AGENDA
SARTELL CITY COUNCIL
Monday, April 9, 2018
Sartell City Hall
6:00 P.M.

1. **PLEDGE OF ALLEGIANCE**

2. **AGENDA REVIEW AND ADOPTION**

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

4. **SPECIAL PRESENTATIONS**
   a. BerganKDV – Audit Presentation

5. **APPROVAL OF CITY COUNCIL MINUTES**
   a. March 22, 2018 – Joint Meeting
   b. March 26, 2018 - Regular Meeting

6. **CONSENT AGENDA**
   a. Acceptance of Building Permit Activity Report
   b. Acceptance of Inspections Activity Report
   c. Approval of Voucher Payments 74177-74299 and Electronic Payments 3466E-3490E
   d. Acceptance of Commission Resignation & Affirming Appointments
   e. Calling public hearing on General Code (Zoning) and Planned Landscape amendments
   f. Calling public hearing to vacate Drainage and Utility easements (Sandstone Village)
   g. Approval of Apple Duathlon Road Closure
   h. Approval of 4th Avenue South Change Orders
   i. Approval of Professional Service Agreements for Public Safety Facility
   j. Appointment of CSO and Patrol Officer
   k. Approval of Resolution Designating Polling Places for 2018 Primary and General Election
   l. Approval of Renewal of On-Sale 3.2% Liquor License

7. **PUBLIC HEARINGS**

8. **OLD BUSINESS**
   a. Watab Park
   b. Bond Sale Resolutions

9. NEW BUSINESS

a. Prepayment of 2009E Bonds

10. DEPARTMENT REPORTS

a. Police Department

- Annual Report

b. Fire Department

- Annual Report

c. Public Works/City Engineer

- Annual Report

d. Community Development/Building Department

- Annual Report

11. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

12. ADJOURN

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration/Finance**	Meeting Date: **April 9, 2018**	Agenda Item No. **4a**
Agenda Section: **Special Presentations**	Item: **BerganKDV Presentation of 2017 Audit Report**	

RECOMMENDATION: Accept the 2017 Audit Report as presented.

BACKGROUND: Each year the City has an audit firm perform an independent review of the City's financial statements. Steve Wischmann from BerganKDV will be in attendance at the meeting to present the 2017 Audit Report.

Copies of the 2017 Audit Report and Communication Letter have been provided to the Council. Public copies are available for review at City Hall during regular business hours, or on the City's website following the Council's acceptance of the report.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS: None

COUNCIL ACTION REQUESTED: Accept the 2017 Audit Report as presented.

SPECIAL JOINT MEETING
SARTELL CITY COUNCIL & LESAUK TOWN BOARD
MARCH 22, 2018

Pursuant to due call and notice thereof, a special meeting was held on March 22, 2018 at the Town Hall/Sartell LeSauk Government Center.

City Council Present:	**Mayor Nicoll, Councilmembers Lynch, Chisum and Fitzthum**
City Council Absent:	**Peterson**
Town Board Present	**Westerlund, Omann and Heim**
Town Board Absent:	**None**
Also Present:	**Mary Degiovanni, City Administrator**
	Anita Rasmussen, Community Development Director
	Marlyce Plante, Town Clerk
	Vikki Dullinger, Town Treasurer
	Troy Gilchrist, Town Attorney
	Adam Ripple, City Attorney

CALL TO ORDER

Chair Heim called the Town Board meeting to order and Mayor Nicoll called the City Council meeting to order at 6:30 p.m.

COMPREHENSIVE UTILITY AND LAND USE PLANNING, JOINT PLANNING COMMISSION ROLES, AUTHORITY AND ADMINISTRATION

Adam Ripple explained the impetus for the discussion was to try to work out some outstanding concerns without the pressure of pending applications. City representatives outlined concerns about whether past understandings that urban or suburban growth would only occur in the City was still shared between City and Township. City doesn't want to plan for expensive infrastructure without common understanding of growth plans between City and Township. It is also unfair to land use applicants to have decisions made based on whether a Joint Planning member is unable to attend a meeting – land use decisions should be based on rules and policies the City and Township agree upon.

Questions came up about what thresholds to use – like lot size or location or subdividing of existing parcels. Those present discussed how some other cities and townships handle this and whether some type of growth tiers would make sense even with no set dates for utility extensions or annexations.

Attorney Gilchrist suggested there are many models, and perhaps the best place to start is with City review of Township's work on updating Zoning Ordinance. While the Zoning Ordinance needs to be supported by both City and Township through the Joint Planning Board, the

Township has been working for quite some time on updates that Attorney Gilchrist still needs to review before they want to share them with the City.

City asked what concerns Township about restricting development like Monarch Meadows so that type of urban/suburban development would only occur in the City. Township indicated loss of tax base is a concern, but Attorney Gilchrist pointed out that the Township loses little tax base when undeveloped properties are annexed into the City prior to development.

Councilmember Chisum needed to leave the meeting at approximately 7:00 pm and Mayor Nicoll needed to leave the meeting at approximately 7:15 pm.

There was overall agreement that set meeting dates and information deadlines being set for the Joint Planning Board make sense and staff and attorneys will work to bring back recommendations for approval. Township will also provide draft Zoning Ordinance to City for review to further discussions on growth and roles, authority and administration.

ADJOURN

The meeting was adjourned at 7:30 pm.

Minutes by:

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Mary Degiovanni, City Administrator

SARTELL CITY COUNCIL MEETING MINUTES
MARCH 26, 2018

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on March 26, 2018, in the Council Chambers of Sartell City Hall. Acting Mayor Pat Lynch called the meeting to order at 6:00 p.m.

COUNCIL PRESENT: Acting Mayor Lynch; Council Members: Chisum, Peterson and Fitzthum
COUNCIL ABSENT: Mayor Sarah Jane Nicoll
STAFF PRESENT: Mary Degiovanni, City Administrator; Anita Archambeau, Community Development Director; Jon Halter, City Engineer; April Ryan, City Engineer; John Kothenbeutel, Public Works Director; Jim Hughes, Police Chief; Rebecca Wicklund, Recording Secretary; Ted Venske, Video Technician.

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

Direction/Action
A motion was made by Peterson and seconded by Fitzthum to approve the agenda as presented. The following voted:
Aye Votes: Chisum, Fitzthum, Lynch, Peterson
Nay Votes: None
Motion Carried.

SPECIAL PRESENTATION
Frank Hard of the Little Rock Lake Association Board updated the Council on the planned Mississippi River draw down planned for August.

APPROVAL OF CITY COUNCIL MINUTES
March 12, 2018 Council Meeting

Direction/Action
A motion was made by Chisum and seconded by Fitzthum to approve the minutes of the March 12, 2018 Council Meeting. The following voted:
Aye Votes: Chisum, Fitzthum, Lynch, Peterson
Nay Votes: None
Motion Carried.

CONSENT AGENDA
a. Approval of Voucher Payments 74073-74176 and EFT Payments 3454E-3465E
b. Approval of Val Smith Parking Lot Bid Award & Braun Services Proposal

c. Approval of Resolution for Street Name Change
d. Approval of Pinecone Road Proposals
e. Approval of Firefighter Appointment
f. Approval of Acquisition Resolution
g. Approval of Loader Purchase
h. Approval of Water Tower Design Build Proposal
i. Approval of Premises Permit Application

Councilmember Chisum requested item F be removed for further discussion.
Councilmember Peterson requested item H be removed for further discussion.

Direction/Action
A motion was made by Peterson and seconded by Chisum to approve the consent agenda less items F and H. The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

Chisum asked staff for an explanation on the acquisition process in regards to the Pinecone North easements needed. Engineer Halter explained that negotiations will continue but this allows staff to work with legal counsel to implement a quick take acquisition process if needed so the project isn't delayed.

Direction/Action
A motion was made by Peterson and seconded by Fitzthum to approve item F of the consent agenda. The following voted:
Aye Votes: Fitzthum, Lynch, Peterson
Nay Votes: Chisum
Motion Carried.

Peterson asked staff for more information on the water tower project and Degiovanni confirmed it is a project in the City's Financial Management Plan slated for 2018. Kothenbeutel confirmed we have been very satisfied with the professional services recommended.

Direction/Action
A motion was made by Chisum and seconded by Peterson to approve consent agenda item H. The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

Councilmember Chisum asked that item F be revisited since there was not an opening for further discussion after the motion was made but before taking the vote. Councilmember Chisum suggested delaying approval of the Resolution for another two weeks to give staff more time to negotiate. Staff responded that the Resolution being recommended indicates staff will continue to negotiate but this lets us start any legal process we may need to keep the project timeline. Members discussed property owner perception and whether delaying the requested action for two weeks was helpful or simply risks delaying the project.

Direction/Action
A motion was made by Peterson and seconded by Chisum reconsidering the same motion to approve item F of the Consent Agenda. The following voted:
Aye Votes: Lynch, Peterson, Fitzthum
Nay Votes: Chisum
Motion Carried.

PUBLIC HEARINGS

CONDITIONAL USE PERMIT – NPT/VERIZON WIRELESS
Archambeau presented the request for NPT/Verizon Wireless to erect a tower on the East Side of County Road 4 near the Southwest Water Treatment Plant. The public hearing was opened with the following testimony:

Gary and Linda Rehnke, 1643 6th St S, expressed health concerns based on their internet research and asked whether the tower was needed.

Jay Littlejohn, attorney representing Verizon, explained the gap of cell service in the area as the primary reason for the proposed location. He further explained that any concerns regarding any health impacts as a result of the construction and utilization of a cell tower has been studied and is not a concern for the Council to consider for this review of this application. He confirmed that they will meet all federal, state and local laws and rules in the construction and operation of the tower.

Direction/Action
A motion was made by Fitzthum and seconded by Peterson to adopt the Resolution Approving Findings of Fact Related to a Request for Conditional Use Permit. The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

Direction/Action
A motion was made by Peterson and seconded by Fitzthum to adopt the Resolution Approving Conditional Use Permit. Councilmember Chisum stated that he would be voting in favor but asked that the applicant consider adding lighting even though it isn't required. Councilmember Fitzthum stated he does not support that and would not second a revised motion. Chisum said he wasn't requesting the motion be revised and he just individually made the request, but other Council members felt that was confusing for the applicant for members to make individual requests. Peterson confirmed he was not interested in changing his motion and Acting Mayor Lynch clarified that the motion stands without change and the specific resolution being voted on represents the City position and requirements.

The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

OLD BUSINESS

WATAB PARK SHELTER BIDS

Degiovanni stated the bids and total cost estimate for the Watab Park Shelter construction were included in packets and noted Winkelman was in attendance to address any questions from Council.

Direction/Action

A motion was made by Peterson and seconded by Fitzthum to award the recommended bids as presented. The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

SOLAR SUBSCRIPTION AND ENERGY SAVINGS PROJECTS

Degiovanni outlined the solar subscription factors and noted Apex was in attendance to respond to further questions.

Direction/Action

A motion was made by Peterson and seconded by Fitzthum to enter into Solar Subscription Agreement with New Energy Equity for 40% of City's kilowatt hours used in 2017, with Mayor and City Administrator authorized to enter into a Subscription Agreement once reviewed by the City Attorney. The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

Direction/Action

A motion was made by Peterson and seconded by Fitzthum to authorize the Mayor and City Administrator to submit a letter to Solar Stone Community, LLC not authorizing or consenting to the reassignment of solar credits per agreement provision number 12.1. Assignment of the Community Solar Garden Subscription Agreement dated September 7, 2016. The following voted:
Aye Votes: Fitzthum, Chisum, Lynch, Peterson
Nay Votes: None
Motion Carried.

Council reviewed the Apex outline of potential energy savings projects in the City and consensus of Council was to pursue street lighting buy-outs and all street lighting LED conversions as shown, and all building lighting conversions. Building envelopes, solar panels, and Low E and snow melt pit at arena would not be pursued at this time.

CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS

Fitzthum gave an update on public safety facility planning and Chisum concurred that the work was progressing well.

ADJOURN

A motion was made by Chisum and seconded by Fitzthum to adjourn the meeting at 7:33 p.m. The motion carried unanimously.

