Response Time for Incident Type 00:00:00
<b>322 Motor vehicle accident with injuries</b>						
16-0000063	06/25/2016	09:36:00	06/25/2016 09:40:00	SSD	SOUTH OF	1 00:04:00
Subtotal Count 1						Average Response Time for Incident Type 00:04:00
<b>323 Motor vehicle/pedestrian accident (MV Ped)</b>						
16-0000123	10/30/2016	18:59:00	10/30/2016 19:02:00	SSD	SOUTH OF	1 00:03:00
Subtotal Count 1						Average Response Time for Incident Type 00:03:00
<b>340 Search for lost person, other</b>						
16-0000119	10/25/2016	20:15:00	10/25/2016 20:20:00	NSD	North of	1 00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
<b>350 Extrication, rescue, Other</b>						
16-0000139	11/20/2016	14:34:00	11/20/2016 14:39:00	SSD	SOUTH OF	1 00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
<b>363 Swift water rescue</b>						
16-0000043	05/26/2016	03:50:00	05/26/2016 03:55:00	SSD	SOUTH OF	1 00:05:00
Subtotal Count 1						Average Response Time for Incident Type 00:05:00
<b>381 Rescue or EMS standby</b>						
16-0000066	06/30/2016	10:10:00	06/30/2016 10:10:00	SSD	SOUTH OF	1 00:00:00
Subtotal Count 1						Average Response Time for Incident Type 00:00:00
<b>411 Gasoline or other flammable liquid spill</b>						
16-0000036	05/06/2016	17:05:00	05/06/2016 17:10:00	NSD	North of	1 00:05:00
16-0000116	10/15/2016	08:31:00	10/15/2016 08:36:00	ESD	EAST OF	1 00:05:00
16-0000157	12/26/2016	00:55:00	12/26/2016 01:10:00	SSD	SOUTH OF	1 00:15:00
Subtotal Count 3						Average Response Time for Incident Type 00:08:20
<b>412 Gas leak (natural gas or LPG)</b>						
16-0000003	01/06/2016	06:46:00	01/06/2016 06:52:00	NSD	North of	1 00:06:00

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>412 Gas leak (natural gas or LPG)</b>						
16-0000009	01/24/2016	01:28:00	01/24/2016	01:33:00	NSD North of	1 00:05:00
16-0000067	07/02/2016	07:48:00	07/02/2016	07:55:00	NSD North of	1 00:07:00
16-0000069	07/07/2016	09:05:00	07/07/2016	09:10:00	NSD North of	1 00:05:00
16-0000070	07/08/2016	08:50:00	07/08/2016	09:00:00	NSD North of	1 00:10:00
16-0000079	07/22/2016	10:31:00	07/22/2016	10:39:00	SSD SOUTH OF	1 00:08:00
16-0000090	08/03/2016	14:58:00	08/03/2016	15:09:00	SWD South West	1 00:11:00
16-0000101	09/02/2016	07:50:00	09/02/2016	07:56:00	SSD SOUTH OF	1 00:06:00
16-0000137	11/18/2016	10:51:00	11/18/2016	10:59:00	NSD North of	1 00:08:00
16-0000143	12/08/2016	08:30:00	12/08/2016	08:35:00	NSD North of	1 00:05:00
<b>Subtotal Count 10</b>						<b>Average Response Time for Incident Type 00:07:06</b>
<b>413 Oil or other combustible liquid spill</b>						
16-0000121	10/26/2016	17:00:00	10/26/2016	17:05:00	SSD SOUTH OF	1 00:05:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:05:00</b>
<b>421 Chemical hazard (no spill or leak)</b>						
16-0000140	11/21/2016	09:46:00	11/21/2016	09:53:00	NSD North of	1 00:07:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:07:00</b>
<b>424 Carbon monoxide incident</b>						
16-0000112	10/09/2016	08:12:00	10/09/2016	08:17:00	SSD SOUTH OF	1 00:05:00
16-0000118	10/22/2016	22:04:00	10/22/2016	22:16:00	NSD North of	1 00:12:00
<b>Subtotal Count 2</b>						<b>Average Response Time for Incident Type 00:08:30</b>
<b>440 Electrical wiring/equipment problem, Other</b>						
16-0000006	01/17/2016	16:27:00	01/17/2016	16:34:00	NSD North of	1 00:07:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:07:00</b>
<b>444 Power line down</b>						
16-0000062	06/22/2016	20:55:00	06/22/2016	21:01:00	SSD SOUTH OF	1 00:06:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:06:00</b>
<b>445 Arcing, shorted electrical equipment</b>						
16-0000061	06/21/2016	19:55:00	06/21/2016	19:58:00	NSD North of	1 00:03:00

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>445 Arcing, shorted electrical equipment</b>						
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:03:00</b>
<b>510 Person in distress, Other</b>						
16-0000102	09/02/2016	09:51:00	NSD North of	1		00:06:00
16-0000146	12/12/2016	22:51:00	SSD SOUTH OF	1		00:08:00
<b>Subtotal Count 2</b>						<b>Average Response Time for Incident Type 00:07:00</b>
<b>520 Water problem, Other</b>						
16-0000136	11/18/2016	10:21:00	NSD North of	1		00:06:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:06:00</b>
<b>521 Water evacuation</b>						
16-0000058	06/19/2016	10:03:00	SSD SOUTH OF	1		00:06:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:06:00</b>
<b>531 Smoke or odor removal</b>						
16-0000001	01/01/2016	00:02:14	SSD SOUTH OF	1		00:00:12
16-0000020	03/02/2016	21:03:00	SSD SOUTH OF	1		00:05:00
16-0000021	03/06/2016	10:32:00	NSD North of	1		00:10:00
16-0000027	04/01/2016	19:53:00	SSD SOUTH OF	1		00:10:00
16-0000028	04/02/2016	11:45:00	SSD SOUTH OF	1		00:06:00
16-0000033	04/26/2016	05:54:00	WSD WEST OF	1		00:06:00
16-0000050	06/14/2016	19:06:00	SSD SOUTH OF	1		00:07:00
16-0000134	11/15/2016	17:20:00	SSD SOUTH OF	1		00:06:00
16-0000155	12/19/2016	15:25:00	SSD SOUTH OF	1		00:05:00
16-0000158	12/27/2016	13:09:00	SSD SOUTH OF	1		00:11:00
<b>Subtotal Count 10</b>						<b>Average Response Time for Incident Type 00:06:37</b>
<b>550 Public service assistance, Other</b>						
16-0000025	03/29/2016	07:59:00	SSD SOUTH OF	1		00:09:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:09:00</b>
<b>551 Assist police or other governmental agency</b>						
16-0000019	02/24/2016	18:10:00	SSD SOUTH OF	1		00:05:00
16-0000060	06/20/2016	10:41:00	SSD SOUTH OF	1		00:05:00
16-0000113	10/12/2016	21:57:00	ESD EAST OF	1		00:08:00

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>551 Assist police or other governmental agency</b>						
16-0000130	11/04/2016	18:58:00	SSD SOUTH OF	1		00:07:00
<b>Subtotal Count 4</b>			<b>Average Response Time for Incident Type 00:06:15</b>			
<b>554 Assist invalid</b>						
16-0000099	08/27/2016	08:27:00	ESD EAST OF	1		00:04:00
<b>Subtotal Count 1</b>			<b>Average Response Time for Incident Type 00:04:00</b>			
<b>561 Unauthorized burning</b>						
16-0000047	06/08/2016	20:10:00	NSD North of	1		00:06:00
<b>Subtotal Count 1</b>			<b>Average Response Time for Incident Type 00:06:00</b>			
<b>571 Cover assignment, standby, moveup</b>						
16-0000145	12/12/2016	21:51:00	SSD SOUTH OF	1		00:09:00
<b>Subtotal Count 1</b>			<b>Average Response Time for Incident Type 00:09:00</b>			
<b>600 Good intent call, Other</b>						
16-0000002	01/01/2016	12:37:02	NSD North of	1		00:06:58
16-0000037	05/10/2016	11:04:00	WSD WEST OF	1		00:05:00
16-0000072	07/10/2016	03:27:00	NSD North of	1		00:05:00
<b>Subtotal Count 3</b>			<b>Average Response Time for Incident Type 00:05:39</b>			
<b>611 Dispatched &amp; cancelled en route</b>						
16-0000054	06/16/2016	11:20:00	NSD North of	1		00:07:00
<b>Subtotal Count 1</b>			<b>Average Response Time for Incident Type 00:07:00</b>			
<b>650 Steam, Other gas mistaken for smoke, Other</b>						
16-0000010	02/01/2016	12:33:00	SSD SOUTH OF	1		00:07:00
16-0000129	11/04/2016	14:38:00	SSD SOUTH OF	1		00:00:00
<b>Subtotal Count 2</b>			<b>Average Response Time for Incident Type 00:03:30</b>			
<b>700 False alarm or false call, Other</b>						
16-0000013	02/10/2016	09:15:00	SSD SOUTH OF	1		00:05:00
16-0000014	02/11/2016	02:34:00	SWD South West	1		00:07:00
16-0000023	03/20/2016	10:56:00	ESD EAST OF	1		00:07:00
16-0000038	05/15/2016	10:04:00	ESD EAST OF	1		00:08:00

**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>700 False alarm or false call, Other</b>						
16-0000039	05/17/2016 08:14:00	05/17/2016 08:20:00	SSD SOUTH OF	1		00:06:00
16-0000046	06/08/2016 20:10:00	06/08/2016 20:10:00	SSD SOUTH OF	1		00:00:00
16-0000082	07/25/2016 09:19:00	07/25/2016 09:24:00	NSD North of	1		00:05:00
16-0000084	07/28/2016 11:22:00	07/28/2016 11:23:00	WSD WEST OF	1		00:01:00
16-0000117	10/16/2016 18:51:00	10/16/2016 18:58:00	ESD EAST OF	1		00:07:00
16-0000124	11/01/2016 09:10:00	11/01/2016 09:16:00	SSD SOUTH OF	1		00:06:00
16-0000127	11/02/2016 14:54:00	11/02/2016 15:02:00	SSD SOUTH OF	1		00:08:00
16-0000128	11/03/2016 22:02:00	11/03/2016 22:09:00	SWD South West	1		00:07:00
16-0000142	12/01/2016 23:20:00	12/01/2016 23:26:00	ESD EAST OF	1		00:06:00
16-0000151	12/15/2016 14:21:00	12/15/2016 14:27:00	SSD SOUTH OF	1		00:06:00
16-0000152	12/16/2016 09:45:00	12/16/2016 09:51:00	SSD SOUTH OF	1		00:06:00
<b>Subtotal Count 15</b>						<b>Average Response Time for Incident Type 00:05:40</b>
<b>710 Malicious, mischievous false call, Other</b>						
16-0000091	08/07/2016 18:47:00	08/07/2016 18:52:00	SSD SOUTH OF	1		00:05:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:05:00</b>
<b>711 Municipal alarm system, malicious false alarm</b>						
16-0000141	11/30/2016 17:25:00	11/30/2016 17:40:00	SSD SOUTH OF	1		00:15:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:15:00</b>
<b>721 Bomb scare - no bomb</b>						
16-0000057	06/18/2016 14:16:00	06/18/2016 14:22:00	SSD SOUTH OF	1		00:06:00
16-0000093	08/12/2016 14:55:45	08/12/2016 15:09:45	SSD SOUTH OF	1		00:14:00
<b>Subtotal Count 2</b>						<b>Average Response Time for Incident Type 00:10:00</b>
<b>730 System malfunction, Other</b>						
16-0000015	02/11/2016 02:50:00	02/11/2016 02:55:00	WSD WEST OF	1		00:05:00
16-0000041	05/24/2016 06:32:00	05/24/2016 06:38:00	WSD WEST OF	1		00:06:00
16-0000064	06/25/2016 16:42:00	06/25/2016 16:48:00	SSD SOUTH OF	1		00:06:00
16-0000080	07/23/2016 11:43:00	07/23/2016 11:50:00	SSD SOUTH OF	1		00:07:00
16-0000081	07/24/2016 06:38:00	07/24/2016 06:45:00	ESD EAST OF	1		00:07:00
<b>Subtotal Count 5</b>						<b>Average Response Time for Incident Type 00:06:12</b>
<b>731 Sprinkler activation due to malfunction</b>						
16-0000105	09/09/2016 04:55:00	09/09/2016 05:00:00	WSD WEST OF	1		00:05:00
16-0000156	12/21/2016 22:02:00	12/21/2016 22:10:00	SWD South West	1		00:08:00