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Rebecca Wicklund, Recording Secretary

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Pat Lynch, Acting Mayor

City of Sartell

Construction Activity Report March 2018

TOTALS:	Mar-14	Mar-15	Mar-16	Mar-17	Mar-18
Single Family Permits	4	2	11	2	4
Single Family Permits YTD	6	5	14	5	5
Single Family Valuation	$901,900.00	$439,000.00	$2,051,100.00	$447,000.00	$981,500.00
Single Family Valuation YTD	$1,842,700.00	$1,126,000.00	$2,898,800.00	$1,102,900.00	$1,242,500.00
Residential Remodel Permits	15	14	17	25	24
Residential Remodel Permits YTD	34	28	47	48	64
Residential Remodel Valuation	$65,100.00	$247,700.00	$95,500.00	$215,200.00	$104,800.00
Residential Remodel Valuation YTD	$212,500.00	$409,200.00	$473,000.00	$582,100.00	$706,850.00
Commercial Permits New Construction				0	0
Commercial Permits YTD New Construction				1	0
Commercial Valuation New Construction				$0.00	$0.00
Commercial Valuation YTD New Construction				$95,200.00	$0.00
Commercial Permits Remodel	2	2	5	0	3
Commercial Permits YTD Remodel	7	3	9	4	7
Commercial Valuation Remodel	$24,100.00	$33,000.00	$263,000.00	$0.00	$158,000.00
Commercial Valuation YTD Remodel	$83,600.00	$51,500.00	$528,500.00	$377,500.00	$4,458,000.00
Multi Family Permits New Construction				0	0
Multi Family Permits YTD New Construction				0	0
Number of Units New Construction				0	0
Number of Units YTD New Construction				0	0
Multi Family Valuation New Construction				$0.00	$0.00
Multi Family Valuation YTD New Construction				$0.00	$0.00
Multi Family Permits Remodel	0	0	4	0	0
Multi Family Permits YTD Remodel	0	0	5	2	1
Multi Family Valuation Remodel	$0.00	$0.00	$409,941.00	$0.00	$0.00
Multi Family Valuation YTD Remodel	$0.00	$0.00	$410,941.00	$24,500.00	$2,500.00
Plumbing Permits	25	54	22	22	34
Plumbing Permits YTD	59	93	63	62	89
Plumbing Valuation	$1,650.00	$17,500.00	$1,200.00	$10,600.00	$58,760.00
Plumbing Valuation YTD	$18,193.00	$21,500.00	$42,800.00	$30,600.00	$727,760.00
Mechanical Permits	14	23	16	16	31
Mechanical Permits YTD	42	49	59	56	75
Mechanical Valuation	$58,000.00	$0.00	$0.00	$19,340.00	$225,140.00
Mechanical Valuation YTD	$311,889.00	$24,400.00	$56,690.00	$19,340.00	$734,224.00
Fire Protection Permits	5	1	1	10	6
Fire Protection Permits YTD	5	6	5	14	14
Fire Protection Valuation	$14,686.00	$0.00	$1,345.00	$25,300.00	$550,470.00
Fire Protection Valuation YTD	$14,686.00	$28,230.00	$11,655.00	$81,816.00	$659,907.00
Zoning Permits	0	0	5	6	0
Zoning Permits YTD	0	0	6	8	0
Total Combined Permits	**65**	**96**	**81**	**81**	**102**
Total Combined Permits YTD	**153**	**184**	**208**	**200**	**255**
Combined Permit Valuation	**$1,065,436.00**	**$737,200.00**	**$2,822,086.00**	**$717,440.00**	**$2,078,670.00**
Combined Permit Valuation YTD	**$2,483,568.00**	**$1,660,830.00**	**$4,422,386.00**	**$2,313,956.00**	**$8,531,741.00**

City of Sartell
Building Department
Inspection Activity
March 2018

Building Inspections		**# of Inspections**	**YTD Inspections**	**LYTD**
	Residential	134	316	282
	Commercial	34	110	36
	Multifamily	17	29	26
	Total	185	455	344
Fire Inspections	**Type & # of ins expectec**	**# of Inspections**	**YTD Inspections**	**LYTD**
	Business (65)	28	35	42
	Church (3)	1	1	0
	Education (7)	0	0	0
	Factory (1)	0	0	4
	Institution (1)	0	0	0
	Medical (22)	4	14	6
	Multifamily (21)	0	0	0
	Restaurant (8)	6	8	4
	Retail (19)	0	1	7
	Daycare/Foster	2	2	2
	Total (147)	41	61	65
Rental Inspections		**# of Inspections**	**YTD**	**LYTD**
	SFD	5	35	40
	Multifamily	0	3	2
	Total	5	38	42
Zoning Inspection		**# of Inspections**	**YTD**	**LYTD**
	Shed	0	0	0
	Fence	0	0	1
	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	0	0
Fire Response		**Responses**	**YTD**	**LYTD**
	Fire	1	1	3
	Emer. Response	0	0	1
	CO	0	0	0
	Gas Leak	0	0	0
	Alarm	4	4	0
	Other	1	6	4
	Total	6	11	8
Fire Department		**Responses**	**YTD**	**LYTD**
	Truck Check	1	3	2
	Mtg.	0	1	0
	Fire Flows	0	1	0
	Other	5	11	4
	Total	0	16	6
Emer. Mgmt.				**LYTD**
		0	0	0
Complaints				**LYTD**
		0	0	0
Hazardous and/or sub standard buildings		0	0	**LYTD** 0
Meetings				**LYTD**
				0

CITY OF SARTELL

*Check Detail Register©

March 2018 to April 2018

		Check Amt	Invoice	Comment
10100 US BANK				
Paid Chk# 074177	3/23/2018 **AMERIPRIDE LINEN/APPAREL SERV**			
E 101-43-434-170	CLOTHING ALLOWANCE	$37.65	2201028645	3-20-18 MAINT SHOP UNIFORMS AND SHOP SUPPLIES
E 101-45-452-170	CLOTHING ALLOWANCE	$27.38	2201028645	3-20-18 MAINT SHOP UNIFORMS AND SHOP SUPPLIES
E 601-49-493-170	CLOTHING ALLOWANCE	$35.59	2201028645	3-20-18 MAINT SHOP UNIFORMS AND SHOP SUPPLIES
E 602-49-496-170	CLOTHING ALLOWANCE	$6.84	2201028645	3-20-18 MAINT SHOP UNIFORMS AND SHOP SUPPLIES
E 101-43-434-406	R & M - BLDG	$161.37	2201028645	3-20-18 MAINT SHOP UNIFORMS AND SHOP SUPPLIES
Total	**AMERIPRIDE LINEN/APPAREL SERV**	$268.83		
Paid Chk# 074178	3/23/2018 **ARCHAMBEAU, ANITA**			
E 101-41-465-330	TRANSPORTATION/LODGING	$171.68	022318	MILEAGE TO ULI AND EVENING AT THE CAPITAL
E 101-41-414-210	SUPPLIES/MATERIALS	$39.92	032318	COFFEE FOR CITY HALL
Total	**ARCHAMBEAU, ANITA**	$211.60		
Paid Chk# 074179	3/23/2018 **ENVIRONMENTAL EQUIPMENT &**			
E 414-43-434-500	CAPITAL OUTLAY	$231,462.23	14181	2018 TYMCO 600 MOUNTED ON 2018 FREIGHTLINER CHASIS STREET SWEEPER
R 414-43-434-39101	SALE OR LOSS OF PROPER	($40,000.00)	14181	TRADE IN ELGIN PELICAN STREET SWEEPER
Total	**ENVIRONMENTAL EQUIPMENT &**	$191,462.23		
Paid Chk# 074180	3/23/2018 **GEYER WEDDING & EVENT RENTALS**			
E 212-42-421-210	SUPPLIES/MATERIALS	$640.37	57092	SARTELL MIDDLE SCHOOL EVENT
Total	**GEYER WEDDING & EVENT RENTALS**	$640.37		
Paid Chk# 074181	3/23/2018 **GREAT RIVER REGIONAL LIBRARY**			
E 101-45-455-206	CONTRACTS PAYMENTS	$6,583.04	12518-1	2018 BILLING FOR STAFFING AND INTERNET
E 101-45-455-320	COMM/TELE/INTERNET	$2,532.00	12518-1	2018 BILLING FOR STAFFING AND INTERNET
Total	**GREAT RIVER REGIONAL LIBRARY**	$9,115.04		
Paid Chk# 074182	3/23/2018 **LEA DATA TECHOLOGIES LLC**			
E 101-42-421-340	TRAINING	$100.00	031918	LEA DATA TECHNOLOGIES TRAINING COURSE, - UPGRADE PD TRAINING PROGRAM
Total	**LEA DATA TECHOLOGIES LLC**	$100.00		
Paid Chk# 074183	3/23/2018 **MN DEPT OF MOTOR VEHICLES**			
E 101-42-421-430	MISCELLANEOUS	$41.75	032218	TAX EXEMPT PLATES FOR SQUAD 9
Total	**MN DEPT OF MOTOR VEHICLES**	$41.75		
Paid Chk# 074184	3/23/2018 **MN ELECTRONICS INC**			
E 101-45-451-210	SUPPLIES/MATERIALS	$99.98	67669	HDSI CABLE FOR COMMUNITY CENTER
Total	**MN ELECTRONICS INC**	$99.98		
Paid Chk# 074185	3/23/2018 **SHIFT TECHNOLOGIES INC**			
E 101-41-414-320	COMM/TELE/INTERNET	$282.00	51832	CITY HALL NETWORK SERVICES

CITY OF SARTELL

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March 2018 to April 2018

		Check Amt	Invoice	Comment
E 101-42-422-320	COMM/TELE/INTERNET	$2,310.40	51832	FIRE DPET NEW PC, NOBILIS SYSTEM, ANTIVIRUS RENEWAL
Total	**SHIFT TECHNOLOGIES INC**	$2,592.40		
Paid Chk# 074186	3/23/2018	**ST CLOUD AREA CHAMBER OF COMM**		
E 101-41-465-340	TRAINING	$39.00	78156	ST CLOUD AREA EVENING AT THE CAPITAL 2018
otal	**ST CLOUD AREA CHAMBER OF COMM**	$39.00		
Paid Chk# 074187	3/23/2018	**STEARNS CNTY AUDITOR-TREASURER**		
E 601-49-493-430	MISCELLANEOUS	$592.00	032318	2018 PROPERTY TAXES - OLD WATER TOWER SITE
ıtal	**STEARNS CNTY AUDITOR-TREASURER**	$592.00		
Paid Chk# 074188	3/23/2018	**TUMBERG, HEIDI**		
E 101-41-414-330	TRANSPORTATION/LODGING	$108.56	032218	MILEAGE AND LODGING FOR MCFOA CONFERENCE AND MARCH MNGFOA MEETING
E 101-41-414-330	TRANSPORTATION/LODGING	$341.28	032218	MILEAGE AND LODGING FOR MCFOA CONFERENCE AND MARCH MNGFOA MEETING
Total	**TUMBERG, HEIDI**	$449.84		
Paid Chk# 074189	3/23/2018	**ULTIMATE BOUNCERS LLC**		
E 212-42-421-210	SUPPLIES/MATERIALS	$169.00	1	SARTELL MIDDLE SCHOOL EVENT JOUST RING
Total	**ULTIMATE BOUNCERS LLC**	$169.00		
Paid Chk# 074190	3/27/2018	**CHARTER COMMUNICATIONS**		
E 101-42-421-320	COMM/TELE/INTERNET	$63.96	017363103191	PD TV CHARGES
Total	**CHARTER COMMUNICATIONS**	$63.96		
Paid Chk# 074191	3/27/2018	**BRIAN KLINEFELTER FOUNDATION**		
G 101-21708	EMPLOYEE GIVING CONTR PAYAB	$70.00	033118	MARCH 2018 PAYROLL CONTRIBUTIONS
Total	**BRIAN KLINEFELTER FOUNDATION**	$70.00		
Paid Chk# 074192	3/27/2018	**COLONIAL LIFE**		
G 101-21716	COLONIAL ACCIDENT & CANCER I	$100.25	3506136-0401	EE PAID ACCIDENT AND CANCER INSURANCE PREMIUMS
Total	**COLONIAL LIFE**	$100.25		
Paid Chk# 074193	3/27/2018	**LAW ENFORCEMENT LABOR SERV INC**		
G 101-21707	UNION DUES/FAIR SHARE PAYABL	$882.00	032718	MARCH 2018 LELS UNION DUES
tal	**LAW ENFORCEMENT LABOR SERV INC**	$882.00		
Paid Chk# 074194	3/27/2018	**SARTELL INDPENDENT POLICE ASN**		
G 101-21718	SARTELL IND POLICE ASSOCIATIO	$176.00	033118	MARCH 2018 CONTRIBUTIONS
Total	**SARTELL INDPENDENT POLICE ASN**	$176.00		
Paid Chk# 074195	3/27/2018	**SARTELL ST STEPHEN EDUC FOUND**		
G 101-21708	EMPLOYEE GIVING CONTR PAYAB	$20.00	033118	MARCH 2018 PAYROLL CONTRIBUTIONS
Total	**SARTELL ST STEPHEN EDUC FOUND**	$20.00		
Paid Chk# 074196	3/27/2018	**STANDARD INSURANCE COMPANY**		
G 101-21715	LIFE INSURNACE - THE STANDARD	$2,145.26	031918	APRIL 2018 PREMIUM - LIFE/LTD INSURANCE