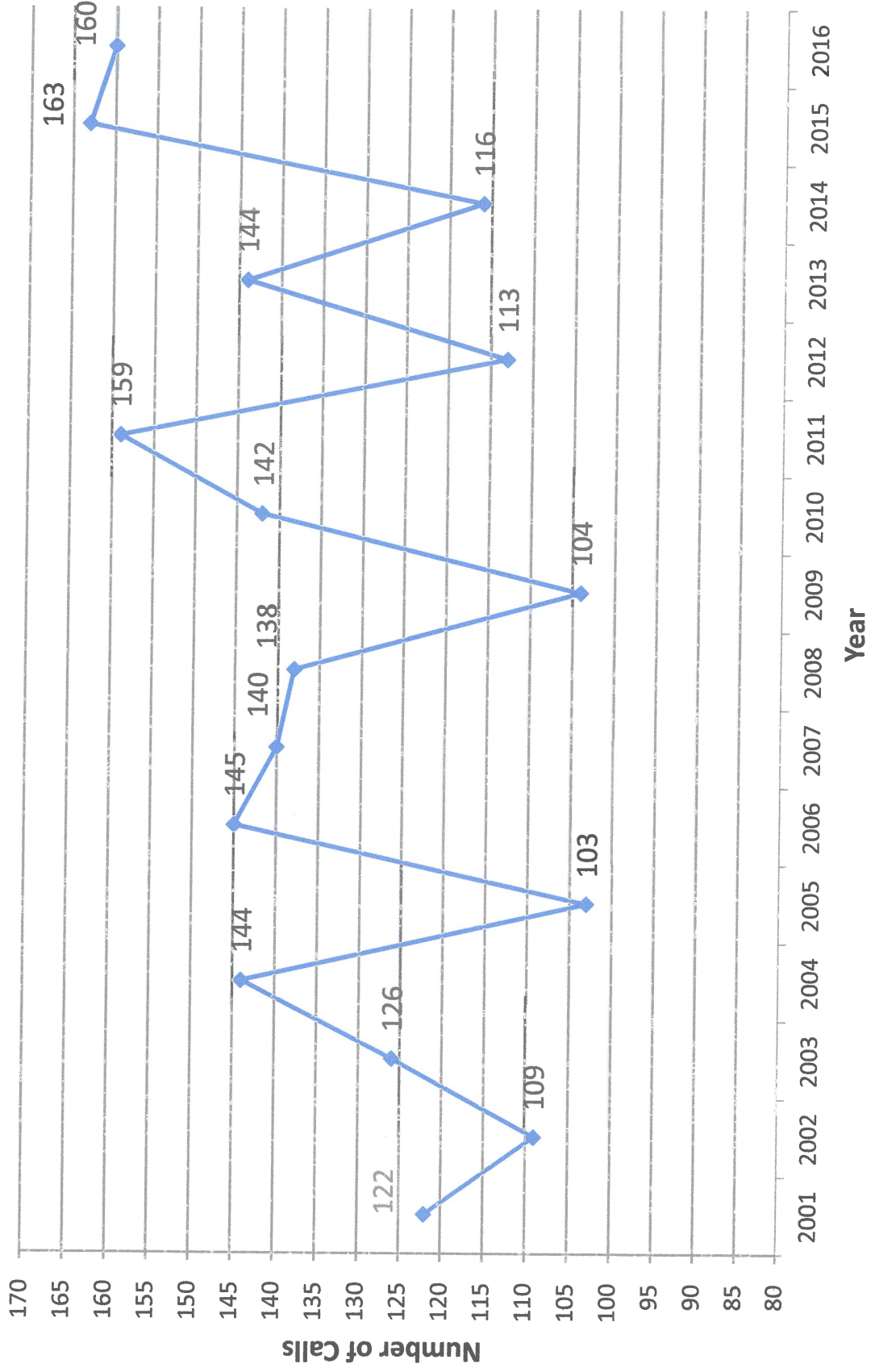
**Sartell Fire Department Station #242**  
**Average Response Time by Incident Type**  
**Alarm Date Between {01/01/2016} And {12/31/2016}**

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>731 Sprinkler activation due to malfunction</b>						
<b>Subtotal Count 2</b>						<b>Average Response Time for Incident Type 00:06:30</b>
<b>733 Smoke detector activation due to malfunction</b>						
16-0000075	07/11/2016	20:37:00	07/11/2016 20:42:00	SSD	SOUTH OF	1 00:05:00
16-0000077	07/11/2016	21:30:00	07/11/2016 21:30:00	SSD	SOUTH OF	1 00:00:00
16-0000094	08/14/2016	00:52:00	08/14/2016 01:00:00	SSD	SOUTH OF	1 00:08:00
16-0000095	08/19/2016	16:43:00	08/19/2016 16:50:00	SSD	SOUTH OF	1 00:07:00
16-0000110	09/24/2016	21:00:00	09/24/2016 21:06:00	SSD	SOUTH OF	1 00:06:00
<b>Subtotal Count 5</b>						<b>Average Response Time for Incident Type 00:05:12</b>
<b>735 Alarm system sounded due to malfunction</b>						
16-0000030	04/13/2016	10:15:00	04/13/2016 10:22:00	SSD	SOUTH OF	1 00:07:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:07:00</b>
<b>740 Unintentional transmission of alarm, Other</b>						
16-0000078	07/21/2016	00:30:00	07/21/2016 00:38:00	ESD	EAST OF	1 00:08:00
16-0000098	08/23/2016	11:03:00	08/23/2016 11:08:00	SSD	SOUTH OF	1 00:05:00
<b>Subtotal Count 2</b>						<b>Average Response Time for Incident Type 00:06:30</b>
<b>743 Smoke detector activation, no fire - unintentional</b>						
16-0000007	01/18/2016	04:45:00	01/18/2016 04:50:00	SSD	SOUTH OF	1 00:05:00
16-0000065	06/26/2016	14:55:00	06/26/2016 15:00:00	SSD	SOUTH OF	1 00:05:00
16-0000088	08/03/2016	03:08:00	08/03/2016 03:15:00	SSD	SOUTH OF	1 00:07:00
16-0000109	09/23/2016	23:21:00	09/23/2016 23:30:00	SSD	SOUTH OF	1 00:09:00
16-0000154	12/18/2016	21:17:00	12/18/2016 21:25:00	SSD	SOUTH OF	1 00:08:00
<b>Subtotal Count 5</b>						<b>Average Response Time for Incident Type 00:06:48</b>
<b>744 Detector activation, no fire - unintentional</b>						
16-0000083	07/27/2016	15:47:00	07/27/2016 16:05:00	SWD	South West	1 00:18:00
<b>Subtotal Count 1</b>						<b>Average Response Time for Incident Type 00:18:00</b>
<b>745 Alarm system activation, no fire - unintentional</b>						
16-0000022	03/19/2016	15:53:00	03/19/2016 16:00:00	SSD	SOUTH OF	1 00:07:00
16-0000051	06/15/2016	12:44:00	06/15/2016 12:50:00	SSD	SOUTH OF	1 00:06:00
16-0000052	06/15/2016	18:31:00	06/15/2016 18:40:00	NSD	North of	1 00:09:00
16-0000144	12/10/2016	23:13:00	12/10/2016 23:30:00	SSD	SOUTH OF	1 00:17:00

Sartell Fire Department Station #242  
Average Response Time by Incident Type  
Alarm Date Between {01/01/2016} And {12/31/2016}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
<b>745 Alarm system activation, no fire - unintentional</b>						
Subtotal Count 4		Average Response Time for Incident Type 00:09:45				
<b>800 Severe weather or natural disaster, Other</b>						
16-0000059	06/19/2016 20:01:00	06/19/2016 20:03:00	SSD SOUTH OF	1		00:02:00
16-0000073	07/11/2016 17:53:00	07/11/2016 17:59:00	SSD SOUTH OF	1		00:06:00
Subtotal Count 2		Average Response Time for Incident Type 00:04:00				
<b>812 Flood assessment</b>						
16-0000074	07/11/2016 20:00:00	07/11/2016 20:00:00	SSD SOUTH OF	1		00:00:00
Subtotal Count 1		Average Response Time for Incident Type 00:00:00				
<b>813 Wind storm, tornado/hurricane assessment</b>						
16-0000045	06/03/2016 17:53:00	06/03/2016 18:06:00	SSD SOUTH OF	1		00:13:00
Subtotal Count 1		Average Response Time for Incident Type 00:13:00				
<b>911 Citizen complaint</b>						
16-0000087	08/01/2016 15:30:00	08/01/2016 15:40:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 1		Average Response Time for Incident Type 00:10:00				
Total Incident Count: 132		Overall Average Response Time: 00:06:40				

# 2000 - 2016 Call Volume City of Sartell, LeSauk Township, and Mutual Aid



**Sartell Fire Department Station #242**

**Incident Type Report (Summary)**

**Alarm Date Between {01/01/2016} And {12/31/2016}**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>1 Fire</b>				
100 Fire, Other	1	0.62%	\$0	0.00%
111 Building fire	10	6.25%	\$326,000	98.19%
112 Fires in structure other than in a building	1	0.62%	\$0	0.00%
130 Mobile property (vehicle) fire, Other	1	0.62%	\$0	0.00%
131 Passenger vehicle fire	2	1.25%	\$6,000	1.80%
142 Brush or brush-and-grass mixture fire	1	0.62%	\$0	0.00%
143 Grass fire	1	0.62%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.62%	\$0	0.00%
163 Outside gas or vapor combustion explosion	1	0.62%	\$0	0.00%
	<b>19</b>	<b>11.87%</b>	<b>\$332,000</b>	<b>100.00%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
251 Excessive heat, scorch burns with no	1	0.62%	\$0	0.00%
	<b>1</b>	<b>0.62%</b>	<b>\$0</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	2	1.25%	\$0	0.00%
311 Medical assist, assist EMS crew	5	3.12%	\$0	0.00%
320 Emergency medical service, other	1	0.62%	\$0	0.00%
321 EMS call, excluding vehicle accident with	1	0.62%	\$0	0.00%
322 Motor vehicle accident with injuries	1	0.62%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.62%	\$0	0.00%
340 Search for lost person, other	1	0.62%	\$0	0.00%
350 Extrication, rescue, Other	1	0.62%	\$0	0.00%
363 Swift water rescue	1	0.62%	\$0	0.00%
381 Rescue or EMS standby	1	0.62%	\$0	0.00%
	<b>15</b>	<b>9.37%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	3	1.87%	\$0	0.00%
412 Gas leak (natural gas or LPG)	10	6.25%	\$0	0.00%
413 Oil or other combustibile liquid spill	1	0.62%	\$0	0.00%
421 Chemical hazard (no spill or leak)	1	0.62%	\$0	0.00%
424 Carbon monoxide incident	2	1.25%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.62%	\$0	0.00%
444 Power line down	1	0.62%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.62%	\$0	0.00%

Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>4 Hazardous Condition (No Fire)</b>	<b>20</b>	<b>12.50%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
510 Person in distress, Other	2	1.25%	\$0	0.00%
520 Water problem, Other	1	0.62%	\$0	0.00%
521 Water evacuation	1	0.62%	\$0	0.00%
531 Smoke or odor removal	10	6.25%	\$0	0.00%
550 Public service assistance, Other	1	0.62%	\$0	0.00%
551 Assist police or other governmental agency	4	2.50%	\$0	0.00%
554 Assist invalid	1	0.62%	\$0	0.00%
561 Unauthorized burning	1	0.62%	\$0	0.00%
571 Cover assignment, standby, moveup	1	0.62%	\$0	0.00%
	<b>22</b>	<b>13.75%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	3	1.87%	\$0	0.00%
611 Dispatched & cancelled en route	17	10.62%	\$0	0.00%
6111 Dispatched & cancelled en route by Sartell	12	7.50%	\$0	0.00%
650 Steam, Other gas mistaken for smoke, Other	2	1.25%	\$0	0.00%
	<b>34</b>	<b>21.25%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	15	9.37%	\$0	0.00%
710 Malicious, mischievous false call, Other	1	0.62%	\$0	0.00%
711 Municipal alarm system, malicious false	1	0.62%	\$0	0.00%
721 Bomb scare - no bomb	2	1.25%	\$0	0.00%
730 System malfunction, Other	5	3.12%	\$0	0.00%
731 Sprinkler activation due to malfunction	2	1.25%	\$0	0.00%
733 Smoke detector activation due to	5	3.12%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	0.62%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	1.25%	\$0	0.00%
743 Smoke detector activation, no fire -	5	3.12%	\$0	0.00%
744 Detector activation, no fire -	1	0.62%	\$0	0.00%
745 Alarm system activation, no fire -	4	2.50%	\$0	0.00%
	<b>44</b>	<b>27.50%</b>	<b>\$0</b>	<b>0.00%</b>
<b>8 Severe Weather &amp; Natural Disaster</b>				
800 Severe weather or natural disaster, Other	2	1.25%	\$0	0.00%

Sartell Fire Department Station #242

Incident Type Report (Summary)

Alarm Date Between {01/01/2016} And {12/31/2016}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>8 Severe Weather &amp; Natural Disaster</b>				
812 Flood assessment	1	0.62%	\$0	0.00%
813 Wind storm, tornado/hurricane assessment	1	0.62%	\$0	0.00%
	<u>4</u>	<u>2.50%</u>	<u>\$0</u>	<u>0.00%</u>
<b>9 Special Incident Type</b>				
911 Citizen complaint	1	0.62%	\$0	0.00%
	<u>1</u>	<u>0.62%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 160

Total Est Loss: \$332,000

# Memo

**To:** Chief Jim Sattler  
**From:** Training Officer Ben Kockler  
**Date:** 3/12/2017  
**Re:** 2016 Annual Training Recap

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Total training hours, Fire, EMS and Hazmat:

2016: 2,098  
2015: 1,772  
2014: 1,783  
2013: 1,536 (Started including Truck Checks in 2013)  
2012: 2,042  
2011: 1,459  
2010: 1,295  
2009: 1,766

In 2016 we changed to a monthly make-up drill program which accounted for 9 total make-up drills. A complete recap of 2016 training is attached.

Training Grant Recaps:

Minnesota Board of Fire Training Grant: \$6,200.00

We are currently working with our newer firefighters to get initial training completed including Fire I, Fire II, Hazmat Operations, EMR initial, and ICS 100, 200, and 700.

2016 was the last year using TMV EMS for the department's EMR refresher. In 2017 we will use Gold Cross which I expect will mean a higher quality of training and a higher rate of firefighter compliance.

## Sartell Fire Rescue 2016 Training Plan

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Drill Type</u>	<u>Training</u>
04-Jan-16	Monday	6-10 pm	EMS	Medical Bags/Inventory, Patient Assessment
19-Jan-16	Tuesday	6-10 pm	Hazmat/Fire	Annunciator Panel, Water Flow, Risers, Smoke, Elevator
02-Feb-16	Monday	6-10 pm	EMS	CPR, Defib, and Airway
16-Feb-16	Tuesday	6-10 pm	Fire/Rescue	Confined Space Rescue
15-Mar-16	Tuesday	6-9 pm	Fire	Wild Land Firefighting
23-Mar-16	Wednesday	12-3 pm	Make Up Drill	Cold water Rescue
04-Apr-16	Monday	6-10 pm	EMS	Blood Borne Pathogens, Hands On medical and trauma assessment and stabilization
19-Apr-16	Tuesday	6-10 pm	Fire	Fit Test/SCBA Training
27-Apr-16	Wednesday	12-3 pm	Make Up Drill	Fit Test/SCBA Training
17-May-16	Tuesday	6-10 pm	Fire	Heim Miling Tour and Pre-Plan
24-May-16	Wednesday	12-3 pm	Make Up Drill	ICS
21-Jun-16	Tuesday	6-10 pm	Fire	Water Ball Pumping, Nozzle, SCBA, Tenders
29-Jun-16	Wednesday	12-3 pm	Make Up Drill	Pumping, Nozzle, SCBA, Tenders
19-Jul-16	Tuesday	6-10 pm	Fire	Positive Pressure Ventilation, Hydrants, Nozzles
27-Jul-16	Wednesday	12-3 pm	Make Up Drill	Positive Pressure Ventilation, Hydrants, Nozzles
18-Aug-16	Tuesday	6-10 pm	Fire	Pump Operations, Hydrants, Tenders
24-Aug-16	Wednesday	12-3 pm	Make Up Drill	Pump Operations, Hydrants, Tenders
07-Sep-16	Monday	6-10 pm	EMS	Patient assessment, Back Boarding, Splinting, Burn Treatment
22-Sep-16	Tuesday	6-9 pm	Fire	Railway and Pipeline Safety
28-Sep-16	Wednesday	12-3 pm	Make Up Drill	Ladders, Hose Lays, Carries
18-Oct-16	Tuesday	6-10 pm	Fire	Engine 22 Operations, Saws, Computer/Firehouse
26-Oct-16	Wednesday	12-3 pm	Make Up Drill	Railway and Pipeline Safety
15-Nov-16	Tuesday	6-10 pm	Fire/Rescue	Railway and Pipeline Safety
29-Nov-16	Tuesday	6-10 pm	Fire/Rescue	Gas Emergencies
20-Dec-16	Tuesday	6-10 pm	Fire	Critical Incident Stress Management

Sartell Fire Department Station #242

Training Analysis by Staff

Class Date Between {01/01/2016} And {12/31/2016}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
<b>9601 Bidinger, Dale</b>				
1000 1ST RESPONDER \ EMT REFRESHER	1	5.00%	3.00	14.81
CS Confined Space Entry Refresher	1	5.00%	3.00	14.81
FIT SCBA Fit Test and SCBA Training	1	5.00%	3.00	14.81
GTC Group Truck Check	2	10.00%	1.00	4.93
PP Preplan High Rise	1	5.00%	3.00	14.81
SPRINKLER Sprinkler System	1	5.00%	3.00	14.81
TRUCK CK Truck Check	13	65.00%	4.25	20.98
<b>Totals for Staff:</b>		<b>20</b>	<b>20.25</b>	
<b>8101 Dingmann, Claude G</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	6.52%	9.00	14.07
1004 1st RESPONDER/E.M.T REFRESHER	1	2.17%	3.00	4.69
CS Confined Space Entry Refresher	1	2.17%	3.00	4.69
E-22 Engine 22 Operations	1	2.17%	3.00	4.69
FIT SCBA Fit Test and SCBA Training	1	2.17%	3.00	4.69
GTC Group Truck Check	10	21.73%	6.55	10.24
ISM Incident Stress Managment	1	2.17%	3.00	4.69
PP Preplan High Rise	1	2.17%	3.00	4.69
PPV Positive Pressure Ventilation T-T	1	2.17%	3.00	4.69
PT Pumper / Tanker	2	4.34%	6.00	9.38
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	6.52%	9.00	14.07
SPRINKLER Sprinkler System	1	2.17%	3.00	4.69
TRUCK CK Truck Check	20	43.47%	9.40	14.69
<b>Totals for Staff:</b>		<b>46</b>	<b>63.95</b>	
<b>0501 Dingmann, Lucas G</b>				
E-22 Engine 22 Operations	1	2.43%	3.00	3.77
FI-1 Fire Instructor 1	1	2.43%	30.00	37.73
FIT SCBA Fit Test and SCBA Training	1	2.43%	3.00	3.77
GTC Group Truck Check	10	24.39%	6.20	7.79
ISM Incident Stress Managment	1	2.43%	3.00	3.77
PP Preplan High Rise	1	2.43%	3.00	3.77
PPV Positive Pressure Ventilation T-T	1	2.43%	3.00	3.77
PT Pumper / Tanker	2	4.87%	6.00	7.54
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	4.87%	6.00	7.54
SPRINKLER Sprinkler System	1	2.43%	3.00	3.77
TRUCK CK Truck Check	20	48.78%	13.30	16.72
<b>Totals for Staff:</b>		<b>41</b>	<b>79.50</b>	

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>1101 Eagle, Chris</b>				
1000 1ST RESPONDER \ EMT REFRESHER	1	2.43%	3.00	5.81
E-22 Engine 22 Operations	1	2.43%	3.00	5.81
FIT SCBA Fit Test and SCBA Training	1	2.43%	3.00	5.81
GTC Group Truck Check	8	19.51%	10.20	19.78
ISM Incident Stress Managment	1	2.43%	3.00	5.81
PP Preplan High Rise	1	2.43%	3.00	5.81
PPV Positive Pressure Ventilation T-T	1	2.43%	3.00	5.81
PT Pumper / Tanker	1	2.43%	3.00	5.81
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	4.87%	6.00	11.63
SPRINKLER Sprinkler System	1	2.43%	3.00	5.81
TRUCK CK Truck Check	23	56.09%	11.35	22.01
<b>Totals for Staff:</b>	<b>41</b>		<b>51.55</b>	
<b>1602 Eggert, Cory</b>				
E-22 Engine 22 Operations	1	3.44%	3.00	2.03
FF1-A Fire Fighter 1 Block A	1	3.44%	30.00	20.31
FF1-B Fire Fighter 1 Block B	1	3.44%	30.00	20.31
FF1-C Fire Fighter 1 Block C	1	3.44%	30.00	20.31
GTC Group Truck Check	3	10.34%	0.95	0.64
HAZ-OPS Hazmat Operations	1	3.44%	24.00	16.24
ISM Incident Stress Managment	1	3.44%	3.00	2.03
PPV Positive Pressure Ventilation T-T	1	3.44%	3.00	2.03
PT Pumper / Tanker	2	6.89%	6.00	4.06
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	10.34%	9.00	6.09
TRUCK CK Truck Check	14	48.27%	8.75	5.92
<b>Totals for Staff:</b>	<b>29</b>		<b>147.70</b>	
<b>9703 Ertl, Dennis J</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.14%	9.00	13.69
1004 1st RESPONDER/E.M.T REFRESHER	1	2.38%	3.00	4.56
CS Confined Space Entry Refresher	1	2.38%	3.00	4.56
E-22 Engine 22 Operations	1	2.38%	3.00	4.56
FIT SCBA Fit Test and SCBA Training	1	2.38%	3.00	4.56
GTC Group Truck Check	5	11.90%	3.70	5.63
ISM Incident Stress Managment	1	2.38%	3.00	4.56
PP Preplan High Rise	1	2.38%	3.00	4.56
PPV Positive Pressure Ventilation T-T	1	2.38%	3.00	4.56
PT Pumper / Tanker	2	4.76%	6.00	9.13
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.14%	9.00	13.69
SPRINKLER Sprinkler System	1	2.38%	3.00	4.56
TRUCK CK Truck Check	21	50.00%	14.00	21.30

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>9703 Ertl, Dennis J</b>				
<b>Totals for Staff:</b>		<b>42</b>	<b>65.70</b>	
<b>0803 Fitzthum, Ryan</b>				
1000 1ST RESPONDER \ EMT REFRESHER	2	5.55%	6.00	7.02
CS Confined Space Entry Refresher	1	2.77%	3.00	3.51
E-22 Engine 22 Operations	1	2.77%	3.00	3.51
FI-1 Fire Instructor 1	1	2.77%	30.00	35.10
FIT SCBA Fit Test and SCBA Training	1	2.77%	3.00	3.51
GTC Group Truck Check	8	22.22%	10.20	11.93
ISM Incident Stress Managment	1	2.77%	3.00	3.51
PP Preplan High Rise	1	2.77%	3.00	3.51
PT Pumper / Tanker	2	5.55%	6.00	7.02
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	5.55%	6.00	7.02
SPRINKLER Sprinkler System	1	2.77%	3.00	3.51
TRUCK CK Truck Check	15	41.66%	9.25	10.82
<b>Totals for Staff:</b>		<b>36</b>	<b>85.45</b>	
<b>1402 Fox, Matt</b>				
1000 1ST RESPONDER \ EMT REFRESHER	2	6.25%	6.00	11.47
CS Confined Space Entry Refresher	1	3.12%	3.00	5.73
E-22 Engine 22 Operations	1	3.12%	3.00	5.73
FIT SCBA Fit Test and SCBA Training	1	3.12%	3.00	5.73
GTC Group Truck Check	5	15.62%	6.35	12.14
PP Preplan High Rise	1	3.12%	3.00	5.73
PPV Positive Pressure Ventilation T-T	1	3.12%	3.00	5.73
PT Pumper / Tanker	1	3.12%	3.00	5.73
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	9.37%	9.00	17.20
SPRINKLER Sprinkler System	1	3.12%	3.00	5.73
TRUCK CK Truck Check	15	46.87%	9.95	19.02
<b>Totals for Staff:</b>		<b>32</b>	<b>52.30</b>	
<b>9603 Giles, Randy O</b>				
FIT SCBA Fit Test and SCBA Training	1	2.70%	3.00	7.86
GTC Group Truck Check	5	13.51%	5.00	13.10
ISM Incident Stress Managment	1	2.70%	3.00	7.86
PP Preplan High Rise	1	2.70%	3.00	7.86
PT Pumper / Tanker	1	2.70%	3.00	7.86
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	5.40%	6.00	15.72
SPRINKLER Sprinkler System	1	2.70%	3.00	7.86
TRUCK CK Truck Check	25	67.56%	12.15	31.84