CITY OF SARTELL

*Check Detail Register©

March 2018 to April 2018

			Check Amt	**Invoice**	**Comment**
Total	**STANDARD INSURANCE COMPANY**		$2,145.26		
Paid Chk# 074197	3/29/2018	**3D SPECIALTIES INC**			
E 101-43-434-403	TRAFFIC SIGNS		$408.93	201725	SIGNS
Total	**3D SPECIALTIES INC**		$408.93		
Paid Chk# 074198	3/29/2018	**AMERICAN DOOR WORKS**			
E 101-42-421-406	R & M - BLDG		$281.00	0193341-IN	PARTS
Total	**AMERICAN DOOR WORKS**		$281.00		
Paid Chk# 074199	3/29/2018	**AMERIPRIDE LINEN/APPAREL SERV**			
E 601-49-493-406	R & M - BLDG		$42.85	2201028637	TOWELS, MOPS, MATS- EAST WATER PLANT
E 601-49-493-406	R & M - BLDG		$47.54	2201028658	TOWELS, MOP, MAT- NW WATER PLANT
E 601-49-493-406	R & M - BLDG		$37.69	2201028675	TOWELS, MOPS, MATS- SW WATER PLANT
E 101-45-451-210	SUPPLIES/MATERIALS		$326.75	2201028676	MOPS, MATS, TOWELS, PAPER SUPPLY- COMM CENTER
E 101-43-434-170	CLOTHING ALLOWANCE		$38.88	2201031313	UNIFORMS
E 101-45-452-170	CLOTHING ALLOWANCE		$27.29	2201031313	UNIFORMS
E 601-49-493-170	CLOTHING ALLOWANCE		$35.47	2201031313	UNIFORMS
E 602-49-496-170	CLOTHING ALLOWANCE		$6.82	2201031313	UNIFORMS
E 101-43-434-406	R & M - BLDG		$36.20	2201031313	TOWELS, MOPS, MATS- SHOP
E 101-42-421-406	R & M - BLDG		$73.99	2201031314	TOWELS, MATS- PD
E 101-41-414-406	R & M - BLDG		$43.73	2201031317	TOWELS, MATS- CITY HALL
Total	**AMERIPRIDE LINEN/APPAREL SERV**		$717.21		
Paid Chk# 074200	3/29/2018	**BERGANKDV TECHNOLOGY AND CONSU**			
E 101-41-414-310	AUDITING		$15,878.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 101-42-422-310	AUDITING		$830.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 601-49-414-310	AUDITING		$2,450.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 602-49-414-310	AUDITING		$2,450.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 603-49-850-310	AUDITING		$2,450.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 441-46-465-310	AUDITING		$314.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 444-46-465-310	AUDITING		$314.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
E 445-46-465-310	AUDITING		$314.00	989387	INVOICE SERVICE RENDERED IN CONNCETION WITH AUDIT- 2017
I	**BERGANKDV TECHNOLOGY AND CONSU**		$25,000.00		
Paid Chk# 074201	3/29/2018	**BROTHERS FIRE & SECURITY**			
E 101-45-451-210	SUPPLIES/MATERIALS		$1,050.00	106767	SARTELL COMM CENTER MTL KEY FOBS
Total	**BROTHERS FIRE & SECURITY**		$1,050.00		
Paid Chk# 074202	3/29/2018	**CDW GOVERNMENT, INC.**			
E 101-42-421-210	SUPPLIES/MATERIALS		$226.40	MBK2373	24 INCH MONITOR-PD

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	Total CDW GOVERNMENT, INC.		$226.40		
Paid Chk# 074203	3/29/2018	**CENTRAL HYDRAULICS INC**			
E 101-43-434-404	R & M- EQUIPMENT		$81.36	0090540	REPAIR PLOW TRUCK- STREETS
	Total CENTRAL HYDRAULICS INC		$81.36		
Paid Chk# 074204	3/29/2018	**CHAMBERLAIN OIL COMPANYINC**			
E 101-43-434-212	FUELS		$362.69	188284	FUELS
E 101-42-422-212	FUELS		$362.69	188284	FUELS
E 101-42-421-212	FUELS		$362.69	188284	FUELS
	Total CHAMBERLAIN OIL COMPANYINC		$1,088.07		
Paid Chk# 074205	3/29/2018	**CITI LITES INC**			
E 101-43-434-305	CONSULTANTS-OTHER		$105.00	057512	LOCATES
	Total CITI LITES INC		$105.00		
Paid Chk# 074206	3/29/2018	**CITY OF ST CLOUD**			
E 602-49-497-315	TREATMENT		$53,444.49	AR010408	FEB 2018 WW TREATMENT CHARGES
E 602-49-496-401	R & M - OTHER		$61,383.00	AR010408	FEB 2018 WW RUE PROJECT
E 602-49-496-401	R & M - OTHER		$20,503.30	AR010408	FEB 2018 DEBT SERVICE CHARGES
	Total CITY OF ST CLOUD		$135,330.79		
Paid Chk# 074207	3/29/2018	**DIAMOND VOGEL**			
E 101-43-434-210	SUPPLIES/MATERIALS		$83.60	813136740	SUPPLIES- MAINT
	Total DIAMOND VOGEL		$83.60		
Paid Chk# 074208	3/29/2018	**EMERGENCY AUTOMOTIVE TECH INC**			
E 101-42-421-405	R & M - VEHICLES		$68.28	DL032118-22	STROBE TUBE- PD
E 412-42-421-500	CAPITAL OUTLAY		$327.20	WC021418-20	NEW SQUARD EQUIP
	'otal EMERGENCY AUTOMOTIVE TECH INC		$395.48		
Paid Chk# 074209	3/29/2018	**EVOQUA WATER TECHNOLOGIES LLC**			
E 602-49-496-210	SUPPLIES/MATERIALS		$11,193.00	903470724	BIOXIDE
	ɔtal EVOQUA WATER TECHNOLOGIES LLC		$11,193.00		
Paid Chk# 074210	3/29/2018	**FASTENAL COMPANY**			
E 101-43-434-210	SUPPLIES/MATERIALS		$46.41	MNSAU18222	SUPPLIES
E 101-42-422-210	SUPPLIES/MATERIALS		$48.38	MNSAU18256	SUPPLIES
E 101-43-434-210	SUPPLIES/MATERIALS		$57.16	MNSAU18259	SUPPLIES
	Total FASTENAL COMPANY		$151.95		
Paid Chk# 074211	3/29/2018	**FERGUSON WATERWORKS #2516**			
E 601-49-493-227	SUPPLIES/METERS		$200.20	0275055	SUPPLIES-METERS
E 601-49-493-227	SUPPLIES/METERS		$1,209.64	WL002670	SUPPLIES- METERS
	Total FERGUSON WATERWORKS #2516		$1,409.84		
Paid Chk# 074212	3/29/2018	**G & J AWNING & CANVAS INC**			
E 101-45-451-210	SUPPLIES/MATERIALS		$70.00	23015	REPAIR SUPPLIES

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	Total	**G & J AWNING & CANVAS INC**	$70.00		
Paid Chk# 074213	3/29/2018	**GRAINGER**			
E 101-43-434-210	SUPPLIES/MATERIALS		$285.36	9734754485	SUPPLIES
	Total	**GRAINGER**	$285.36		
Paid Chk# 074214	3/29/2018	**H & L MESABI**			
E 101-43-434-404	R & M- EQUIPMENT		$3,142.81	H00637	SUPPLIES
	Total	**H & L MESABI**	$3,142.81		
Paid Chk# 074215	3/29/2018	**HMA ARCHITECTS LTD**			
E 402-46-465-305	CONSULTANTS-OTHER		$18,507.72	1705-1	PUBLIC SAFETY CAMPUS STUDY
E 262-45-452-500	CAPITAL OUTLAY		$17,913.28	1759-1	WATAB PARK SHELTER
	Total	**HMA ARCHITECTS LTD**	$36,421.00		
Paid Chk# 074216	3/29/2018	**ICKLER MACHINE COMPANY**			
E 101-43-434-404	R & M- EQUIPMENT		$23.63	18-73254	J.D. BLOWER-STREETS
	Total	**ICKLER MACHINE COMPANY**	$23.63		
Paid Chk# 074217	3/29/2018	**INTERSTATE POWER SYSTEMS INC**			
E 101-43-434-210	SUPPLIES/MATERIALS		$76.32	1722133	SUPPLIES
E 101-43-434-210	SUPPLIES/MATERIALS		$81.29	1722285	SUPPLIES
	Total	**INTERSTATE POWER SYSTEMS INC**	$157.61		
Paid Chk# 074218	3/29/2018	**KOCKLER, BENJAMIN**			
E 101-42-422-330	TRANSPORTATION/LODGING		$1,219.72	02272018	MN FIRE CHIEFS ASSN OFFICER SCHOOL
	Total	**KOCKLER, BENJAMIN**	$1,219.72		
Paid Chk# 074219	3/29/2018	**KRIS ENGINEERING INC**			
E 101-43-434-404	R & M- EQUIPMENT		$891.64	29790	PARTS-STREETS
	Total	**KRIS ENGINEERING INC**	$891.64		
Paid Chk# 074220	3/29/2018	**LAWSON PRODUCTS INC**			
E 101-43-434-210	SUPPLIES/MATERIALS		$203.81	9305655686	SUPPLIES
	Total	**LAWSON PRODUCTS INC**	$203.81		
Paid Chk# 074221	3/29/2018	**LUNDQUIST, JILL**			
E 212-42-421-210	SUPPLIES/MATERIALS		$34.98	03202018	GRADE NIGHT- REFUND
	Total	**LUNDQUIST, JILL**	$34.98		
Paid Chk# 074222	3/29/2018	**MANAGERPLUS SOLUTIONS LLC**			
E 101-43-434-203	SOFTWARE/SUPPORT FEES		$749.00	73005/10/2018	SOFTWARE AGREEMENT 5/11/18 TO 5/10/19
	Total	**MANAGERPLUS SOLUTIONS LLC**	$749.00		
Paid Chk# 074223	3/29/2018	**MARCO TECHNOLOGIES LLC-COPIERS**			
E 101-42-421-414	LEASES-EQUIPMENT		$410.02	353294069	PD COPIER CONTRACT 03/10/18 TO 04/10/18
E 101-41-414-414	LEASES-EQUIPMENT		$568.64	353599574	CONTRACT PAYMENT- 3/15/18 TO 4/15/18
	tal	**MARCO TECHNOLOGIES LLC-COPIERS**	$978.66		

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Paid Chk# 074224	3/29/2018	**MIDWAY IRON & METAL**			
E 101-45-452-404	R & M- EQUIPMENT		$186.62	383221	FOUTAIN- LAKE FRANCIS
	Total MIDWAY IRON & METAL		$186.62		
Paid Chk# 074225	3/29/2018	**MIKE S REPAIR, INC.**			
E 101-43-434-405	R & M - VEHICLES		$591.49	54302	REPAIRS- STREETS
	Total MIKE S REPAIR, INC.		$591.49		
Paid Chk# 074226	3/29/2018	**MIMBACH FLEET SUPPLY**			
E 212-42-421-430	MISCELLANEOUS		$29.97	141393	POLICE BIKE RODEO PROJECT
E 101-43-434-210	SUPPLIES/MATERIALS		$32.96	141751	SUPPLIES-SHOP
	Total MIMBACH FLEET SUPPLY		$62.93		
Paid Chk# 074227	3/29/2018	**MINNESOTA PUMP WORKS**			
E 601-49-493-410	R & M-WATER PLANTS		$900.00	00003099	ON-SITE SERVICE LABOR
	Total MINNESOTA PUMP WORKS		$900.00		
Paid Chk# 074228	3/29/2018	**MN CHIEFS OF POLICE ASSN**			
E 101-42-421-330	TRANSPORTATION/LODGING		$550.00	8316	LEADERSHIP ACADEMY REGISTRATION FEE- GRAY
	Total MN CHIEFS OF POLICE ASSN		$550.00		
Paid Chk# 074229	3/29/2018	**MN DEPT OF TRANSPORTATION**			
E 101-43-434-340	TRAINING		$1,200.00	00000464452	SIMULATOR TRAINING
	Total MN DEPT OF TRANSPORTATION		$1,200.00		
Paid Chk# 074230	3/29/2018	**MN DRIVELINE INC**			
E 101-43-434-404	R & M- EQUIPMENT		$91.21	111049	J.D. BLOWER- STREETS
	Total MN DRIVELINE INC		$91.21		
Paid Chk# 074231	3/29/2018	**M-R SIGN CO INC**			
E 101-43-434-403	TRAFFIC SIGNS		$56.86	199168	SIGNS
	Total M-R SIGN CO INC		$56.86		
Paid Chk# 074232	3/29/2018	**MVTL LABORATORIES INC**			
E 602-49-496-305	CONSULTANTS-OTHER		$152.84	908907	INORGANICS LAB TESTING
	Total MVTL LABORATORIES INC		$152.84		
Paid Chk# 074233	3/29/2018	**NIELSEN, DUANE W. COMPANY**			
E 602-49-496-404	R & M- EQUIPMENT		$379.35	11742	CALIBRATE MAIN LIFT MAGMETER
	Total NIELSEN, DUANE W. COMPANY		$379.35		
Paid Chk# 074234	3/29/2018	**O REILLY AUTO PARTS**			
E 101-43-434-210	SUPPLIES/MATERIALS		$41.52	1572-171665	SHOP SUPPLIES
E 101-43-434-405	R & M - VEHICLES		$66.84	1572-172155	PARTS- STREETS
	Total O REILLY AUTO PARTS		$108.36		
Paid Chk# 074235	3/29/2018	**OXYGEN SERVICE COMPANY**			
E 101-43-434-210	SUPPLIES/MATERIALS		$153.06	08149636	ARGO/CARBON TANKS