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

Category	# Classes	Pct of Classes	Hours	Pct of Hours
<b>9603 Giles, Randy O</b>				
<b>Totals for Staff: 37 38.15</b>				
<b>1104 Grundhoefer, Todd</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.50%	9.00	15.31
CS Confined Space Entry Refresher	1	2.50%	3.00	5.10
E-22 Engine 22 Operations	1	2.50%	3.00	5.10
FIT SCBA Fit Test and SCBA Training	1	2.50%	3.00	5.10
GTC Group Truck Check	6	15.00%	4.70	8.00
ISM Incident Stress Managment	1	2.50%	3.00	5.10
PP Preplan High Rise	1	2.50%	3.00	5.10
PPV Positive Pressure Ventilation T-T	1	2.50%	3.00	5.10
PT Pumper / Tanker	1	2.50%	3.00	5.10
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.50%	9.00	15.31
SPRINKLER Sprinkler System	1	2.50%	3.00	5.10
TRUCK CK Truck Check	20	50.00%	12.05	20.51
<b>Totals for Staff: 40 58.75</b>				
<b>1701 Guggenberger, Austin</b>				
PT Pumper / Tanker	1	100.00%	3.00	100.00
<b>Totals for Staff: 1 3.00</b>				
<b>9201 Guggenberger, Mark</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	6.66%	9.00	13.80
1004 1st RESPONDER/E.M.T REFRESHER	1	2.22%	3.00	4.60
CS Confined Space Entry Refresher	1	2.22%	3.00	4.60
E-22 Engine 22 Operations	1	2.22%	3.00	4.60
FIT SCBA Fit Test and SCBA Training	1	2.22%	3.00	4.60
GTC Group Truck Check	8	17.77%	10.20	15.64
ISM Incident Stress Managment	1	2.22%	3.00	4.60
PP Preplan High Rise	1	2.22%	3.00	4.60
PPV Positive Pressure Ventilation T-T	1	2.22%	3.00	4.60
PT Pumper / Tanker	1	2.22%	3.00	4.60
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	4.44%	6.00	9.20
SPRINKLER Sprinkler System	1	2.22%	3.00	4.60
TRUCK CK Truck Check	23	51.11%	13.00	19.93
<b>Totals for Staff: 45 65.20</b>				
<b>0201 Harrison, Wayne Joseph</b>				
1000 1ST RESPONDER \ EMT REFRESHER	2	5.26%	6.00	6.41
1004 1st RESPONDER/E.M.T REFRESHER	1	2.63%	3.00	3.20

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>0201 Harrison, Wayne Joseph</b>				
CS Confined Space Entry Refresher	1	2.63%	3.00	3.20
E-22 Engine 22 Operations	1	2.63%	3.00	3.20
FI-1 Fire Instructor 1	1	2.63%	30.00	32.06
FIT SCBA Fit Test and SCBA Training	1	2.63%	3.00	3.20
GTC Group Truck Check	5	13.15%	3.70	3.95
ISM Incident Stress Managment	1	2.63%	3.00	3.20
NCW New Chiefs Workshop	1	2.63%	4.00	4.27
PP Preplan High Rise	1	2.63%	3.00	3.20
PPV Positive Pressure Ventilation T-T	1	2.63%	3.00	3.20
PT Pumper / Tanker	1	2.63%	3.00	3.20
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.89%	9.00	9.62
SPRINKLER Sprinkler System	1	2.63%	3.00	3.20
TRUCK CK Truck Check	17	44.73%	13.85	14.80
<b>Totals for Staff:</b>	<b>38</b>		<b>93.55</b>	
<b>1202 Heim, Brian</b>				
CS Confined Space Entry Refresher	1	2.38%	3.00	3.66
E-22 Engine 22 Operations	1	2.38%	3.00	3.66
FI-1 Fire Instructor 1	1	2.38%	30.00	36.67
FIT SCBA Fit Test and SCBA Training	1	2.38%	3.00	3.66
GTC Group Truck Check	10	23.80%	6.55	8.00
ISM Incident Stress Managment	1	2.38%	3.00	3.66
PP Preplan High Rise	1	2.38%	3.00	3.66
PPV Positive Pressure Ventilation T-T	1	2.38%	3.00	3.66
PT Pumper / Tanker	2	4.76%	6.00	7.33
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.14%	9.00	11.00
SPRINKLER Sprinkler System	1	2.38%	3.00	3.66
TRUCK CK Truck Check	19	45.23%	9.25	11.30
<b>Totals for Staff:</b>	<b>42</b>		<b>81.80</b>	
<b>0901 Heinen, Mark</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.31%	9.00	14.10
1004 1st RESPONDER/E.M.T REFRESHER	1	2.43%	3.00	4.70
CS Confined Space Entry Refresher	1	2.43%	3.00	4.70
E-22 Engine 22 Operations	1	2.43%	3.00	4.70
FIT SCBA Fit Test and SCBA Training	1	2.43%	3.00	4.70
GTC Group Truck Check	6	14.63%	2.95	4.62
ISM Incident Stress Managment	1	2.43%	3.00	4.70
PP Preplan High Rise	1	2.43%	3.00	4.70
PPV Positive Pressure Ventilation T-T	1	2.43%	3.00	4.70
PT Pumper / Tanker	2	4.87%	6.00	9.40

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>0901 Heinen, Mark</b>				
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.31%	9.00	14.10
SPRINKLER Sprinkler System	1	2.43%	3.00	4.70
TRUCK CK Truck Check	19	46.34%	12.85	20.14
<b>Totals for Staff:</b>	<b>41</b>		<b>63.80</b>	
<b>0202 Hemmesch, Kellan</b>				
CS Confined Space Entry Refresher	1	4.16%	3.00	10.16
FIT SCBA Fit Test and SCBA Training	1	4.16%	3.00	10.16
GTC Group Truck Check	4	16.66%	1.85	6.27
ISM Incident Stress Managment	1	4.16%	3.00	10.16
PP Preplan High Rise	1	4.16%	3.00	10.16
PT Pumper / Tanker	1	4.16%	3.00	10.16
RAIL HSEM Oil & Hazadous Substance Awareness Level	1	4.16%	3.00	10.16
SPRINKLER Sprinkler System	1	4.16%	3.00	10.16
TRUCK CK Truck Check	13	54.16%	6.65	22.54
<b>Totals for Staff:</b>	<b>24</b>		<b>29.50</b>	
<b>1102 Hengel, David</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.14%	9.00	14.41
1004 1st RESPONDER/E.M.T REFRESHER	1	2.38%	3.00	4.80
CS Confined Space Entry Refresher	1	2.38%	3.00	4.80
E-22 Engine 22 Operations	1	2.38%	3.00	4.80
FIT SCBA Fit Test and SCBA Training	1	2.38%	3.00	4.80
GTC Group Truck Check	10	23.80%	6.20	9.92
ISM Incident Stress Managment	1	2.38%	3.00	4.80
PP Preplan High Rise	1	2.38%	3.00	4.80
PPV Positive Pressure Ventilation T-T	1	2.38%	3.00	4.80
PT Pumper / Tanker	2	4.76%	6.00	9.60
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	4.76%	6.00	9.60
SPRINKLER Sprinkler System	1	2.38%	3.00	4.80
TRUCK CK Truck Check	17	40.47%	11.25	18.01
<b>Totals for Staff:</b>	<b>42</b>		<b>62.45</b>	
<b>1401 Imholte, Adam</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	6.81%	9.00	13.89
1004 1st RESPONDER/E.M.T REFRESHER	1	2.27%	3.00	4.63
CS Confined Space Entry Refresher	1	2.27%	3.00	4.63
E-22 Engine 22 Operations	1	2.27%	3.00	4.63
FIT SCBA Fit Test and SCBA Training	1	2.27%	3.00	4.63
GTC Group Truck Check	6	13.63%	2.95	4.55

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>1401 Imholte, Adam</b>				
ISM Incident Stress Managment	1	2.27%	3.00	4.63
PP Preplan High Rise	1	2.27%	3.00	4.63
PPV Positive Pressure Ventilation T-T	1	2.27%	3.00	4.63
PT Pumper / Tanker	2	4.54%	6.00	9.26
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	6.81%	9.00	13.89
SPRINKLER Sprinkler System	1	2.27%	3.00	4.63
TRUCK CK Truck Check	22	50.00%	13.80	21.31
<b>Totals for Staff:</b>	<b>44</b>		<b>64.75</b>	
<b>1501 Johnson, Lucas</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.69%	9.00	13.92
1004 1st RESPONDER/E.M.T REFRESHER	1	2.56%	3.00	4.64
CS Confined Space Entry Refresher	1	2.56%	3.00	4.64
E-22 Engine 22 Operations	1	2.56%	3.00	4.64
FIT SCBA Fit Test and SCBA Training	1	2.56%	3.00	4.64
GTC Group Truck Check	5	12.82%	3.70	5.72
ISM Incident Stress Managment	1	2.56%	3.00	4.64
PP Preplan High Rise	1	2.56%	3.00	4.64
PPV Positive Pressure Ventilation T-T	1	2.56%	3.00	4.64
PT Pumper / Tanker	2	5.12%	6.00	9.28
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.69%	9.00	13.92
SPRINKLER Sprinkler System	1	2.56%	3.00	4.64
TRUCK CK Truck Check	18	46.15%	12.95	20.03
<b>Totals for Staff:</b>	<b>39</b>		<b>64.65</b>	
<b>1502 Keehr, Thomas</b>				
CS Confined Space Entry Refresher	1	2.38%	3.00	1.98
E-22 Engine 22 Operations	1	2.38%	3.00	1.98
FF1-B Fire Fighter 1 Block B	1	2.38%	16.00	10.57
FF1-C Fire Fighter 1 Block C	1	2.38%	30.00	19.83
FF2 Firefighter 2	1	2.38%	32.00	21.15
FIT SCBA Fit Test and SCBA Training	1	2.38%	3.00	1.98
GTC Group Truck Check	6	14.28%	3.20	2.11
HAZ-OPS Hazmat Operations	1	2.38%	24.00	15.86
ISM Incident Stress Managment	1	2.38%	3.00	1.98
PP Preplan High Rise	1	2.38%	3.00	1.98
PPV Positive Pressure Ventilation T-T	1	2.38%	3.00	1.98
PT Pumper / Tanker	2	4.76%	6.00	3.96
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.14%	9.00	5.95
SPRINKLER Sprinkler System	1	2.38%	3.00	1.98
TRUCK CK Truck Check	20	47.61%	10.05	6.64

Sartell Fire Department Station #242

Training Analysis by Staff

Class Date Between {01/01/2016} And {12/31/2016}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
<b>1502 Keehr, Thomas</b>				
-----				
<b>Totals for Staff:</b>		<b>42</b>		<b>151.25</b>
<b>0802 Kockler, Ben</b>				
-----				
1000 1ST RESPONDER \ EMT REFRESHER	2	5.55%	6.00	6.83
1004 1st RESPONDER/E.M.T REFRESHER	1	2.77%	3.00	3.41
CS Confined Space Entry Refresher	1	2.77%	3.00	3.41
E-22 Engine 22 Operations	1	2.77%	3.00	3.41
FI-1 Fire Instructor 1	1	2.77%	30.00	34.16
FIT SCBA Fit Test and SCBA Training	1	2.77%	3.00	3.41
GTC Group Truck Check	3	8.33%	2.35	2.67
ISM Incident Stress Managment	1	2.77%	3.00	3.41
PP Preplan High Rise	1	2.77%	3.00	3.41
PPV Positive Pressure Ventilation T-T	1	2.77%	3.00	3.41
PT Pumper / Tanker	2	5.55%	6.00	6.83
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	8.33%	9.00	10.25
TRUCK CK Truck Check	18	50.00%	13.45	15.31
-----				
<b>Totals for Staff:</b>		<b>36</b>		<b>87.80</b>
<b>1103 Kockler, Mitch</b>				
-----				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.69%	9.00	16.11
1004 1st RESPONDER/E.M.T REFRESHER	1	2.56%	3.00	5.37
CS Confined Space Entry Refresher	1	2.56%	3.00	5.37
E-22 Engine 22 Operations	1	2.56%	3.00	5.37
FIT SCBA Fit Test and SCBA Training	1	2.56%	3.00	5.37
GTC Group Truck Check	7	17.94%	3.85	6.89
ISM Incident Stress Managment	1	2.56%	3.00	5.37
PP Preplan High Rise	1	2.56%	3.00	5.37
PPV Positive Pressure Ventilation T-T	1	2.56%	3.00	5.37
PT Pumper / Tanker	2	5.12%	6.00	10.74
RAIL HSEM Oil & Hazadous Substance Awareness Level	1	2.56%	3.00	5.37
SPRINKLER Sprinkler System	1	2.56%	3.00	5.37
TRUCK CK Truck Check	18	46.15%	10.00	17.90
-----				
<b>Totals for Staff:</b>		<b>39</b>		<b>55.85</b>
<b>9702 Kruchten, Darrell P</b>				
-----				
CS Confined Space Entry Refresher	1	8.33%	3.00	19.73
FIT SCBA Fit Test and SCBA Training	1	8.33%	3.00	19.73
GTC Group Truck Check	4	33.33%	5.35	35.19
TRUCK CK Truck Check	6	50.00%	3.85	25.32

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>9702 Kruchten, Darrell P</b>				
<b>Totals for Staff:</b>		<b>12</b>	<b>15.20</b>	
<b>1201 Lyon, Rick</b>				
ARSON Arson Investigation	1	2.43%	20.00	19.23
CS Confined Space Entry Refresher	1	2.43%	3.00	2.88
E-22 Engine 22 Operations	1	2.43%	3.00	2.88
FI-1 Fire Instructor 1	1	2.43%	30.00	28.84
FIT SCBA Fit Test and SCBA Training	1	2.43%	3.00	2.88
GTC Group Truck Check	6	14.63%	4.70	4.51
ISM Incident Stress Managment	1	2.43%	3.00	2.88
PP Preplan High Rise	1	2.43%	3.00	2.88
PPV Positive Pressure Ventilation T-T	1	2.43%	3.00	2.88
PT Pumper / Tanker	2	4.87%	6.00	5.76
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.31%	9.00	8.65
SPRINKLER Sprinkler System	1	2.43%	3.00	2.88
TRUCK CK Truck Check	21	51.21%	13.30	12.78
<b>Totals for Staff:</b>		<b>41</b>	<b>104.00</b>	
<b>1403 Malley, Spencer</b>				
1004 1st RESPONDER/E.M.T REFRESHER	1	12.50%	3.00	20.00
FIT SCBA Fit Test and SCBA Training	1	12.50%	3.00	20.00
GTC Group Truck Check	1	12.50%	1.00	6.66
PP Preplan High Rise	1	12.50%	3.00	20.00
SPRINKLER Sprinkler System	1	12.50%	3.00	20.00
TRUCK CK Truck Check	3	37.50%	2.00	13.33
<b>Totals for Staff:</b>		<b>8</b>	<b>15.00</b>	
<b>1601 Muntifering, Pat</b>				
E-22 Engine 22 Operations	1	4.76%	3.00	2.07
FF1-A Fire Fighter 1 Block A	1	4.76%	30.00	20.71
FF1-B Fire Fighter 1 Block B	1	4.76%	30.00	20.71
FF1-C Fire Fighter 1 Block C	1	4.76%	30.00	20.71
GTC Group Truck Check	5	23.80%	3.85	2.65
HAZ-OPS Hazmat Operations	1	4.76%	24.00	16.56
ISM Incident Stress Managment	1	4.76%	3.00	2.07
PPV Positive Pressure Ventilation T-T	1	4.76%	3.00	2.07
PT Pumper / Tanker	2	9.52%	6.00	4.14
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	14.28%	9.00	6.21
TRUCK CK Truck Check	4	19.04%	3.00	2.07

**Sartell Fire Department Station #242**

**Training Analysis by Staff**

**Class Date Between {01/01/2016} And {12/31/2016}**

<b>Category</b>	<b># Classes</b>	<b>Pct of Classes</b>	<b>Hours</b>	<b>Pct of Hours</b>
<b>1601 Muntifering, Pat</b>				
<b>Totals for Staff:</b>		<b>21</b>	<b>144.85</b>	
<b>0801 Nicoll, Dave</b>				
CS Confined Space Entry Refresher	1	14.28%	3.00	43.79
TRUCK CK Truck Check	6	85.71%	3.85	56.20
<b>Totals for Staff:</b>		<b>7</b>	<b>6.85</b>	
<b>0902 Olmscheid, Brady</b>				
1000 1ST RESPONDER \ EMT REFRESHER	1	3.12%	3.00	6.45
1004 1st RESPONDER/E.M.T REFRESHER	1	3.12%	3.00	6.45
CS Confined Space Entry Refresher	1	3.12%	3.00	6.45
E-22 Engine 22 Operations	1	3.12%	3.00	6.45
FIT SCBA Fit Test and SCBA Training	1	3.12%	3.00	6.45
GTC Group Truck Check	6	18.75%	6.35	13.67
ISM Incident Stress Managment	1	3.12%	3.00	6.45
PP Preplan High Rise	1	3.12%	3.00	6.45
RAIL HSEM Oil & Hazadous Substance Awareness Level	2	6.25%	6.00	12.91
SPRINKLER Sprinkler System	1	3.12%	3.00	6.45
TRUCK CK Truck Check	16	50.00%	10.10	21.74
<b>Totals for Staff:</b>		<b>32</b>	<b>46.45</b>	
<b>9104 Raymond, Jerry</b>				
CS Confined Space Entry Refresher	1	2.94%	3.00	6.68
FIT SCBA Fit Test and SCBA Training	1	2.94%	3.00	6.68
GTC Group Truck Check	9	26.47%	11.20	24.94
ISM Incident Stress Managment	1	2.94%	3.00	6.68
PP Preplan High Rise	1	2.94%	3.00	6.68
PT Pumper / Tanker	2	5.88%	6.00	13.36
RAIL HSEM Oil & Hazadous Substance Awareness Level	1	2.94%	3.00	6.68
SPRINKLER Sprinkler System	1	2.94%	3.00	6.68
TRUCK CK Truck Check	17	50.00%	9.70	21.60
<b>Totals for Staff:</b>		<b>34</b>	<b>44.90</b>	
<b>0703 Rieland, James</b>				
ARSON Arson Investigation	1	2.56%	20.00	28.32
CS Confined Space Entry Refresher	1	2.56%	3.00	4.24
E-22 Engine 22 Operations	1	2.56%	3.00	4.24
FIT SCBA Fit Test and SCBA Training	1	2.56%	3.00	4.24
GTC Group Truck Check	11	28.20%	9.20	13.03
PER Pipeline Emergency Response	1	2.56%	2.00	2.83

Sartell Fire Department Station #242

Training Analysis by Staff

Class Date Between {01/01/2016} And {12/31/2016}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
<b>0703 Rieland, James</b>				
PP Preplan High Rise	1	2.56%	3.00	4.24
PT Pumper / Tanker	2	5.12%	6.00	8.49
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	7.69%	9.00	12.74
SPRINKLER Sprinkler System	1	2.56%	3.00	4.24
TRUCK CK Truck Check	16	41.02%	9.40	13.31
<b>Totals for Staff:</b>	<b>39</b>		<b>70.60</b>	
<b>8807 Sattler, Jim</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	20.00%	9.00	20.00
1004 1st RESPONDER/E.M.T REFRESHER	1	6.66%	3.00	6.66
CS Confined Space Entry Refresher	1	6.66%	3.00	6.66
FIT SCBA Fit Test and SCBA Training	1	6.66%	3.00	6.66
ISM Incident Stress Managment	1	6.66%	3.00	6.66
PP Preplan High Rise	1	6.66%	3.00	6.66
PPV Positive Pressure Ventilation T-T	1	6.66%	3.00	6.66
PT Pumper / Tanker	2	13.33%	6.00	13.33
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	20.00%	9.00	20.00
SPRINKLER Sprinkler System	1	6.66%	3.00	6.66
<b>Totals for Staff:</b>	<b>15</b>		<b>45.00</b>	
<b>9301 Sieben, William</b>				
1000 1ST RESPONDER \ EMT REFRESHER	2	5.55%	6.00	9.79
1004 1st RESPONDER/E.M.T REFRESHER	1	2.77%	3.00	4.89
CS Confined Space Entry Refresher	1	2.77%	3.00	4.89
E-22 Engine 22 Operations	1	2.77%	3.00	4.89
FIT SCBA Fit Test and SCBA Training	1	2.77%	3.00	4.89
GTC Group Truck Check	7	19.44%	7.35	12.00
ISM Incident Stress Managment	1	2.77%	3.00	4.89
PP Preplan High Rise	1	2.77%	3.00	4.89
PPV Positive Pressure Ventilation T-T	1	2.77%	3.00	4.89
PT Pumper / Tanker	2	5.55%	6.00	9.79
RAIL HSEM Oil & Hazadous Substance Awareness Level	3	8.33%	9.00	14.69
SPRINKLER Sprinkler System	1	2.77%	3.00	4.89
TRUCK CK Truck Check	14	38.88%	8.90	14.53
<b>Totals for Staff:</b>	<b>36</b>		<b>61.25</b>	
<b>9901 Weihs, Bill</b>				
1000 1ST RESPONDER \ EMT REFRESHER	3	7.69%	9.00	15.74
1004 1st RESPONDER/E.M.T REFRESHER	1	2.56%	3.00	5.24
CS Confined Space Entry Refresher	1	2.56%	3.00	5.24

Sartell Fire Department Station #242

Training Analysis by Staff

Class Date Between {01/01/2016} And {12/31/2016}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
<b>9901 Weihs, Bill</b>				
E-22 Engine 22 Operations	1	2.56%	3.00	5.24
FIT SCBA Fit Test and SCBA Training	1	2.56%	3.00	5.24
GTC Group Truck Check	8	20.51%	5.20	9.09
ISM Incident Stress Managment	1	2.56%	3.00	5.24
PP Preplan High Rise	1	2.56%	3.00	5.24
PPV Positive Pressure Ventilation T-T	1	2.56%	3.00	5.24
PT Pumper / Tanker	2	5.12%	6.00	10.49
RAIL HSEM Oil & Hazadous Substance Awareness Level	1	2.56%	3.00	5.24
SPRINKLER Sprinkler System	1	2.56%	3.00	5.24
TRUCK CK Truck Check	17	43.58%	9.95	17.41
<b>Totals for Staff:</b>			<b>39</b>	<b>57.15</b>
<b>Grand Totals:</b>			<b>1,081</b>	<b>2,098.15</b>

# 2016 Annual Engineering & Public Works Report

Sartell, Minnesota

April 10, 2017



Building a Better World  
for All of Us®

Engineers | Architects | Planners | Scientists

# Engineering Services Review

**Presented to:**

City of Sartell  
125 Pinecone Road  
Sartell, MN 56377

**By:**

Short Elliott Hendrickson Inc.  
1200 25<sup>th</sup> Avenue South  
PO Box 1717  
St. Cloud, MN 56302-1717  
Phone: 320.229.4300  
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**Contacts:**

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City Engineer  
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April Ryan, PE  
Assistant City Engineer  
Phone: 320.229.4329  
Email: [aryan@sehinc.com](mailto:aryan@sehinc.com)



Building a Better World  
for All of Us®

April 10, 2017

RE: 2016 Annual Engineering & Public Works Report  
Sartell, Minnesota

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

Dear Mayor & Council Members:

SEH is pleased to submit this 2016 Annual Engineering Report for your review and use.

WSB provided engineering services for the City of Sartell during 2016. SEH was appointed your City Engineer in February of 2017 and has gathered information and worked closely with Public Works staff in preparing the 2016 Annual Report. The annual report summarizes construction projects, public works activities, and provides you an update of your infrastructure system.

We look forward to the City of Sartell continuing to build momentum in 2017 with the construction of 4<sup>th</sup> Avenue South, several developer driven residential subdivisions, planning for future improvements to Pinecone Road and County Road 29 Utilities, and updating some of the City's comprehensive planning documents.

SEH looks forward to working with the City in planning, improving, and extending your infrastructure systems in the coming year. If you have any questions regarding this annual report or the services SEH provides, please contact me at 320.229.4344 or [jhalter@sehinc.com](mailto:jhalter@sehinc.com).

Sincerely,

A handwritten signature in black ink, appearing to read "J. Halter", with a long horizontal line extending to the right.