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	Total OXYGEN SERVICE COMPANY		$153.06		
Paid Chk# 074236	3/29/2018	**POWERHOUSE OUTDOOR EQUIP INC**			
E 414-43-434-500	CAPITAL OUTLAY		$31,999.00	253623	96" ZTURN MOWER
R 414-43-434-39101	SALE OR LOSS OF PROPER		($3,500.00)	253623	TRADE IN 1998 455D
	Total POWERHOUSE OUTDOOR EQUIP INC		$28,499.00		
Paid Chk# 074237	3/29/2018	**PURCHASE POWER-PITNEY BOWES**			
E 101-42-421-322	POSTAGE		$320.99	800090000289	POSTAGE-PD
	Total PURCHASE POWER-PITNEY BOWES		$320.99		
Paid Chk# 074238	3/29/2018	**RENGEL PRINTING CO INC**			
E 101-42-421-200	OFFICE SUPPLIES		$43.02	101629	BUISNESS CARDS-MILLER
	Total RENGEL PRINTING CO INC		$43.02		
Paid Chk# 074239	3/29/2018	**SANITATION SERVICES LLC**			
E 101-43-434-413	RENTALS		$169.00	8234	BATHROOM RENTALS
	Total SANITATION SERVICES LLC		$169.00		
Paid Chk# 074240	3/29/2018	**SARTELL HARDWARE HANK**			
E 601-49-493-314	WATER TESTING		$50.27	108377	UPS PACKAGE- WATER
E 601-49-493-410	R & M-WATER PLANTS		$5.98	108408	CHLORITAINER
E 101-43-434-210	SUPPLIES/MATERIALS		$10.99	108509	ANTI SIEZE- STREETS
E 101-45-451-210	SUPPLIES/MATERIALS		$14.19	108517	SUPPIES- COMM CENTER
E 101-45-452-210	SUPPLIES/MATERIALS		$8.49	163235	SOCCER NET
E 101-43-434-210	SUPPLIES/MATERIALS		$11.98	163303	SPRAY PAINT SUPPLIES-SHOP
E 101-45-451-210	SUPPLIES/MATERIALS		$14.00	163761	SUPPLIES- COMM CENTER
E 101-45-451-210	SUPPLIES/MATERIALS		$2.49	164011	SUPPLIES- COMM CENTER
	Total SARTELL HARDWARE HANK		$118.39		
Paid Chk# 074241	3/29/2018	**SHORT ELLIOTT HENDRICKSON INC**			
E 601-49-493-303	ENGINEERING		$1,485.00	346994	2017 WATER SYSTEM PLAN
E 602-49-496-303	ENGINEERING		$472.60	347406	2018 3RD AVE SEWER REPAIR CONST SERVICE
E 101-43-434-303	ENGINEERING		$1,760.00	347407	2018 GENERAL ENGINEERING
E 601-49-493-303	ENGINEERING		$1,760.00	347407	2018 GENERAL ENGINEERING
E 602-49-496-303	ENGINEERING		$1,761.34	347407	2018 GENERAL ENGINEERING
E 433-46-465-303	ENGINEERING		$6,861.00	347408	2018 PINECONE ROAD IMPROVEMENTS
E 601-49-493-303	ENGINEERING		$679.00	347409	2018 SMARTCONNECT SERIVCE
E 436-42-360-303	ENGINEERING		$4,216.12	347410	SARTELL PUBLIC SAFETY FACILITY SURVEY
E 402-46-465-303	ENGINEERING		$3,389.55	347411	SARTELL WATAB PARK
E 429-46-465-303	ENGINEERING		$9,021.90	347462	2017 4TH AVE S CONST SERVICES
E 434-46-465-303	ENGINEERING		$2,590.00	347463	2018 CR 29 UTILITY IMPS
E 417-43-431-303	ENGINEERING		$1,971.50	347464	2018 CELEBRATION ALLEY
E 603-49-850-303	ENGINEERING		$9,976.80	347465	SARTELL DITCH 50
E 603-49-850-303	ENGINEERING		$7,236.00	347466	SARTELL DRAINAGE COMP PLAN
E 402-46-465-303	ENGINEERING		$2,841.00	347467	SARTELL PCP BALL FIELDS
E 434-46-465-303	ENGINEERING		$4,250.00	347468	SARTELL VAL SMITH PARKING
	Total SHORT ELLIOTT HENDRICKSON INC		$60,271.81		

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Paid Chk# 074242	3/29/2018	**SNAP-ON TOOLS CORPORATION**			
E 101-43-434-240	SMALL TOOLS		$169.73	ARV/35485404	TOOLS
Total	**SNAP-ON TOOLS CORPORATION**		$169.73		
Paid Chk# 074243	3/29/2018	**SPECTRUM SUPPLY CO.**			
E 101-43-434-210	SUPPLIES/MATERIALS		$233.34	81644	SUPPLIES
Total	**SPECTRUM SUPPLY CO.**		$233.34		
Paid Chk# 074244	3/29/2018	**SPRINT**			
E 101-42-422-320	COMM/TELE/INTERNET		$55.00	584068813-12	PHONE SERVICE 02/15/18- 03/14/18
E 101-42-424-320	COMM/TELE/INTERNET		$40.00	584068813-12	PHONE SERVICE 02/15/18- 03/14/18
E 101-42-421-320	COMM/TELE/INTERNET		$419.88	584068813-12	PHONE SERVICE 02/15/18- 03/14/18
E 101-43-434-320	COMM/TELE/INTERNET		$15.00	852857115-12	SERVICE 02/13/18 TO 03/12/18
E 101-42-421-320	COMM/TELE/INTERNET		$15.00	852857115-12	SERVICE 02/13/18 TO 03/12/18
E 101-42-424-320	COMM/TELE/INTERNET		$15.00	852857115-12	SERVICE 02/13/18 TO 03/12/18
E 101-42-421-320	COMM/TELE/INTERNET		$51.52	890875115-12	SERVICE 02/15/18 TO 03/14/18
E 101-42-422-320	COMM/TELE/INTERNET		$39.99	890875115-12	SERVICE 02/15/18 TO 03/14/18
Total	**SPRINT**		$651.39		
Paid Chk# 074245	3/29/2018	**STAPLES BUSINESS ADVANTAGE**			
E 101-41-414-200	OFFICE SUPPLIES		$54.43	3372308961	OFFICE SUPPLIES- CITY HALL
E 101-45-451-200	OFFICE SUPPLIES		$99.23	3372308962	OFFICE SUPPLIES- COMM CENTER
E 101-45-451-200	OFFICE SUPPLIES		$10.39	3372308963	OFFICE SUPPLIES- COMM CENTER
Total	**STAPLES BUSINESS ADVANTAGE**		$164.05		
Paid Chk# 074246	3/29/2018	**TENVOORDE FORD INC**			
E 101-42-421-405	R & M - VEHICLES		$45.00	5116466	REPAIRS SQUADS- PD
Total	**TENVOORDE FORD INC**		$45.00		
Paid Chk# 074247	3/29/2018	**TRAUT COMPANIES**			
E 601-49-493-314	WATER TESTING		$100.00	304411	TESTING
E 601-49-493-314	WATER TESTING		$100.00	304608	WATER TESTING
Total	**TRAUT COMPANIES**		$200.00		
Paid Chk# 074248	3/29/2018	**WATER CONSERVATION SERV INC**			
E 601-49-493-305	CONSULTANTS-OTHER		$478.30	8409	LEAK LOCATE- 425 1ST ST NE
Total	**WATER CONSERVATION SERV INC**		$478.30		
Paid Chk# 074249	3/29/2018	**DAYTA MARKETING**			
E 223-46-465-203	SOFTWARE/SUPPORT FEES		$295.00	8170	WEBSITE AND SOCIAL MEDIA MGMT
Total	**DAYTA MARKETING**		$295.00		
Paid Chk# 074250	4/5/2018	**ALLSTREAM**			
E 101-41-414-320	COMM/TELE/INTERNET		$43.41	15248738	PHONE SERVICES
E 101-42-421-320	COMM/TELE/INTERNET		$174.17	15248738	PHONE SERVICES
E 101-43-434-320	COMM/TELE/INTERNET		$43.41	15248738	PHONE SERVICES
E 601-49-493-320	COMM/TELE/INTERNET		$379.78	15248738	PHONE SERVICES
Total	**ALLSTREAM**		$640.77		

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Paid Chk# 074251	4/5/2018	**AMERIPRIDE LINEN/APPAREL SERV**			
E 101-43-434-170	CLOTHING ALLOWANCE		$37.65	2201033813	UNIFORMS
E 101-45-452-170	CLOTHING ALLOWANCE		$27.38	2201033813	UNIFORMS
E 601-49-493-170	CLOTHING ALLOWANCE		$35.59	2201033813	UNIFORMS
E 602-49-496-170	CLOTHING ALLOWANCE		$6.84	2201033813	UNIFORMS
E 101-43-434-406	R & M - BLDG		$21.47	2201033813	TOWELS, MOPS, MATS- PW
E 101-45-451-210	SUPPLIES/MATERIALS		$219.56	2201033835	TOWELS, MOPS, MATS, PAPER ITEMS- COMM CENTER
Total	**AMERIPRIDE LINEN/APPAREL SERV**		$348.49		
Paid Chk# 074252	4/5/2018	**AT&T MOBILITY**			
E 101-43-434-320	COMM/TELE/INTERNET		$10.00	04032018	WIRELESS SERVICE
E 601-49-493-320	COMM/TELE/INTERNET		$22.35	04032018	WIRELESS SERVICE
E 602-49-496-320	COMM/TELE/INTERNET		$75.69	04032018	WIRELESS SERVICE
Total	**AT&T MOBILITY**		$108.04		
Paid Chk# 074253	4/5/2018	**BERGANKDV TECHNOLOGY & CONSULT**			
E 415-41-350-305	CONSULTANTS-OTHER		$400.00	CW55080	APRIL 2018 BILLING
Total	**BERGANKDV TECHNOLOGY & CONSULT**		$400.00		
Paid Chk# 074254	4/5/2018	**CENTRAL HYDRAULICS INC**			
E 101-43-434-404	R & M- EQUIPMENT		$50.00	0090530	CYLINDER REPAIR
E 101-43-434-404	R & M- EQUIPMENT		$320.33	0090742	SUPPLIES- STREETS
Total	**CENTRAL HYDRAULICS INC**		$370.33		
Paid Chk# 074255	4/5/2018	**CHAMBERLAIN OIL COMPANYINC**			
E 601-49-493-405	R & M - VEHICLES		$538.60	188951	OIL DRUM
E 601-49-493-405	R & M - VEHICLES		($40.00)	188951	DRUM DEPOSIT CREDIT
E 601-49-414-101	REGULAR WAGES & SALARIE		($40.00)	188951	DRUM DEPOSIT CREDIT
Total	**CHAMBERLAIN OIL COMPANYINC**		$458.60		
Paid Chk# 074256	4/5/2018	**CITI LITES INC**			
E 101-43-434-305	CONSULTANTS-OTHER		$25.00	057573	LOCATES
E 101-43-434-305	CONSULTANTS-OTHER		$35.00	057634	LOCATES
Total	**CITI LITES INC**		$60.00		
Paid Chk# 074257	4/5/2018	**COLLINS BROS TOWING OF ST CLOU**			
E 214-42-421-430	MISCELLANEOUS		$95.00	56857	DUI FORFEITURE TOW
Total	**COLLINS BROS TOWING OF ST CLOU**		$95.00		
Paid Chk# 074258	4/5/2018	**CULINEX**			
E 430-46-465-500	CAPITAL OUTLAY		$3,600.75	761960	REFRIGERATOR- COMM CENTER
E 430-46-465-500	CAPITAL OUTLAY		$225.00	762243	LABOR/SETTING- COMM CENTER
E 430-46-465-500	CAPITAL OUTLAY		($100.00)	762245	SALES DISCOUNT
Total	**CULINEX**		$3,725.75		
Paid Chk# 074259	4/5/2018	**DAMA-MN INC**			
E 101-42-424-210	SUPPLIES/MATERIALS		$1,255.00	04052018	SURFACEMOUNTS/ RECESSED MOUNTS