Jon Halter, PE  
City Engineer

jmh/mrb

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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](http://sehinc.com) | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

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Engineering





## Sartell Core Team for 2017

	<p>Jon Halter, PE City Engineer 320.229.4344 320.250.6084 (cell) <a href="mailto:jhalter@sehinc.com">jhalter@sehinc.com</a></p>
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	<p>Mike Kotila, PE Transportation &amp; Traffic Engineer 320.229.4336 / 612.749.6458 (cell) <a href="mailto:mkotila@sehinc.com">mkotila@sehinc.com</a></p>
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	<p>Miles Jensen, PE Water Services 651.490.2020 / 651.775.5031 <a href="mailto:mjensen@sehinc.com">mjensen@sehinc.com</a></p>
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	<p>Joel Asp Wetlands Services 320.229.4316 / 320.248.7021 (cell) <a href="mailto:jasp@sehinc.com">jasp@sehinc.com</a></p>
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### Construction


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	<p>Roger Worm Field Representative 320.250.1072 <a href="mailto:rworm@sehinc.com">rworm@sehinc.com</a></p>
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	<p>Tom Zieglmeier Survey Crew Chief 320.980.5560 <a href="mailto:tzieglmeier@sehinc.com">tzieglmeier@sehinc.com</a></p>
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### Administration Assistance

	<p>Deb Gilyard Administration Technician 320.229.4324 <a href="mailto:dgilyard@sehinc.com">dgilyard@sehinc.com</a></p>
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	<p>Melissa Blommel Administrative Assistant 320.229.4300 <a href="mailto:mblommel@sehinc.com">mblommel@sehinc.com</a></p>
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## Support Services

 <p><u>Wastewater</u> Jessica Hedin 320.229.4369 <a href="mailto:jhedin@sehinc.com">jhedin@sehinc.com</a></p>	 <p><u>Street Lighting</u> Ken Taillon 651.765.2980 <a href="mailto:ktaillon@sehinc.com">ktaillon@sehinc.com</a></p>	 <p><u>Environmental</u> Melanie Niday 320.229.4346 <a href="mailto:mniday@sehinc.com">mniday@sehinc.com</a></p>
 <p><u>Water Design/Operations</u> Kevin Young 320.229.4306 <a href="mailto:kbyoung@sehinc.com">kbyoung@sehinc.com</a></p>	 <p><u>Architecture</u> Brian Bergstrom 612.490.2097 <a href="mailto:bbergstrom@sehinc.com">bbergstrom@sehinc.com</a></p>	 <p><u>Structural</u> Jeff Johnson 651.490.2078 <a href="mailto:jjohnson@sehinc.com">jjohnson@sehinc.com</a></p>
 <p><u>GIS</u> Andrew Niederhauser 651.765.2914 <a href="mailto:aniederhauser@sehinc.com">aniederhauser@sehinc.com</a></p>		

## Design Staff

<p>Jarod Griffith, EIT 320.229.4304 <a href="mailto:jgriffith@sehinc.com">jgriffith@sehinc.com</a></p>	<p>John Knettel 320.229.4371 <a href="mailto:jknettel@sehinc.com">jknettel@sehinc.com</a></p>
<p>Brian Yeats 320.229.4307 <a href="mailto:byeats@sehinc.com">byeats@sehinc.com</a></p>	<p>Jennifer Schmitz 320.229.4384 <a href="mailto:jschmitz@sehinc.com">jschmitz@sehinc.com</a></p>

# Summary of Services

## SEH's Role as Sartell City Engineer

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

- Infrastructure management
- Subdivision Street and Utility Extension Projects
- State Aid projects
- Facility improvements
- Long-range planning
- Development Review
- Rehabilitation projects
- Transportation projects
- Environmental clean-up/compliance
- Grant Funding Reviews
- Ordinance & Development Guideline Reviews

## 2017 Improvement Projects

Together with City Staff, SEH is involved in every aspect of the infrastructure projects in the City of Sartell. SEH's project design focuses on infrastructure needs, construction costs, life cycle costs, and ongoing maintenance costs.



## City Improvement Projects

### 19<sup>th</sup> Street South

Street and utility extensions on 19<sup>th</sup> Street South were constructed in 2016, in part, to provide access and utility service for the community center. The improvements included extending the street, sanitary sewer, water main, and sidewalk approximately 800 feet. The storm sewer system was also extended approximately 90 feet to collect runoff from 19<sup>th</sup> Street South.



**County Road 1 / Heritage Drive / Lesauk Road Improvements:**

This project was led by Stearns County, and included improvements to County Road 1 from Trunk Highway 15 to Heritage Drive with a roundabout being constructed at the intersection of County Road 1, Heritage Drive, Evergreen Drive, and River Oaks Lane. In conjunction with the County Project, a new segment of Evergreen Drive was constructed from County Road 1 to what was the dead end cul-de-sac of Evergreen Drive on the west side of G-Allen's Restaurant. This created a connection from Lesauk Drive to County Road 1 for left turns, as the County Road 1 project included a center concrete median that eliminated left turns from Lesauk Drive onto County Road 1.



## Safe Routes to School

This project included the addition of a concrete sidewalk behind the curb on the south side of 2<sup>nd</sup> Street South from 4<sup>th</sup> Avenue South to Pinecone Road. The sidewalk on the south side is in addition to the existing bituminous trail on the north side of 2<sup>nd</sup> Street South.



## Developer Initiated Improvement Projects

### Providence Plat 1

Improvements for Phase 1 of the Providence Plat were started in the fall of 2015. Due to a wet fall the improvement progress was suspended for the year. The work resumed and was completed in 2016. This improvement project extended 13<sup>th</sup> Avenue North from Central Park Boulevard to the north where the roadway will turn into Providence Trail. The improvements will allow the construction of 15 single family lots.



## Arbor Trails Phase 2

Improvements for Phase 2 of Arbor Trails was substantially completed in 2016, with the wearing course, and punch list items to be completed in the summer of 2017. The sanitary sewer and water main had previously been installed, and this 2016 project included extending the streets, sidewalks, storm sewer, and street lighting to serve the addition of 17 new single family lots.



# Public Works Department



Prepared By:  
John Kothenbeutel  
Public Works Director

## Streets

### Personnel

- 5 full-time employees
- 3 seasonal employees

### Mileage

Street Miles				
	2014	2015	2016	Net Change
Street Miles	96.0	96.3	97.2	0.9
Private Street Miles	5.6	5.6	5.6	0.0
Total Street Miles	101.6	101.9	102.7	0.9

Alley Miles				
	2014	2015	2016	Net Change
Alley Miles	4.0	4.0	4.0	0.0

Cul-de-sacs				
	2014	2015	2016	Net Change
Cul-de-sacs	95	96	98	2
Private Cul-de-sacs	5	5	5	0
Total Cul-de-sacs	100	101	103	2

Seal Coating Completed			
	2014	2015	2016
Seal Coating (Sq. Yd.)	132,567	92,000	87,542

### Storm Sewer

Storm Sewer				
	2014	2015	2016	Net Change
Storm Sewer Miles	67.0	67.2	68.1	0.9
Rain Gardens	85	85	85	0
Stormwater Ponds	98	98	100	2

## Compost Site

### Hours

Spring and Summer	Fall
Sunday 4:00 pm – 7:00	Sunday 4:00 pm–6:00 pm
Tuesday 1:00 pm–7:00 pm	Tuesday 1:00 pm–6:00 pm
Thursday 1:00 pm–7:00 pm	Thursday 1:00 pm–6:00 pm
Friday 4:00 pm–7:00 pm	Friday 4:00 pm–6:00 pm
Saturday 8:00 am–4:00 pm	Saturday 8:00 am–4:00 pm

### Number of Users

Year	Resident Permits Sold	Non-Resident Permits
2011	1878	148
2012	1820	174
2013	1795	203
2014	1876	214
2015	1915	233
2016	1952	215

During our Christmas tree drop off there were 267 trees dropped off with a total of 744 pounds of food collected for the local food shelf and \$79.00 cash.

## Parks

### Personnel

- 3 Fulltime employees
- 4 seasonal summer employees

Park, and Trail Sidewalk Mileage			
	2015	2016	Net Change
Number of Parks	41	41	0.0
Bituminous Trails	27.5	27.9	0.4
Concrete Sidewalks	22.6	25.2	2.6
Total	50.1	50.1	3.0

- Maintenance crews were able to crack fill approximately 80% of all bituminous trails within the city.
- Trail replaced between 7<sup>th</sup> Street N and 2<sup>nd</sup> Street South.
- 16.63 miles of sidewalk and bituminous trails Maintained During Winter Season.

Park Rentals (Days)				
	2014	2015	2016	Net Change from 2015
Watab Park	30	30	44	14
Val Smith Park	40	40	63	23
Northside Park	15.0	15.0	21.0	6
Pinecone Regional Park	13	13	7	-6
Lion's Park	2	2	2	0
<b>Total Park Rentals</b>	<b>100</b>	<b>100</b>	<b>137</b>	<b>37</b>

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

## Water and Wastewater

### Personnel

- 5 full-time employees
- 1 seasonal summer employee

## Water

### Source

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

### Treatment

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

### Storage

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

Water Usage			
	Peak Day	Peak Usage	Average Usage
2016	7-Aug	4.44 MG	1,765,000 gpd
2015	4-Aug	4.44 MG	1,828,100 gpd
2014	23-Jul	4.44 MG	1,841,725 gpd

<b>Meter Connections</b>			
	Residential	Commercial / Industrial	Total
2016	4532	221	4753
2015	4430	229	4659
2014	4384	231	4615

<b>Watermain Miles</b>				
	2014	2015	2016	Net Change from 2015
Watermain	104.4	104.6	105.1	0.5

<b>Hydrants</b>				
	2014	2015	2016	Net Change from 2015
Hydrants	1115	1119	1125	6

<b>Watering Permits</b>				
	2014	2015	2016	Net Change from 2015
Permits	35	23	20	-3

## Wastewater

<b>Sanitary Sewer &amp; Forcemain Miles</b>				
	2014	2015	2016	Net Change from 2015
Sanitary Sewer	81.8	82.0	82.4	0.4
Forcemain	9.2	9.2	9.2	0.0

- There was approximately 55,480 feet (10.5 miles) of sewer main cleaned in 2016. League of MN Cities recommends that we clean clay sewers every three years and PVC sewers every five years.

10 Lift Stations	
1	County Road 134 and County Road 1
2	Just South of Holiday Convenience Store
3	Riverside Avenue and 7th Street North
4	Located off of 2nd Street S., East of Rolling Green Addition (Next to Watab Creek)
6	Ridge Road - Just off of Benton Drive
7	1500 Block of Riverside Avenue North
8	15th Avenue North between 3rd Street North and 4th Street North
9	7th Avenue South - Just South of Edinburgh Drive
10	Across from Heims Mill
12	West of Pinecone Road at Watab Creek



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## City of Sartell 2016 Annual Report

# Community Development Building Department



**We are pleased to provide this report to you** about the activities of the Sartell Community Development Department and Building Department during 2016. You will find information about the variety of accomplishments, projects and ongoing efforts of staff in the areas of community planning, construction permitting and inspection, and code compliance.

The Community Development and Building Department promotes a safe, dynamic, and vibrant community, and enhances the living, working, and recreation choices for community residents, businesses and visitors.

## Community Development Staff

### **Community Development Dir. /Assistant City Administrator – Anita Archambeau**

Anita has 19 years of planning and community development experience, of which 15 have been within the public sector. She has a Masters of Urban Planning from Minnesota State University and is nearing the completion of a Doctorate in Public Administration from Hamline University. Anita has been with the City as the Planning and Community Development Director since 2003 but was the City's planning consultant since late 2000.

### **Community Development Technician – Nate Keller**

Nate has been with the city of Sartell Planning Department for two and half years. Prior to joining Sartell Nate interned for the city of Hutchinson as an Economic Development Assistant for close to a year. Nate graduated from St. Cloud State in December of 2013 with a BA in Planning & Community Development

## Building Development Staff

### **Building Official – Kyle Christensen**

Kyle has been with the City of Sartell as the Chief Building Official for ten years. Prior to coming to work for Sartell, Kyle was the Vice President of Operations for Waldron and Associates, a private inspection firm located in Waconia, MN, Served as Building Official for the City of Hutchinson, MN., building and rental inspector for the City of Willmar, interned with the city of Inver Grove Heights and worked in residential and commercial construction as a carpenter for approximately 15 years. Kyle is licensed with the MN Dept. of Labor and Industry as a Certified Building Official, Building Inspector with International Code Council and an Associate Degree in Building Inspection Technology

### **Fire Marshal/Code Official – Butch Rieland**

Butch is currently the Fire Marshal/Code Official/Deputy Emergency Manager/firefighter for the City of Sartell and has been a firefighter for the City of Sartell for 20 years. Butch also conducts fire investigations (with the assistance of the State Fire Marshal's Office) along with firefighting for the city of Sartell's fire department. Butch graduated with honors obtaining his AAS Fire Science Degree from Hennepin Technical College in 2005 & is also a state certified fire inspector. Butch has worked as a Fire Inspector for the cities of Rockville, Maple Grove, and St Cloud. Butch was employed by the City of Sartell in 1997 as a part-time fire inspector and started as Sartell's first full-time Fire Marshal/Code Official in 2007. Butch is also certified as an Emergency Manager in the field of Emergency Management and is currently the assistant emergency manager for the City of Sartell.

## Planning Commission Members

Gary Orman (Chair)

Anna Gruber

Ryan Fitzthum (replaced by Tim Elness)

Glenn Persen (replaced by Abby Legatt)

Dawn Moen

## Summary of Official Zoning Actions Planning Commission/City Council

### 2016:

- ❑ The Planning Commission held a total of 10 regular meetings and one special meeting.
- ❑ The City Council held a total of 23 public hearings for planning and zoning related actions.

Planning Commission following staff recommendations – 27/27 Requests

City Council following planning commission recommendation – 27/27 Requests

City Council following staff recommendation – 27/27 Requests

### 2015:

- ❑ The Planning Commission held a total of 10 regular meetings and two special meeting.
- ❑ The City Council held a total of 14 public hearings for planning and zoning related actions.

Planning Commission following staff recommendations – 20/22 Requests

City Council following planning commission recommendation – 21/22 Requests

City Council following staff recommendation – 21/22 Requests

### 2014:

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

Planning Commission following staff recommendations – 16/16 Requests

City Council following planning commission recommendation – 16/16 Requests

City Council following staff recommendation – 16/16 Requests

### 2013:

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

### 2012:

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

## Vacations

In 2016, the City Council granted 3 utility easement vacations.

- |                      |                            |          |                     |
|----------------------|----------------------------|----------|---------------------|
| 1. Arbor Trails      | Utility/Drainage Easements | Approved | (Lot Consolidation) |
| 2. Sandstone Village | Utility/Drainage Easements | Approved | (Lot Consolidation) |
| 3. Daybreak North    | ROW/Utility and Drainage   | Approved | (Replat)            |

In 2015, the City Council granted 2 utility easement vacations.

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

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

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

## Variations

In 2016, the City received 1 request for a variance.

1. 11 8<sup>th</sup> Avenue South – Minimum standards for administrative lot splits.

**2015** The City processed no requests for variances.

**2014** The City received three requests for variances. They were to encroach into the wetland setback, accessory structure in the side yard and sideyard setbacks. The variances were approved

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

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

## Conditional Use Permits

In 2016, the City reviewed 3 conditional use permit (CUP) requests:

1. Pinecone Regional Park Parking Lot - Approved
2. Winner's of Sartell Patio – Approved
3. Savanna Oaks Third Addition/BR Solar - Approved

**2015** In 2015, the City reviewed three conditional use permit (CUP) requests to allow for a car wash, used car sales and a solar garden. All were approved.

**2014** In 2014, the City reviewed two conditional use permit (CUP) requests to allow for fences within a floodway. Both were approved.

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

**2012** The City reviewed one conditional use permit (CUP) amendment request to accommodate a change in land use within a planned unit development. The original CUP allowed for a mixed senior living campus. The CUP amendment request was to allow for office use. The City approved the CUP amendment to allow for medical and professional office, along with the continuation of residential. Commercial or retail uses are not allowed unless it is accessory to the office building.

## Interim Use Permits

In 2016, there were 3 IUP requests submitted to the City.

1. Walmart/TNT Approved
2. Coborn's Sartell Stores Approved
3. Chateau Waters Approved

**2015** There were no IUP requests submitted to the City.

**2014** There were no IUP requests submitted to the City.

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

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

## Zoning Permits

The planning and building department processed 94 zoning permit applications for fences, accessory structures (120 sf or smaller), and parking pads through administrative approval in 2016. This permit process is to ensure setbacks and construction requirements are met and involve a review of the application and site plan. A final inspection is conducted after the project is complete.

### 2015

The planning department processed 88 zoning permits in 2015

### 2014

The planning department processed 59 zoning permits in 2014.

### 2013

The planning department processed 74 zoning permits in 2013.

### 2012

The planning department processed 97 zoning permit in 2012.

## Special Event Permits

Along with the police department, the Planning Department processed 9 special event permits in 2016.

- Dezurik 5k
- Jingle Bell 1k, 5k
- Arc Midstate 5k
- Bark for life @ Pinecone Central Park
- Country Financial 5k
- Summerfest
- St. Francis 1k, 5k, 10k
- Apple Duathlon
- House of Pizza (block party)

## Sign Permits

In 2016, the planning department handled 41 total sign permit applications including 24 permanent signs, 9 temporary community event signs (5K races, Summerfest, festivals) and 8 temporary on premise signs.

### 2015

The planning department handled 43 sign permit applications for 22 permanent signs, 12 temporary community event signs (5K races, Summerfest, festivals) and 7 temporary on premise signs.

### 2014

The planning department processed 34 sign permit applications for 16 permanent signs, 9 temporary community event signs, 0 temporary new development sign, and 9 temporary on premise signs (commercial districts).

### 2013

In 2013, the planning department processed 29 sign permit applications for 14 permanent signs, 8 temporary community event signs (5K races, Summerfest, festivals) and 7 temporary on premise signs

### 2012

In 2012, the planning department processed 35 sign permit applications for 20 permanent signs, 9 temporary community event signs and 6 temporary on premise signs.

## Rezoning/Zoning Establishments

In 2016, the City processed the following rezoning requests:

- |                          |                                      |
|--------------------------|--------------------------------------|
| 1. Sandstone Village 3   | R3 to R-5 (Single Family) - Approved |
| 2. Sandstone Village 3   | R3 to R-5 (Single Family) – Approved |
| 3. Blackberry Ridge West | AG to R-5 (Single Family)– Approved  |
| 4. Ferche Southwest 35   | AG to R-5 (Mixed Use)– Approved      |

### 2015

The City processed 4 requests for rezoning/zoning establishments (Providence and Arbor Trails Developments, 331 4<sup>th</sup> Ave S and the Yarmon/Diverse/Katterhagen Properties).

### 2014

The City processed no request for rezoning/zoning establishments

### 2013

The City processed no request for rezoning/zoning establishments

### 2012

The City processed no request for rezoning/zoning establishments.

## Land Use Amendments

In 2016, the City did not process any Land Use Amendments:

### 2015,

The City processed one requests for a Land Use Amendments (Yarmon/Diverse/Katterhagen Properties).

### 2014,

The City did not process any requests for Land Use Amendments.

### 2013

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

### 2012

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

## Preliminary Plats

In 2016, the City processed 6 requests for Preliminary Plats.

Total Single Family Residential Lots –

Sandstone Village 2 - 16 Single Family Lots

Sandstone Village 3 - 13 Single Family Lots

Blackberry Ridge West 5 Single Family Lots

Ferche Southwest 35 – 4 Commercial 2 multi-family

Savanna Oaks Third Addition/BR Solar (2) 1 outlot 1 Single Family (Solar Garden)

Daybreak North – 5 Single Family

**Total Apartment Lots - 3**

**Total Commercial Lots – 4**

**Total Single Family - 40**

### 2015 Preliminary Platted –

Over the course of 2015, the City processed two requests for Preliminary Plats.

Total Apartment Lots - 0

Total Commercial Lots – 0

Total Single Family - 143

### 2014 Preliminary Platted –

The City did not process any requests for Preliminary Plat.

### 2013 Preliminary Platted –

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

### 2012 Preliminary Platted –

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

## Final Plats

In 2016, the City Council rendered an action on the following Final Plats:

<i>PLAT</i>	<i>Lots</i>	<i>Zone</i>	<i>ACTION</i>
Community Center	2	PUD	Approved
Providence of Sartell 2 <sup>nd</sup> Add.	15	PUD	Approved
Heritage Place 4	22	PUD	Approved
Sandstone Village 2	16	PUD	Approved
Sandstone Village 3	13	PUD	Approved
Blackberry Ridge West	5	PUD	Approved
*Pine Lakes 3	16	PUD	Approved
Savanna Oaks 3 <sup>rd</sup> /BR Solar	1	R1	Approved
Eagle Ridge Estates	21	R1	Approved
Ferche SW 35	2	PUD	Approved

<b>TOTAL</b>	<b>Final Plat</b>
Total Single Family Residential Lots –	87 lots
Total Twin/Townhome Lot -	22 lot
Total Apartment Lots -	2 lot
Total Commercial Lots -	0 lot
Total Solar Garden/SF Lot -	1
*Not yet recorded	

### 2015 Final Plats

Total Single Family Residential Lots –	54 lots
Total Twin/Townhome Lot -	0 lot
Total Apartment Lots -	1 lot
Total Commercial Lots -	1 lot

### 2014 Final Plats

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

Multifamily -	2 lot
Commercial	
Single Family -	

### 2013 Final Plats

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

Total Multifamily -	2 lot
---------------------	-------

### 2012 Final Plats

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

Total Single Family Residential Lots –	23 lots
Total Townhome/Twin home Lots -	1 lot
Total Commercial Lots -	2 lots

## Site Plans

In 2016, staff approved the following Administrative Site Plans:

<i>Site Plan</i>	<i>Purpose</i>	<i>Square Footage</i>
Greystone	Townhomes	22 Units
JK Secure Storage	Commercial	NA
Pinecone Marketplace	Commercial	15,480
Community Center	Public	

**TOTAL** **4 Site Plans**

Total Square Footage of Commercial/Office – 15,480 SF

Total Square Footage/Units Residential – 22 Units

### 2015 Site Plans

<i>Site Plan</i>	<i>Purpose</i>	<i>Square Footage</i>
Grandview Crossing	Multi-Family	124 Units
Kwik Trip	Commercial	9,000 sf
Total Square Footage of Commercial/Office – 9000 SF		
<u>Total Square Footage/Units Residential – 124 Units</u>		

### 2014 Site Plans

<i>Site Plan</i>	<i>Purpose</i>	<i>Square Footage</i>
Victory Apartments	Multi-Family	48 Units
Legends of Heritage	Multi-Family Expansion	Senior Facility
Pinecone Vision	Office	
Pinecone Cottages	Twin homes	Senior Housing
Trinity Logistics	Office	
Chateau Waters	Multi-Family	100 Units/190,000 SF Senior Housing
Total Square Footage of Commercial/Office – 6,490 SF		
<u>Total Square Footage/Units Residential – 144,425 SF and 94 Units</u>		

### 2013 Site Plans

The City processed 6 requests for Site Plan Approval in 2013.  
 Total Square Footage of Commercial/Office – 6,490 SF  
 Total Square Footage of Public – 1,404 SF  
 Total Square Footage of Parking – 48,669 SF  
Total Square Footage/Units Residential – 144,425 SF and 94 Units

### 2012 Site Plans

The City processed 3 requests for Site Plan Approval in 2012.  
 Total Square Footage of Commercial/Office – 48,973 SF  
 Total Square Footage of Public – 0 sf  
Total Square Footage/Units Residential - 0 SF and 0 Units

## Comprehensive Plan Conformance

State Statute requires that the Planning Commission review all land transactions in relationship to their conformity with the Comprehensive Plan (future land use, goals, and strategies).

1. Lot 1, Block 1 – Pinecone Central Park (34,222 sf)
2. Outlots D, E, F, H,I,J,K,M,Q,R, Pinecone Central Park (1,405-51,103 sf)
3. Eastside (Townsite) (13,000 sf)
4. Lot 1, Block 2, Pinecone Central Park (1.53 acres)
5. Lot 1, Block 2, City Hall Addition (2.4 acres)
6. Townsite/Sartell - 2<sup>nd</sup> Street South (.37 acres)
7. Community Center property (18 acres.)
8. The Heritage Property (75 acres)

## FINAL PLATTED VACANT RESIDENTIAL LOTS

By year end, there was an estimated 218 vacant platted single family detached residential lots compared to 220 in 2015, 362 in 2013 and 443 in 2012.

## ANNEXATIONS

2016 Annexations	Acres	Persons
Ehle	7.3	6
Roberts South	37	0
Clifton	.93	2
50 <sup>th</sup> ROW	1.7	0
125 Heritage Drive	.5	2
Torborg County Road 120	1.6	2

<b>2015 Annexations</b>	<b>Acres</b>	<b>Persons</b>
0	0	0
<b>2014 Annexations</b>	<b>Acres</b>	<b>Persons</b>
1	41.63	0
<b>2013 Annexations</b>	<b>Acres</b>	<b>Persons</b>
2	58.47	3
<b>2012 Annexations</b>	<b>Acres</b>	<b>Persons</b>
0	0	0

## **Planning Projects/Activities**

### **Comprehensive Plan Update**

The process for this update started in 2014 with some community outreach and engagement efforts. Drafting of the plan occurred in the summer of 2014. The plan was temporarily put on hold until some site-specific projects could be determined (or, at least, further in their process) and then at which time, could be integrated into this document. Nearly 116 people participated in the draft Comprehensive Plan virtual open house from February 9th through the 19<sup>th</sup>.

### **I2 Properties Moratorium and Task Force – ULI Technical Assistance**

There was increasing concerns that the City's official controls relating to the comprehensive plan (2003 and draft 2016), and that the subdivision and zoning ordinance may not adequately address the specific permitted/accessory/interim and conditional uses allowed on I2 properties, along with the appropriate standards in relationship to setbacks, height, building materials, screening and other site regulations may be outdated

As a result, it became necessary to form a task force consisting of property owners, Sartell citizens, representatives from the City's Commissions and Council, the development community and other governmental partners to convene a study which will create a vision for the I2 properties along the River, in particular, those properties which are vacant, to determine appropriate land uses (may include master planning), review ordinance standards to determine if there is a need to amend the City's official controls or its comprehensive plan. Through statute, the City enacted a moratorium (interim ordinance) which essentially halts any new development from occurring on the identified properties to ensure the planning process can proceed without risk. The Council authorized task force meets monthly.

The I2 Task force toured the properties of DeZurik, Hydro facility, and former paper mill property. The City was also awarded technical assistance from the Urban Land Institute, along with financial assistance to complete the work from the ULI from Xcel Energy, Initiative Foundation and Benton County.