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		Total DAMA-MN INC	$1,255.00		
Paid Chk# 074260	4/5/2018	**DARREL NEMETH INC**			
E 101-42-424-336	ELECTRICAL INSPECTIONS		$2,715.75	03-2018	MARCH 2018 ELECTRICAL INSPECTIONS
		Total DARREL NEMETH INC	$2,715.75		
Paid Chk# 074261	4/5/2018	**DAYTA MARKETING**			
E 433-46-465-430	MISCELLANEOUS		$220.00	9032	PINECONE ROAD PROJECT
		Total DAYTA MARKETING	$220.00		
Paid Chk# 074262	4/5/2018	**DESIGN ELECTRIC INC**			
E 101-43-434-417	STREET LIGHT REPAIRS		$255.56	7209	STREET LIGHT- 704 20TH AVE N/ 901 21ST AVE N
		Total DESIGN ELECTRIC INC	$255.56		
Paid Chk# 074263	4/5/2018	**DOCUMENT TECHNOLOGIES LLC**			
E 429-46-465-308	LEGAL		$654.60	M-183121	DEPOSITION FOR AIM ASSESSMENT APPEAL
		Total DOCUMENT TECHNOLOGIES LLC	$654.60		
Paid Chk# 074264	4/5/2018	**EMERGENCY RESPONSE SOLUTIONS**			
E 101-42-422-404	R & M- EQUIPMENT		$1,677.22	10520	SCBA FLOW TESTS- FD
		otal EMERGENCY RESPONSE SOLUTIONS	$1,677.22		
Paid Chk# 074265	4/5/2018	**FERGUSON WATERWORKS #2516**			
E 601-49-493-227	SUPPLIES/METERS		$2,151.42	WL002704	METER SUPPLIES
		Total FERGUSON WATERWORKS #2516	$2,151.42		
Paid Chk# 074266	4/5/2018	**FREIGHTLINER OF ST CLOUD**			
E 101-43-434-404	R & M- EQUIPMENT		$24.32	869802E	FITTINGS- STREETS
		Total FREIGHTLINER OF ST CLOUD	$24.32		
Paid Chk# 074267	4/5/2018	**GATR OF SAUK RAPIDS**			
E 101-43-434-210	SUPPLIES/MATERIALS		$27.60	01P246266	SHOP SUPPLIES
E 101-43-434-404	R & M- EQUIPMENT		$230.27	01P246312	FITLERS- STREETS
E 101-43-434-404	R & M- EQUIPMENT		$106.14	01P246352	FILTERS- STREETS
		Total GATR OF SAUK RAPIDS	$364.01		
Paid Chk# 074268	4/5/2018	**HEATHCOTE, ADAM**			
R 601-49-400-37710	WATER SALES		$82.08	314 1ST AVE	REIMBURESMENT OVER PAYMENT FINAL WATER BILL
		Total HEATHCOTE, ADAM	$82.08		
Paid Chk# 074269	4/5/2018	**HENRYS WATERWORKS INC**			
E 101-43-434-210	SUPPLIES/MATERIALS		$75.00	19542	SUPPLIES
		Total HENRYS WATERWORKS INC	$75.00		
Paid Chk# 074270	4/5/2018	**J&N TACTICAL LLC**			
E 101-42-421-210	SUPPLIES/MATERIALS		$232.00	1800102	2 NEW GO BAGS- PD
		Total J&N TACTICAL LLC	$232.00		

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Paid Chk# 074271	4/5/2018	**KEEPRS INC**			
E 101-42-421-170	CLOTHING ALLOWANCE		$17.58	01-30506	SGT BARS JACKET/SHIRT
E 101-42-422-170	CLOTHING ALLOWANCE		$269.98	360358-02	FIRE BADGE- GILES
E 101-42-422-170	CLOTHING ALLOWANCE		$181.98	367641.02	FIRE BADGE- FITZTHUM
E 101-42-422-170	CLOTHING ALLOWANCE		$181.98	368141-02	UNIFORM/BADGE- MORSE
E 101-42-421-170	CLOTHING ALLOWANCE		$1,052.60	368622	VEST REPLACEMENT- MATHEWS
E 101-42-422-170	CLOTHING ALLOWANCE		$17.98	368782	COLLARBRASS- KEEHR
E 101-42-422-170	CLOTHING ALLOWANCE		$912.51	370354	UNFIROMS- ELNESS
E 101-42-422-170	CLOTHING ALLOWANCE		$12.39	372145	NAME TAG- RAYMOND
		Total KEEPRS INC	$2,647.00		
Paid Chk# 074272	4/5/2018	**KIMS KLEANING**			
E 101-42-421-409	CONTRACTED CLEANING		$560.00	243383	PROF SERVICE FOR MARCH-PD
E 101-43-434-409	CONTRACTED CLEANING		$450.00	243383	PROF SERVICE FOR MARCH450.00
E 101-42-422-409	CONTRACTED CLEANING		$70.00	243383	PROF SERVICE FOR MARCH
		Total KIMS KLEANING	$1,080.00		
Paid Chk# 074273	4/5/2018	**LAWSON PRODUCTS INC**			
E 101-43-434-210	SUPPLIES/MATERIALS		$273.33	9305690871	SUPPLIES
		Total LAWSON PRODUCTS INC	$273.33		
Paid Chk# 074274	4/5/2018	**LITTLE FALLS MACHINE INC.**			
E 101-43-434-404	R & M- EQUIPMENT		$420.33	351528	POST CYLINDER-TRUCK WING
E 101-43-434-404	R & M- EQUIPMENT		$309.73	351640	2 IN PIVOT SHAFT/NC SLOTTED NUT
E 101-43-434-404	R & M- EQUIPMENT		$2,100.00	351699	MOLDBOARD
E 101-43-434-404	R & M- EQUIPMENT		$92.86	351722	CLEVIS
		Total LITTLE FALLS MACHINE INC.	$2,922.92		
Paid Chk# 074275	4/5/2018	**MARUDAS PRINT SERVICES**			
E 101-42-424-200	OFFICE SUPPLIES		$304.71	13888	BLDG PERMITS
		Total MARUDAS PRINT SERVICES	$304.71		
Paid Chk# 074276	4/5/2018	**MINNESOTA PUMP WORKS**			
E 601-49-493-410	R & M-WATER PLANTS		$1,290.00	00003276	ON SITE SERVICE LABOR- DEZURIK VALVE
		Total MINNESOTA PUMP WORKS	$1,290.00		
Paid Chk# 074277	4/5/2018	**M-R SIGN CO INC**			
E 101-42-421-210	SUPPLIES/MATERIALS		$88.76	199230	POLICE DEPARTMENT BIKE RODEA
		Total M-R SIGN CO INC	$88.76		
Paid Chk# 074278	4/5/2018	**MUSTANG SIGNS & GRAPHICS**			
E 101-43-434-210	SUPPLIES/MATERIALS		$192.00	20786	PUBLIC WORKS VEHICLE
		Total MUSTANG SIGNS & GRAPHICS	$192.00		
Paid Chk# 074279	4/5/2018	**MVTL LABORATORIES INC**			
E 602-49-496-305	CONSULTANTS-OTHER		$196.76	910694	INORGANICS LAB TESTING
		Total MVTL LABORATORIES INC	$196.76		
Paid Chk# 074280	4/5/2018	**NCPERS MINNESOTA**			

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G 101-21706	PERA LIFE INSURANCE PAYABLE		$64.00	04-2018	APRIL 2018 PERA LIFE INS. PREMIUM
	Total NCPERS MINNESOTA		$64.00		
Paid Chk# 074281	4/5/2018	**NORTHERN BUSINESS PRODUCTS INC**			
E 430-46-465-500	CAPITAL OUTLAY		$4,897.06	255176-0	ADDITIONAL LIBRARY SERLVES- COMM CENTER
	ıtal NORTHERN BUSINESS PRODUCTS INC		$4,897.06		
Paid Chk# 074282	4/5/2018	**O REILLY AUTO PARTS**			
E 101-42-421-405	R & M - VEHICLES		$50.67	1572-172357	WIPER BLADES
E 101-43-434-405	R & M - VEHICLES		$19.99	1572-172708	FLOOR MATS- STREETS
E 101-43-434-210	SUPPLIES/MATERIALS		$5.99	1572-173296	SHOP SUPPLIES
	Total O REILLY AUTO PARTS		$76.65		
Paid Chk# 074283	4/5/2018	**OXYGEN SERVICE COMPANY**			
E 101-42-421-210	SUPPLIES/MATERIALS		$24.06	08153179	MEDICAL OXYGEN
	Total OXYGEN SERVICE COMPANY		$24.06		
Paid Chk# 074284	4/5/2018	**PATEL, RAJIV**			
R 601-49-400-37710	WATER SALES		$95.44	04032018	REIMBURSEMENT OVER PAYMENT ON FINAL UTILITY
	Total PATEL, RAJIV		$95.44		
Paid Chk# 074285	4/5/2018	**REPUBLIC SERVICES #891**			
E 101-45-451-384	REFUSE		$262.72	0891-0008266	COMM CENTER TRASH- APRIL
E 101-45-451-384	REFUSE		$103.77	0891-0008266	COMM CENTER RECYCLING- APRIL
E 101-42-421-384	REFUSE		$310.86	0891-0008266	PD TRASH/RECYCLING- MARCH
E 101-41-414-384	REFUSE		$204.14	0891-0008266	CITY HALL TRASH/RECYCLE- MARCH
E 101-43-434-384	REFUSE		$329.22	0891-0008266	MAINT TRASH- MARCH
E 101-41-414-384	REFUSE		$5.25	0891-0008266	ADMIN FEE
	Total REPUBLIC SERVICES #891		$1,215.96		
Paid Chk# 074286	4/5/2018	**SARTELL HARDWARE HANK**			
E 101-45-451-210	SUPPLIES/MATERIALS		$9.99	164117	FLAG POLES- COMM CENTER
E 101-43-434-210	SUPPLIES/MATERIALS		$2.68	164219	FLAG POLES
E 101-43-434-210	SUPPLIES/MATERIALS		$29.94	164398	SEALANT- STREETS
	Total SARTELL HARDWARE HANK		$42.61		
Paid Chk# 074287	4/5/2018	**SARTELL NEWSLEADER**			
E 101-43-434-350	PUBLICATIONS		$120.00	401892	HELP WANTED ADD
	Total SARTELL NEWSLEADER		$120.00		
Paid Chk# 074288	4/5/2018	**ST CLOUD TECHNICAL COLLEGE**			
E 101-42-422-340	TRAINING		$700.00	00181510	FIRE DEPT CLASSES
E 101-42-422-340	TRAINING		$2,100.00	00185087	FIRE CLASSES
	Total ST CLOUD TECHNICAL COLLEGE		$2,800.00		
Paid Chk# 074289	4/5/2018	**STAPLES BUSINESS ADVANTAGE**			
E 101-45-451-200	OFFICE SUPPLIES		$70.46	3372841379	WALL SIGNS- COMM CENTER

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Total	**STAPLES BUSINESS ADVANTAGE**		$70.46		
Paid Chk# 074290	4/5/2018	**STOEL RIVES LLP**			
E 101-41-465-308	LEGAL		$3,995.00	4034071	PROFESSIONAL SERIVES THROUGH 02/28/18
Total	**STOEL RIVES LLP**		$3,995.00		
Paid Chk# 074291	4/5/2018	**STRUFFERT, DALE E.**			
E 101-42-421-330	TRANSPORTATION/LODGING		$50.05	03282018	FRIELER BACKGROUND- PD
E 101-42-421-330	TRANSPORTATION/LODGING		$76.16	03282018	FRIELER BACKGROUND- PD
Total	**STRUFFERT, DALE E.**		$126.21		
Paid Chk# 074292	4/5/2018	**SUMMIT COMPANIES**			
E 101-42-422-404	R & M- EQUIPMENT		$958.25	1251795	ANNUAL FIRE EXTINGUISHER INSEPCTION/ NEW CO2 EXTINGUISHER- FD
E 101-45-451-404	R & M- EQUIPMENT		$85.50	1251798	ANNUAL FIRE EXTINGUISHER INSPECTION- COMM CENTER
E 101-43-434-305	CONSULTANTS-OTHER		$108.00	1251800	ANNUAL FIRE EXTINGUISHER INSPECTION- PUBLIC UTILITES
E 101-45-452-305	CONSULTANTS-OTHER		$9.00	1251801	ANNUAL FIRE EXTINGUISHER INSPECTION- PARK
E 101-43-434-305	CONSULTANTS-OTHER		$460.00	1251806	ANNUAL FIRE EXTINGUISHER INSTALL- PUBLIC WORKS
E 601-49-493-305	CONSULTANTS-OTHER		$382.00	1251810	ANNUAL FIRE EXTINGUISHER INSPECTION- WATER PLANT
E 101-41-414-305	CONSULTANTS-OTHER		$59.75	1251812	ANNUAL FIRE EXTINGUISHER INSPECTION- CITY HALL
E 101-42-421-430	MISCELLANEOUS		$95.00	1251813	ANNUAL FIRE EXTINGUISHER INSPECTION- PD
Total	**SUMMIT COMPANIES**		$2,157.50		
Paid Chk# 074293	4/5/2018	**TENVOORDE FORD INC**			
E 101-42-424-405	R & M - VEHICLES		$36.24	5116741	EXPLOER PARTS- BUILDING INSPECTORS
Total	**TENVOORDE FORD INC**		$36.24		
Paid Chk# 074294	4/5/2018	**THEIS, CATHY**			
E 101-42-421-305	CONSULTANTS-OTHER		$57.50	07-2018	PROF SERVICE- 3/22/18 TO 4/4/18
Total	**THEIS, CATHY**		$57.50		
Paid Chk# 074295	4/5/2018	**TOTAL CONTROL SYSTEMS INC**			
E 601-49-493-410	R & M-WATER PLANTS		$1,137.03	8254	REPAIRS- WATER
Total	**TOTAL CONTROL SYSTEMS INC**		$1,137.03		
Paid Chk# 074296	4/5/2018	**TRANS UNION LLC**			
E 101-42-421-305	CONSULTANTS-OTHER		$18.60	03824613	OFFICER & CSO BACKGROUND CHECKS
Total	**TRANS UNION LLC**		$18.60		
Paid Chk# 074297	4/5/2018	**TRAUT COMPANIES**			
E 601-49-493-314	WATER TESTING		$25.00	304673	WATER TESTING
Total	**TRAUT COMPANIES**		$25.00		
Paid Chk# 074298	4/5/2018	**US BANK CM 9690**			
E 325-47-380-620	FISCAL AGENT FEES		$500.00	4947180	ADMIN FEES 3/1/18 TO 2/28/18

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E 326-47-380-620	FISCAL AGENT FEES		$500.00	4947181	ADMIN FEES- 3/1/18 TO 2/28/19
	Total	**US BANK CM 9690**	$1,000.00		
Paid Chk# 074299	4/5/2018	**WORKMED MIDWEST PA**			
E 101-42-422-135	MEDICAL		$1,104.60	00014243-00	FIRE FIGHTER PHYSICALS- JOHNSON/KLOB
	Total	**WORKMED MIDWEST PA**	$1,104.60		
		10100 US BANK	$571,005.44		

Fund Summary

10100 US BANK	
101 GENERAL	$78,086.72
212 YOUTH PROGRAMS	$874.32
214 DUI FORFEITURE FUND	$95.00
223 LODGING TAX	$295.00
262 PARK DISTRICT 2	$17,913.28
325 2010A GO BONDS	$500.00
326 2010B REFUNDING BONDS-SEWER	$500.00
402 PUBLIC IMPROVEMENT REVOLVING	$24,738.27
412 PD EQUIPMENT FUND	$327.20
414 PW EQUIPMENT FUND	$219,961.23
415 TECHNOLOGY FUND	$400.00
417 STREET FUND	$1,971.50
429 4TH/50TH CAPITAL PROJECT	$9,676.50
430 COMMUNITY CENTER PROJECT	$8,622.81
433 PINECONE ROAD 2018	$7,081.00
434 CR 29 & EAST SIDE STREETS	$6,840.00
436 PUBLIC SAFETY FACILITY	$4,216.12
441 TIF DISTRICT 5-2 (PHEASANT)	$314.00
444 TIF DISTRICT 5-4 (REKER)	$314.00
445 TIF DISTRICT 5-5 (BURL OAKS)	$314.00
601 WATER FUND	$16,268.82
602 SEWER FUND	$152,032.87
603 STORMWATER FUND	$19,662.80
	$571,005.44

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10100	**US BANK**					
Paid Chk# 003466E	3/27/2018	**EFTPS VOICE RESPONSE SYSTEM**				
G 101-21701	FEDERAL WH, MC, SS, FICA			$22,206.00	032318	3-23-18 PR6 FEDERAL WITHHOLDING, MEDICARE, SOCIAL SECURITY
Total	**EFTPS VOICE RESPONSE SYSTEM**			$22,206.00		
Paid Chk# 003467E	3/27/2018	**EMPOWER RETIREMENT**				
G 101-21712	HEALTH CARE SAVINGS PLAN			$3,475.82	0323182	3-23-18 PR6 HCSP CONTRIBUTIONS
Total	**EMPOWER RETIREMENT**			$3,475.82		
Paid Chk# 003468E	3/27/2018	**EMPOWER RETIREMENT**				
G 101-21711	MSRS DEFERRED COMP PAYABLE			$2,269.06	032318	3-23-18 PR6 DEFERRED COMP CONTRIBUTIONS
Total	**EMPOWER RETIREMENT**			$2,269.06		
Paid Chk# 003469E	3/27/2018	**MN DEPT OF REVENUE**				
G 101-21702	STATE WITHHOLDING			$5,184.27	032318	3-23-18 PR6 STATE WITHHOLDING
Total	**MN DEPT OF REVENUE**			$5,184.27		
Paid Chk# 003470E	3/27/2018	**PUBLIC EMPLOYEE RETIREMENT ASN**				
G 101-21704	EMPLOYEE PERA WITHHELD			$24,077.34	032318	3-23-18 PR6 PERA CONTRIBUTIONS
ɔtal	**PUBLIC EMPLOYEE RETIREMENT ASN**			$24,077.34		
Paid Chk# 003471E	3/27/2018	**TOTAL ADMIN SERVICES CORP**				
G 101-21713	TASC FLEX PLAN HSA/MED/DEP			$2,983.45	030818X	3-8-18 TASC CONTRIBUTIONS
Total	**TOTAL ADMIN SERVICES CORP**			$2,983.45		
Paid Chk# 003472E	3/27/2018	**EFTPS VOICE RESPONSE SYSTEM**				
G 101-21701	FEDERAL WH, MC, SS, FICA			$1,384.41	032918	MARCH 2018 MONTHLY PAYROLL FEDERAL WITHHOLDING, MEDICARE, SOCIAL SECURITY
Total	**EFTPS VOICE RESPONSE SYSTEM**			$1,384.41		
Paid Chk# 003473E	3/27/2018	**MN DEPT OF REVENUE**				
G 101-21702	STATE WITHHOLDING			$62.06	032918	MARCH 2018 STATE WITHHOLDING
Total	**MN DEPT OF REVENUE**			$62.06		
Paid Chk# 003474E	3/27/2018	**PUBLIC EMPLOYEE RETIREMENT ASN**				
G 101-21704	EMPLOYEE PERA WITHHELD			$192.52	032918	MARCH 2018 PAYROLL PERA CONTRIBUTIONS
ɔtal	**PUBLIC EMPLOYEE RETIREMENT ASN**			$192.52		
Paid Chk# 003475E	3/10/2018	**CHARTER COMMUNICATIONS**				
E 101-41-414-320	COMM/TELE/INTERNET			$117.61	018283002191	CITY HALL TV AND INTERNET
Total	**CHARTER COMMUNICATIONS**			$117.61		
Paid Chk# 003476E	3/1/2018	**CHARTER COMMUNICATIONS**				
E 101-45-455-320	COMM/TELE/INTERNET			$287.03	035171602081	LIBRARY LOCKER TV, VOICE
Total	**CHARTER COMMUNICATIONS**			$287.03		
Paid Chk# 003477E	3/10/2018	**CHARTER COMMUNICATIONS**				

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E 601-49-493-320	COMM/TELE/INTERNET		$89.98	019617802191	INTERNET WATER TREATMENT PLANT 1377 27TH ST N
Total	**CHARTER COMMUNICATIONS**		$89.98		
Paid Chk# 003478E	3/10/2018	**CHARTER COMMUNICATIONS**			
E 601-49-493-320	COMM/TELE/INTERNET		$84.99	018589002191	INTERNET WATER TREATMENT PLANT 907 2ND AVE NE
Total	**CHARTER COMMUNICATIONS**		$84.99		
Paid Chk# 003479E	3/10/2018	**CHARTER COMMUNICATIONS**			
E 101-42-422-320	COMM/TELE/INTERNET		$118.52	015776602191	FIRE DEPT TV AND INTERNET
Total	**CHARTER COMMUNICATIONS**		$118.52		
Paid Chk# 003480E	3/18/2018	**CHARTER COMMUNICATIONS**			
E 101-45-451-320	COMM/TELE/INTERNET		$345.00	035152602271	COMMUNITY CENTER FIBER INTERNET
E 101-45-455-320	COMM/TELE/INTERNET		$345.00	035152602271	COMMUNITY CENTER FIBER INTERNET
Total	**CHARTER COMMUNICATIONS**		$690.00		
Paid Chk# 003481E	3/23/2018	**CHARTER COMMUNICATIONS**			
E 101-42-421-320	COMM/TELE/INTERNET		$104.99	029623403021	POLICE DEPT INTERNET
Total	**CHARTER COMMUNICATIONS**		$104.99		
Paid Chk# 003482E	3/28/2018	**CHARTER COMMUNICATIONS**			
E 101-43-434-320	COMM/TELE/INTERNET		$97.45	019832303071	MAINT TV AND INTERNET 306 4TH AVE S
Total	**CHARTER COMMUNICATIONS**		$97.45		
Paid Chk# 003483E	3/10/2018	**CHARTER COMMUNICATIONS**			
E 101-43-434-320	COMM/TELE/INTERNET		$97.74	019398502191	TV AND INTERNET - CITY MAINT 230 4TH AVE S
Total	**CHARTER COMMUNICATIONS**		$97.74		
Paid Chk# 003484E	3/13/2018	**DELUXE BUSINESS SYSTEMS**			
E 101-41-414-210	SUPPLIES/MATERIALS		$148.10	02042047265	DEPOSIT TICKET BOOKS
Total	**DELUXE BUSINESS SYSTEMS**		$148.10		
Paid Chk# 003485E	3/1/2018	**HEALTHPARTNERS**			
G 101-21705	HEALTH & DENTAL PREMIUMS		$35,474.49	79389755	MARCH 2018 HEALTH AND DENTAL PREMIUMS
Total	**HEALTHPARTNERS**		$35,474.49		
Paid Chk# 003486E	3/4/2018	**PAYMENT SERVICE NETWORK**			
E 101-43-436-203	SOFTWARE/SUPPORT FEES		$5.10	170742	FEB 2018 FEE - COMPOST PERMIT
Total	**PAYMENT SERVICE NETWORK**		$5.10		
Paid Chk# 003487E	3/4/2018	**PAYMENT SERVICE NETWORK**			
E 601-49-414-203	SOFTWARE/SUPPORT FEES		$1,265.40	170728	FEB 2018 PSN FEES UTILITY BILLS
E 602-49-414-203	SOFTWARE/SUPPORT FEES		$1,265.40	170728	FEB 2018 PSN FEES UTILITY BILLS
Total	**PAYMENT SERVICE NETWORK**		$2,530.80		
Paid Chk# 003488E	3/4/2018	**PAYMENT SERVICE NETWORK**			
E 101-43-436-203	SOFTWARE/SUPPORT FEES		$1.71	170956	FEB 2018 PSN FEES CONTIRBUTIONS

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Total	**PAYMENT SERVICE NETWORK**		$1.71		
Paid Chk# 003489E	3/4/2018	**PAYMENT SERVICE NETWORK**			
E 601-49-414-203	SOFTWARE/SUPPORT FEES		$46.13	170730	FEB 2018 PSN FEES FOR WEB STORE
E 602-49-414-203	SOFTWARE/SUPPORT FEES		$46.13	170730	FEB 2018 PSN FEES FOR WEB STORE
Total	**PAYMENT SERVICE NETWORK**		$92.26		
Paid Chk# 003490E	3/1/2018	**PIVOTAL PAYMENTS**			
E 101-43-436-203	SOFTWARE/SUPPORT FEES		$44.99	030118	PIVOTAL FEES
E 601-49-414-203	SOFTWARE/SUPPORT FEES		$44.99	030118	PIVOTAL FEES
E 602-49-414-203	SOFTWARE/SUPPORT FEES		$44.99	030118	PIVOTAL FEES
Total	**PIVOTAL PAYMENTS**		$134.97		
	10100	**US BANK**	$101,910.67		

Fund Summary

10100 US BANK	
101 GENERAL	$99,022.66
601 WATER FUND	$1,531.49
602 SEWER FUND	$1,356.52
	$101,910.67

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department **Community Development and Administration Department**	Meeting Date: **April 9, 2018**	Agenda Item No. **6d**
Agenda Section: **Consent**	Item: **Accept Economic Development Commission Resignation** **Resolution Affirming Commission Appointments**	

RECOMMENDATION:
Accept the resignation of Julie Whitney from the Economic Development Commission. Adopt resolution affirming the new Economic Development Commission member and affirming Sartell CVB reappointments.