### **Wireless Moratorium**

There was increasing concerns that the City's official controls relating to the small cell and distributed antenna systems may not have adequately address the specific regulations and processes needed to allow for this type of technology within the City's rights of way or private and public property. As a result, it is necessary to review the City's current ordinances to ensure the adequacy of the ordinances and to determine if there is a need to amend the City's official controls or its comprehensive plan. Through statute, the City's enacted a moratorium (interim ordinance) which essentially halts any new permit requests to ensure the planning process can proceed without risk.

### **Student Liaison**

In order to involve more youth in City related activities we requested applications from Sartell High School from students interested in joining the Planning Commission as a student liaison. This non-voting member will be able to take part in the discussion of various land use related topics. A junior was selected to serve through May 2017.

### **15<sup>th</sup> Street North Study Update**

The purpose of the study is to conduct a transportation analysis and social, economic and environmental screening of alternatives for a new alignment collector roadway extending from 15<sup>th</sup> Street North and Pinecone Road in the City of Sartell to Town Line Road in LeSauk

Township. A Corridor Study report will be prepared documenting findings and recommendations for a preferred alignment alternative to be studied further in more detail future final design and environmental study. This study was substantially funded by the APO.

### **National Pollution Discharge System (NPDES)**

The Planning Department administers with the assistance of the Public Works and Building Departments with the National Pollution Discharge Elimination System (NPDES) program. The NPDES Phase II program is a federally mandated program established by the Environmental Protection Agency (EPA) to implement and maintain storm water management activities through a permitting mechanism in the City of Sartell. The permit requires the City to incorporate six minimum control measures into a storm water pollution prevention plan (SWPPP), which also needs to be updated on a yearly basis. Those six control measures include Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping. These measures are expected to result in significant reductions of pollutants discharged into receiving water bodies.

### **Ordinance research**

#### **Bee Keeping**

The Planning Commission has recommended that a bee ordinance is considered for adoption by the City Council. Also, to providing text amendments, the Commission requested that staff determine and prepare how the implementation, permitting and enforcement would be completed if the ordinance were to be adopted.

#### **Stockpile/Property Maintenance**

The Planning Commission and Economic Development had discussions with members of the CMBA regarding commercial property maintenance, in particular, those with large stockpiles and unmanaged vegetation. Both Commission's concluded that no ordinance amendments were necessary or practical.

### **Sartell Bridge**

Based on a Local Historic Bridge Study initiated by MnDOT, a Phase 2 Inventory Form was submitted to the Minnesota Historical Society who concluded that Sartell Bridge (1914) (BN-STC-002) is individually eligible for listing in the National Register Historical Properties within the context of Historic Iron and Steel Bridges in Minnesota (1873-1945). Additional review by MnDOT's consulting group is currently being conducted to review the structural integrity of the bridge. We have been able to assist them in that review by sharing plans which date back to 1963. This review and analysis could be a huge benefit to the City if through the redevelopment planning process of the former Mill Property, or othwersie, the City determines there may be value in converting the bridge into a pedestrian bridge. It's is hopeful that being eligible for historical designation may provide opportunities for funding in the rehabilitation of the bridge for future pedestrian needs. This was a study funded by MnDOT.

### **Greensteps Program**

Continue to enter information into our profile and have been able to add at least five additional best practices.

### **Legislative Work**

Planning staff testified on several occasions on the need for additional transportation funding including a specific transportation funding request. This request is for \$4 million in state

funding to complete the construction of a regional roadway corridor known as the 50<sup>th</sup> Avenue South Project

### **Mississippi River**

There had been a few activities that staff had participated in relative to the Mississippi River. Planning Staff continues to be involved in the regional Mississippi River Regional Planning committees.

### **Adopt a Street Program**

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

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

## 2016 Building Permits

New Single Family Homes -	73 Permits
New Single Family Value –	\$18,785,700.00
Single Family Alterations -	184
Single Family Alterations Value	\$2,348,617.00
New Multi-Family Housing -	4 Permits
Existing Multi-Family Housing Alterations -	8 Permits
New Multi-Family Value -	\$15,295,829.18
New Commercial-	9
New Commercial Value -	\$10,295,800.00
Commercial Expansions/Alterations -	29 Permits
Commercial Expansions/Alterations Value -	\$2,223,635.00
Combined Permit Total (mechanical and Plumbing)	\$2,362,085.00
Fire Protection Permit Total -	\$620,742.00
Total Building Permit Valuation Totals	\$51,932,408.18
Average Valuation for Single Family (construction) -	\$257,338.36

## 2015 Building Permits

New Single Family Homes -	62 Permits
New Single Family Value –	\$13,850,350.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$28,394,900.00
New Commercial-	1
New Commercial Value -	\$250,000.00
Commercial Expansions/Alterations -	26 Permits
Commercial Expansions/Alterations Value -	\$1,860,190.00
Other Building -	\$2,022,900.00
Total Building Permit Valuation Totals	\$46,378,340
Average Valuation for Single Family (construction) -	\$223,392

## 2014 Building Permits

New Single Family Homes -	73 Permits
New Single Family Value –	\$17,215,700
New Multi-Family Housing -	0 Permits
New Multi-Family Value -	\$0.00
New Commercial-	19
New Commercial Value -	\$4,910,421
Commercial Expansions/Alterations -	22 Permits
Commercial Expansions/Alterations Value -	\$1,515,200
Average Valuation for Single Family (construction) -	\$235,831

## 2013 Building Permits

New Single Family Homes -	71 Permits
New Single Family Value –	\$16,172,570.00
New Multi-Family Housing -	2 Permits
New Multi-Family Value -	\$11,819,000.00
New Commercial-	10
New Commercial Value -	\$2,307,749.00
Commercial Expansions/Alterations -	29 Permits
Commercial Expansions/Alterations Value -	\$9,495,215.00
Average Valuation for Single Family (construction) -	\$227,782

## 2016 Building Inspections and Top Builders

	2016	2015	2014	2013	2012	2011
<b>Inspections</b>						
Building & Zoning	2196	2124	2277	2277	3146	2550
<b>Fire Inspections</b>						
Existing Building Safety Inspections	118	147	133	133	193	119
<b>Rental Inspections</b>						
Number of units certified	2444	2362	2250	2250	2149	2056
<b>TOTAL INSPECTIONS</b>	<b>4758</b>	<b>4633</b>	<b>4660</b>	<b>4660</b>	<b>5488</b>	<b>4725</b>
<b>Active SFD Builders</b>						
Custom Dream Homes	13	Bravo Homes	3			
Heritage Homes	7	Lumber One	3			
Woodland Homes	7	Home Owners	2			
Torborg	7	Elite Builders	1			
Spoden	6	Great River	1			
Infinity Homes	4	Hansen Tomlinson	1			
Noble Custom Homes	4	NIH	1			
Progressive Homes	4	Schnettler Benning	1			
Wollak Construction	4	Werschay	1			
Berscheid	3					

## ISO Building Code Effectiveness/Grading

Based upon an analysis of the City's adopted building codes along with the efforts to properly enforce the codes, the City received a Building Code Effectiveness Grading Classification of 5 for 1 and 2 family residential properties and a 4 for commercial and industrial properties. THIS IS CONSIDERED AN UPGRADE IN THE CITY'S ISO RATING. The Building Code Effectiveness Grading Classification is an insurance underwriting and information tool and in conjunction with the Insurance Services Office, Inc. (ISO) they may offer a recognition of community efforts to mitigate property damage and as a result provide rate credits to individual property insurance policies.

# CITY OF SARTELL ECONOMIC DEVELOPMENT ACTIVITIES

## **Economic Development Commission:**

Chad Zimmerman (Chair)

Jim Illies Jr.

Dawn Loberg

Mike Schoenecker

Bruce Stainbrook

Julie Whitney

Heladio Zavala

Ben Drewes

The mission of the Sartell Economic Development Commission:

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

## **Activities**

### **1. Sartell Medical/Office Neighborhood**

Nate participates in the medical/office neighborhood group located along Highway 15. They began meeting in 2012 to brainstorm business solutions to the impending road construction projects that impact traffic flow, patient/client access, and overall business operations. The group has evolved and is working on developing long-term strategies to brand the neighborhood in order to improve patient/client relations as well as grow business.

### **2. Site Selector Tour – Greater St. Cloud Region**

Along with a number of the other surrounding communities, the Planning Director participated in a site tour which was sponsored and was hosted by the Greater St. Cloud Development Corporation. The DEED Commissioner and Deputy Commissioner had a tour through Sartell with a special highlight of the former Paper Mill Property.

### **3. Revolving Loan Fund Creation**

Revolving Loan Funds (RLF) typically provide gap financing to businesses for the purpose of job creation and retention and to expand the city's tax base with a diversity of businesses. The City had an RLF in the early 2000's, but the funds were converted into an Economic Development Fund due to the small amount left in the budget. Due to the City's successful application to the Minnesota Investment Fund (ET Manufacturing), but the unfortunate payback the company was required to do because they made the decision move their operations back to Canada, the City was afforded the ability to create a new RLF with a starting balance of \$100,000.

### **4. Business Survey**

In the spring of 2016, a business survey was sent to our business community. The information will be used to determine and prioritize future retention visits by the Economic Development Commission. Results of the survey include:

- 39 responses out of 148 for a 26% response rate.
- 42% of respondents have been in Sartell 10-20 years
- Not a single company forecasts their # of employees to decrease in the next year

- 51% expect # to increase while 49% expect number to stay the same
- 65% of companies said the average wages for employees was \$25k-\$50k
- 42% of respondents said employees reside in Sartell. 23% said employees reside outside of the St. Cloud area
- 51% of clients are from Sartell while over 30% are from areas outside St. Cloud
- Issues with hiring employees top three:
  - Employees do not want to live in Central MN
  - Lack of qualifications
  - Limited candidate pool
- 3.76 was average satisfaction score from 1-5
- Top factors in satisfaction
  - Physical location
  - People
  - Community/city employees and elected officials
- Top factors in dissatisfaction
  - Permit fees
  - Signage requirements
  - High taxes

# April 2017

April 2017							May 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	14	8	9	10	11	12	13
16	17	18	19	20	21	22	21	15	16	17	18	19	20
23	24	25	26	27	28	29	28	22	23	24	25	26	27
30							28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 26	27	28	29	30	31	Apr 1
2	3 12:30pm SSC Board 6:30pm Planning Commission	4	5	6	7	8
9	10 6:00pm Council Meeting (City Hall)	11 11:30am Sartell Chamber (Waters Church)	12	13 5:00pm St. Cloud Executive Board (St. Cloud) 7:00pm GOVT CENTER MEETING (LESAUK)	14 8:00am GOOD FRIDAY - CITY HALL CLOSED	15
16	17 6:00pm PLANNING COMMISSION TRAINING (COUNCIL)	18 4:00pm MTC Board Meeting 5:00pm EDC RETENTION VISIT (HOUSE OF REPRESENTATIVES)	19 9:00am S.A.L.T. (Police Station)	20	21	22
23	24 6:00pm Council Meeting (City Hall)	25	26	27	28	29
30	May 1	2	3	4	5	6

# May 2017

May 2017							June 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 30	<b>May 1</b> 12:30pm SSC Board 6:30pm Planning Commission 7:00pm JOINT COUNCIL-	2	3	4	5	6
7	<b>8</b> 6:00pm Council Meeting (City Hall)	<b>9</b> 11:30am Sartell Chamber (Waters Church)	10	<b>11</b> 6:00pm St. Cloud APO Executive Board (Waite Park City Hall)	12	13
14	<b>15</b> 5:00pm PLANNING COMMISSION TRAINING (COUNCIL CHAMBERS)	<b>16</b> 7:00am EDC Meeting (City Hall) 4:00pm MTC Board Meeting	<b>17</b> 9:00am S.A.L.T. (Police Station)	18	19	20
21	<b>22</b> 6:00pm Council Meeting (City Hall)	23	24	<b>25</b> 7:00pm St. Cloud APO Policy Board (Annual Meeting) Date Subject to Change (Waite Park City Hall)	26	27
28	<b>29</b> 8:00am MEMORIAL DAY CITY HALL CLOSED	30	31	Jun 1	2	3

# June 2017

June 2017							July 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 28	29	30	31	Jun 1	2	3
4	5 12:30pm SSC Board 6:30pm Planning Commission	6	7	8 5:00pm St. Cloud APO Executive Board (St. Cloud APO)	9	10
11	12 6:00pm Council Meeting (City Hall)	13 11:30am Sartell Chamber (Waters Church)	14	15	16	17
18	19	20 4:00pm MTC Board Meeting	21 9:00am S.A.L.T. (Police Station)	22	23	24
25	26 6:00pm Council Meeting (City Hall)	27	28	29	30	Jul 1