PREVIOUS COUNCIL ACTION:
Interviews with Economic Development Commission candidates were held on November 20, 2017. Based on the appointee's qualification, the Council had decided at that time if a vacancy were to occur on the EDC in the future, that the appointee could fill that position.

BACKGROUND:
Julie Whitney has served on the EDC since January 1, 2013. She is resigning due to a job relocation creating a vacancy on the Economic Development Commission. The purpose of the resolution is to ratify the new appointment based on previous Council direction. Also, we had 3 CVB terms expire at the end of 2017 and we want to ratify their re-appointments as shown on the attached Resolution.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS:
1. Resolution Making Certain Commission Appointments

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

RESOLUTION NO. _____

RESOLUTION MAKING CERTAIN COMMISSION APPOINTMENTS

WHEREAS, the City Council appoints members of the Planning, Park, and Economic Development Commissions and the Convention & Visitor's Bureau Advisory Board; and

WHEREAS, one member of the EDC has resigned and 3 terms on the CVB are recommended to be extended for 3 year terms;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, that the following appointments are hereby made and ratified:

Office	Name	Term Expires
PC	Tim Elness	12-31-18
PC	Gary Ormann	12-31-18
PC	Nathan Crowe	12-31-19
PC	Abby Legatt	12-31-19
PC	Jeff Phillipich	12-31-20
CVB	Jon Erickson	12-31-18
CVB	Jason Peterson	12-31-18
CVB	Sonja Babich	12-31-19
CVB	Bill Worzala	12-31-19
CVB	Kris O'Brien	12-31-19
CVB	Jason Mathiasen	12-31-20
CVB	Scott Widor	12-31-20
CVB	Brandon Testa	12-31-20
EDC	Ben Drewes	12-31-18
EDC	Mike Schoenecker	12-31-18
EDC	Bruce Stainbrook	12-31-18
EDC	David Switzer	12-31-19
EDC	Jeff Kolb	12-31-20
EDC	Anna Gruber	12-31-20
EDC	Mark Osendorf	12-31-20
EDC	Joe Bergstrom	12-31-21
Park	Diane Schellinger	12-31-18
Park	Rachel Lolmasteymaugh	12-31-18
Park	Dennis Molitor	12-31-18
Park	David Lindbloom	12-31-19
Park	Jeff Kolb	12-31-20

ADOPTED BY THE SARTELL CITY COUNCIL THIS 9th DAY OF APRIL, 2018

_____

MAYOR

ATTEST:

_____

CITY ADMINISTRATOR

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department	Meeting Date:	Agenda Item No.
Planning Department	**April 9th, 2018**	**6E**
Agenda Section: **Consent**	Item: **Calling Public Hearing on City Ordinances (April 23rd for General Regulation amendments + Planned Landscape amendments)**	

BACKGROUND:

General Regulation amendments

Staff has worked on amendments to the general regulations code for a few months and is proposing some changes based on Planning Commission and Staff feedback.

- Clarifying height exemption language (10-8-5)
- Clarifying light pollution (10-8-8)
- Clarifying dwelling unit restrictions (10-8-9)
- Clarifying fence requirements (10-8-10)
- Exempting Manufactured home parks from fence/shed permits. (10-8-10 + 10-8-11)
- Clarifying free-standing patio requirements (10-8-11)
- Updating and clarifying Home Occupation requirements (10-8-17)
- Adding specific restrictions and requirements to Solar, Wind, + Geothermal Energy Systems (10-8-18)

Planned Landscape amendments

Proposed changes include:

- Adjusting the setback lines to be more consistent with historical enforcement. Also adding language which gives the City the ability to increase setbacks or trim plants if they are causing a vehicle/pedestrian sight line issue (safety concern)
- Requiring properties who wish to plant large areas of native plants install a sign stating the area is a "Planned Landscape Area." The sign must be installed in a spot visible to the public (as seen from the ROW)
- Adding language clarifying the City is not responsible for damages to landscape areas within ROW areas.
- Clarifying that property owners may install a raingarden so long as it is approved by the City (if proposed within the ROW area)

RECOMMENDATION:

Call a public hearing for **April 23rd, 2018** to obtain input on proposed ordinance amendments.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

Planning Commission recommends approval for both the proposed General Regulation amendments and the Planned Landscape amendments.

BUDGET/FISCAL IMPACT:
City may experience a slight decrease in the number of Zoning Permit fees collected since proposed language seeks to exempt the Manufactured Home park area from those fees.

ATTACHMENTS:
1. General Reg. drafted amendments
2. Planned Landscape drafted amendments

ACTION REQUESTED:
Consent agenda approval calls the public hearings for April 23rd, 2018. If item is removed from Consent, separate motion is requested.

GENERAL REGULATION PROPOSED AMENDMENTS

RED and UNDERLINED - NEW LANGUAGE
~~LANGUAGE PROPOSED TO BE REMOVED~~

CHAPTER 8

GENERAL REQUIREMENTS

SECTION:

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

10-8-1: REGULATIONS: The provisions of this Title shall be subject to such exemptions, additions or modifications as herein provided in this Chapter. These standards in this article are intended and designed to ensure compatibility of uses, to prevent urban blight, deterioration, and decay, and to enhance the health, safety and general welfare of the residents of the community

~~10-8-2: APPROVAL OF GOVERNING BODY: All plans for the improvement, development, alteration or expanded use of any property situated in any district other than the RR or the R-1 District shall be examined and approved by the governing body prior to the issuance of any permit whatsoever.~~

~~10-8-3: PUBLIC HEARINGS; FEES:~~

~~A. Public Hearings: All public hearings referred to in this Title shall be held by the governing body after notice of the time and place of such hearing has been published in accordance with the legal requirements of the Municipality. In all cases, the governing body may act upon a majority vote of~~

~~all its members. All public hearings held by the Planning Commission shall conform with the procedure set forth in Chapters 15 and 16 of this Title.~~

~~B. Application Fees: All application fees shall be set by the Council resolution. Such resolution may provide a standard application fee and fees for special meetings or hearings. This additional fee may fluctuate in order to cover the expenses for the individual meeting.~~

10-8-2: SETBACK EXEMPTIONS: The following shall not be considered as encroachments on setback requirements: chimneys, flues, belt courses, leaders, sills, pilasters, cornices, eaves, gutters and the like, provided they do not project more than two feet (2').

10-8-3: HEIGHT EXEMPTIONS: Height limitations as set forth in this Title shall not apply to elevator or mechanical penthouses, church spires, cupolas and domes which do not contain usable space, water towers, observation towers, flagpoles, chimneys, smokestacks~~, radio and televisions towers~~, monuments, parapet walls extending nor more than three feet above the limiting height of the buildings and grain elevators. ~~and similar construction unless, in the opinion of the Building Inspector, such construction might be dangerous or in other ways detrimental to surrounding property, in which case a special permit by the governing body shall be required.~~

10-8-4: CORNER LOTS; SETBACK PROVISIONS: In residential districts where the rear yard boundary line of a corner lot is part of the side yard boundary line of another residential lot, no part of any structure or building on the corner lot shall be nearer or further back from its side lot line (long side) or its front yard (short side) as the required minimum front yard setback (30 feet) or the setback established by existing structures or through a PUD. In the case of a narrow corner lot where compliance with this requirement would give an impractical depth to a structure or building, the City Council may permit the construction of such structure as near to the side street lot line as will give a practicable depth, after the matter has been considered by the City's Planning Commission and they have given their recommendation to the City Council through a variance process.

10-8-5: TRAFFIC VISIBILITY AT CORNER LOTS ~~OBSTRUCTION OF VIEW:~~ On any corner lot, no wall, fence or other structure shall be erected or altered, and no hedge, tree, shrub or other growth shall be maintained which may cause danger to traffic on a street or public way by obstructing the view, and shall be placed within the property line.

10-8- 6 GLARE**.** Any lighting used to illuminate an off-street parking area, sign or other structure shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. Direct or sky-reflected glare, where from floodlights or from high-temperature processes such as combustion or welding, shall not be directed into any adjoining property. The source of lights shall be hooded or controlled in some manner so as not to light adjacent property. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right-of-way.

10-8-7: REMOVAL OF TOPSOIL; APPEARANCE OF LAND:

A. Removal Of Topsoil: No person shall strip, excavate or otherwise remove topsoil for sale or for use other than on the premises from which the same shall be taken, except in connection with the construction or alteration of a building on said premises and excavation or grading incidental thereto, except as provided elsewhere in this Title.

B. Appearance Of Land: In all districts, the lot area remaining after providing for off-street parking, sidewalks, driveways, building sites and other requirements shall be planted and maintained in grass, sodding, shrubs or other acceptable vegetation or treatment generally used in landscaping.

10-8-8: PROTECTED PUBLIC WATER ALTERATIONS. Alterations of vegetation and topography will

be regulated along the public waters to prevent erosion into public waters, fix nutrients, prevent bank slumping, and protect fish and wildlife habitat. The public waters for the City of Sartell have been classified below consistent with the Protected Waters Inventory Map for Stearns and Benton Counties, Minnesota.

Urban Rivers	Mississippi River and Sauk River
Tributary River	Watab River
Tributary Stream	Unnamed Tributary (Ditch 13)
Natural Environment Lake	Bakers Lake (PWID #73-0031)
Recreational Development Lake	Davenport Lake (PWID # - 32P)
Wetland	Kruchten Lake (PWID # - 33W)

A. The removal of natural vegetation along the public waters shall be subject to the following provisions:
   1. That appropriate erosion control measures are intact that are consistent with the Minnesota Pollution Control (MPCA) standards.

   2. Within twenty feet (20') from the ordinary high water level and in bluff impact zones and on steep slopes, limited clearing of trees and shrubs, and the cutting, pruning and trimming of trees is allowed to provide a view to the water from the principle dwelling site and to accommodate the placement of stairways and landings, picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities provided that along rivers, existing shading of water surfaces is preserved.

   3. The total cumulative view corridor shall not exceed fifty (50) feet or one-half (1/2) the lot width, whichever is less.

   4. These provisions are not applicable to the removal of exotic species such as European Buckthorn and Purple Loosestrife, noxious species such as Poison Ivy and Prickly Ash and trees and as referenced in MN Statutes 18.75-18.91, limbs, or branches that are dead, diseased or pose safety hazards.

B. Grading and filling and excavations necessary for the construction of structures and driveways under validly issued construction permits for these facilities do not require the issuance of a separate grading and filling permit. However, the grading and filling standards in this section must be incorporated into the issuance of permits for construction of structures and driveways. A grading and filling permit will be required for the movement of material on steep slopes or within 20 feet from the ordinary high water level or within a bluff impact zone or for the movement of more than ten (10) cubic yards of material outside of steep slopes and bluff impact zones and beyond 20 feet from the ordinary high water level. The permit may be granted subject to the following conditions:

   1. The grading and filling does not enter the ordinary high water level of the public water bodies.

   1. The smallest amount of bare ground is exposed for as short a time as possible.

   2. Temporary ground cover, such as mulch, is used and permanent ground cover, such as sod, is planted.

   3. Methods to prevent erosion and to trap sediment are employed that are consistent with the Minnesota Pollution Control Agency's (MPCA) standards.

   4. Fill is stabilized to accepted engineering standards.

   5. Fill or excavated material must not be placed in a manner that creates an unstable slope.

6. Plans to place fill or excavated material on steep slopes must be reviewed by a qualified engineer for continued slope stability and must not create finished slopes of thirty percent (30%) or greater and documentation must be provided to the City verifying this.

7. Fill or excavated material must not be placed in bluff impact zones.

8. Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, is permitted if the finished slope does not exceed three (3) feet horizontal to one (1) foot vertical, the landward extent of the riprap is within (10) ten feet of the ordinary high water level, and the height of the riprap above the ordinary high water level does not exceed three (3) feet.

9. The Commissioner of Natural Resources shall have issued a permit for any work below the ordinary high water level of public water before construction begins.

10. Excavations where the intended purpose is connection to public water, such as boat slips, canals, lagoons and harbors, must be controlled by local shoreland controls. Permission for excavations may be given only after the Commissioner of Natural Resources has approved the proposed connection to public waters.

10-8-9: DWELLING UNIT RESTRICTIONS

A. Purpose: The purpose of this Section is to maintain neighborhood property values and otherwise promote health, safety, order and general welfare providing for manufactured homes in safe, attractive, residential neighborhoods with all urban services and desired amenities as other residential dwellings. Denial Of Building Permit: In the event of a denial of a building permit based on the requirements in this Section the matter may be referred to the governing body. The governing body may refuse to grant a permit for the construction or location of any building in such a manner as to significantly diminish neighboring property values or otherwise impair the health, safety and welfare of the community. The governing body shall have the additional power to require appropriate screening to the extent that such screening sufficiently ameliorate deficiencies of any design or construction

B. Regulations: Single-family detached dwelling units, which shall include manufactured homes meeting the regulations of this Section, shall be governed by the following restrictions.

1. Foundation; Anchoring: All dwellings shall be anchored by being placed on a permanent concrete or treated wood foundation (solid for the complete circumference of the dwelling) that meets the requirements of the State ~~Uniform~~ Building Code.

~~2.~~ Width; Minimum Ground Floor: A dwelling shall have a minimum width of the main portion of the structure of not less than twenty-four feet (24'), not including an attached garage, ~~as measured across the narrowest portion~~. Width measurements shall not take account of overhang and other projections beyond the principal walls. Dwellings shall not be less than 30 feet in length. ~~No dwelling shall have a ground floor space of less than seven hundred and twenty (720) square feet.~~

3. Roof; Pitch: The pitch of the main roof shall not be less than three feet (3') of rise for each twelve feet (12') of horizontal run (or shall have a pitched main roof). The roof shall be covered with shingles or tiles, excluding sheet roofs of corrugated or ribbed metal, and have eaves of not less than six inches (6").

4. Exterior Finish: Dwelling units shall have exterior siding of a conventional exterior dwelling type material. Any metal siding would have horizontal edges and overlap in sections no wider than

twelve inches (12”). Sheet metal siding is not permitted. All units shall have exterior siding from within six inches (6”) of the dirt and two inches (2”) of the concrete.

5. Utilities. All dwelling units shall be attached to required city utilities.

6. Design. The exterior architectural design of a proposed dwelling shall be similar in style to the exterior architectural design of any primary structure or structures already constructed or in the course of construction in the immediate neighborhood.

~~C.~~ 7. Manufactured Homes Outside Manufactured Home Parks: No single-family manufactured home shall be located outside of a manufactured home park unless it is in compliance with this Section and with Minnesota Statutes sections 327.31 through 327.35.

D. Denial Of Building Permit: In the event of a denial of a building permit based on the requirements in this Section the matter may be referred to the governing body. The governing body may refuse to grant a permit for the construction or location of any building in such a manner as to significantly diminish neighboring property values or otherwise impair the health, safety and welfare of the community. The governing body shall have the additional power to require appropriate screening to the extent that such screening sufficiently ameliorate deficiencies of any design or construction

10-8-10: FENCES:

A. Height: Fences in districts other than Agricultural and Rural Residential shall conform to the following height:

1. Front Yard Height - The fence shall not exceed four (4) feet (with an additional 6” to compensate for changes in grade) and shall be ornamental or picket style. Ornamental fences shall include fences constructed of aluminum, wrought iron or steel and shall not include chain link fences. Decorative fencing is allowed in the required front yard if no higher than 3½ feet and not designed or serving as an enclosure. Decorative fencing includes such things as split rail, picket, and brick fences, but not such things as chain-link fences.

2. Side and Rear Yard Height – The fence shall not exceed Six (6) feet. However, the height of the post structure (which includes the distance from grade) shall not exceed seven feet (7’0’’).

3. Chain link fences may not exceed ~~4~~ 6 feet in height in residential zones. Fences for tennis courts and athletic fields will be allowed a maximum of 12 feet and shall not exceed 25 percent opacity. Fences up to twenty (20) feet in height may be permitted to enclose back stops for athletic fields.

B. Fence materials:

1. Fences in residential, commercial or industrial areas must be constructed of lumber, iron, maintenance free type material or rust-free chain link. Maintenance free type material shall include vinyl, plastic, wrought iron, aluminum, steel and rust resistant chain link.

2. The following materials are prohibited for fences:

a. Barbed wire and electrical fences, except in the rural residential and agricultural district;

b. Razor wire;

c. Creosote lumber;

d. Concrete;

e. Masonry, except when less than 30 inches in height and accompanied by a boundary survey at the time of permit application;

f. Chicken wire;

g. Deer fencing;

h. Woven or welded wire, except in the Industrial Districts;

i. Plastic webbing, except when used for temporary traffic, police or erosion control. This shall not prohibit the use of plastic materials intended to resemble wood products;

j. Makeshift, flimsy materials, such as paper, twine, rope, tin and the like, except when used for traffic control or police security;

k. Plywood;

l. Pressed Wood

C. Placement:

1. Fences shall be placed at least two feet (2') within the property line unless the adjacent property owner consents in writing to the ability for the applicant to construct and maintain the fence directly on the property line or closer than two feet (2'). Written consent shall be delivered to the City at the time application is made for permit. All posts or similar supporting instruments used in the construction of fences shall be faced inward toward the property being fenced. The side of the fence considered to be its evident finished side or face (the more attractive side) shall front adjacent property.

~~2. On corner lots, fences may not be placed within fifteen (15) feet of the edge of the property line where it will interfere with traffic or pedestrian visibility across the driveway or street.~~

2. Fences shall not be placed within ten (10) feet of the curb, and/or surface of any street, road or alley. For corner lots the setback may be increased to fifteen (15) if the Zoning Administrator determines that the fence will interfere with traffic or pedestrian visibility. Fences shall have a minimum (2) foot setback from any walking path or outside any trail/recreational easement area.

3. No fence shall be placed on or extend into public right-of-way.

4. No fence shall be allowed below the ordinary high water mark or obstruct a natural drainage way ~~within a wetland.~~

5. No fence shall be placed within ~~a drainage easement within and adjacent to~~ a pond, wetland, ditch, or infiltration area, ~~walking path and/or pipeline easement where a utility is located or obstruct a natural drainage way.~~

6. Fences may be permitted over a public easement provided that the structure does not interfere in any way with existing underground or over ground utilities nor negatively impact drainage. Fences are not allowed over any manholes. For private utilities, fences may only be permitted if the owner of the utility provides written consent to the City allowing the applicant to construct the fence over the easement area. ~~may be permitted within an easement where a water main or sanitary pipeline is located provided there is no manhole.~~ .

7. Removal and replacement of a fence or wall or a portion thereof for the purpose of utilizing an easement shall be at the property owner's expense.

8. No fence shall be constructed which is approximately parallel to an existing fence, and closer than two feet as to create an area between the fences which has limited accessibility for purposes of maintenance unless maintenance can be achieved.

D. Construction and Maintenance:

1. Maintenance free fences and lumber fences within side and rear yards shall have a maximum panel width of six (6) inches. Fences extending across front yards shall have a maximum panel width of three (3) inches and no less than two (2) inches apart.

2. All wood fences, other than those constructed out of redwood or cedar, shall be sealed, stained or painted upon completion of construction and all wood fences routinely thereafter.

3. Chain link fences shall be constructed in such a manner that no barbed ends shall be at the top.

4. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance. Any such fence, which is, or has become dangerous to the public safety, health, or welfare, is a public nuisance, and the Zoning Administrator shall commence proper proceedings for the abatement thereof. Any fence is a public nuisance if it does not comply with the following requirements:

   a. The fence shall be firmly fastened and anchored in order that it is not leaning or otherwise in the stage of collapse.

   b. The fence shall be free from deterioration, loose or rotting pieces, or holes, breaks, or gaps not otherwise intended in the original design of the fence.

   c. The fence shall be free from any defects or condition which makes the fence hazardous.

   d. No fence section shall have peeling, cracked, chipped or otherwise deteriorated surface finish, including but not limited to: paint or other protective covering or treatment, on more than twenty (20) percent of any one linear ten-foot section of the fence.

E. Access to Fenced Areas and Boulevards: In those instances where a fence exists as an enclosure which restricts access from the front to the rear yard, a gate, identifiable collapsible section, or other such means of recognizable ingress shall be unobstructed and a minimum of three (3) feet in width. The location of such ingress points shall be positioned at any point paralleling the front lot line, between the side lot property line and the principal structure. Access to Boulevards shall be provided to allow for property owners to maintain the boulevard areas adjoining their property.

F. Permit Required: No person shall construct, erect, or cause to be constructed or erected, any fence within the City limits, without first making application for and securing a fence permit for the construction and erection of a fence from the City Zoning Administrator. Manufactured home parks with approved fence standards are exempt from the permit requirement.

G. Expiration of Fence Permits: All fence permits issued shall expire (180) days after the day of Issuance. All fees paid under a lapsed permit shall be forfeited to the city.

H. Application: Every application to construct or erect a fence within the City limits shall include the address and legal description of the property on which the fence is to be constructed and a site plan drawn to scale showing the location of house(s), garage(s), and other improvements on the lot and the location of the fencing and its proximity to the applicant's lot lines as well as the type of fence to be constructed, materials to be used in the construction of the fence, and the height of the fence. The property owner shall be required to provide demonstrable evidence as to the exact

location of the property line(s) as required by the City. All survey pins are to be shown and visible to the inspector at the time of the inspection. Public properties shall be exempt from the requirements.

I. Application Fees: Each applicant shall pay the fees set forth by City Ordinance with each application.

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

A. Location: Accessory buildings and structures, except porches ~~and~~ decks, and patios 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') 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.

a. 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.
b. Detached accessory buildings and structures constructed on corner lots shall have a side yard setback of fifteen feet (15') on the intersecting street.
c. 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.
d. Detached accessory buildings and structures must be anchored.
e. Accessory buildings and structures shall not be located over any easement.
f. Free-standing patios shall not be located over any easements. For lots without easements, free-standing patios must be at least six (6) feet from side and ten (10) feet from rear lot lines. Patios in the front yard shall not encroach more than ten (10) feet into the front yard setback requirement. Free-standing patios require a permit issued by the City.
g. Sidewalks and concrete paths installed by the property must be located outside of all easement areas. Sidewalks and concrete paths may encroach into an easement if the sidewalk or concrete path makes a connection to a public street, alley, sidewalk, or path.

D. Accessory buildings and structures require a permit issued by the City. Accessory buildings 100 SF or less are exempt from permit requirements but must still be anchored and meet setback requirements set forth in this title. Manufactured home parks with approved shed standards are exempt from the permit requirement provided the shed does not qualify for a building permit.

E. Exterior: All accessory buildings shall have 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 principal structure, and the metal roof has no exposed fasteners.

F. Number Of Buildings: No lot may have more than two (2) detached accessory buildings.

10-8-12: ACCESSORY APARTMENTS:

A. Purpose: The purpose of this Section is to permit the installation of no more than one accessory apartment in an existing single-family dwelling. Because this opportunity is allowed in neighborhoods with established utility systems, parking, traffic patterns and architectural character, the installation and use of accessory apartments must be strictly controlled to avoid physical, health, safety, economic and aesthetic impacts. By allowing only those accessory apartments that

are in compliance with all of the performance standards of this Section, the health and safety of occupants and the character and quality of existing neighborhoods will be protected.

B. Permit Procedures:

1. Application Procedures:

a. Permit Required: No one shall install an accessory apartment without first having obtained a permit from the Fire Marshal or designated person ~~Zoning Administrator~~.

b. Application; Fee: Application for the yearly permit shall be made on forms designated by the Zoning Building and/or Police Department ~~Zoning Administrator~~ and shall be accompanied by a permit fee as set by the City Council.

c. Inspection: ~~Within ten (10) working days of application,~~ the Building Inspector shall inspect the property to determine whether the proposed accessory apartment meets Building, Rental, Police and Fire Code standards.

~~d. Approval/Denial Of Permit: Within thirty (30) days of application, after reviewing the Building Inspector's report and the application, the Zoning Administrator shall deny or approve the application for an accessory apartment based upon conformance with the performance standards.~~

~~e. Appeal: The decision to issue or deny the permit may be appealed to the City Council.~~

2. Permit Renewal: The permit shall be renewed yearly and a permit renewal fee, as set by the City Council, paid. Permit renewal may be conditional upon the inspection.

3. Revocation Of Permits:

a. Violation: Violation of the performance standards shall be grounds for the revocation of the permit.

b. Notice Of Intent To Revoke: Notice of intent to revoke the permit shall be sent (by certified mail) by the City ~~Zoning Administrator~~ to the permit holder. The notice shall state the grounds for revocation and the date, at least ten (10) days after the notice is sent, when the City Council shall consider revocation.

c. Cease Operation: Operation of the accessory apartment shall cease within sixty (60) days from the date of revocation by the City Council.

C. Performance Standards:

1. Remodeling: All remodeling for the addition of the accessory apartment shall be on the inside of the structure. Exceptions of this condition will be made only if the applicant submits exterior elevation drawings determined by the Building Official and Zoning Administrator to be architecturally compatible with the adjacent structures and consistent with this Title.

2. Off-Street Parking: In addition to the normal parking required for the dwelling unit, there shall be at least one additional paved off-street parking space per accessory apartment dweller.

3. Detached Garages: Detached garages shall not be converted to living spaces.

4. Compliance With Uniform Building Code: Both the principal and accessory structure must meet the standards of the Uniform Building Code.

5. Residence of Owners(s): The owner(s) of the residence in which the accessory unit is created shall occupy at least one of the dwelling units on the premises, except for temporary absences.

6. House Numbers: House numbers shall be placed on the structure to indicate that the structure has more than one dwelling unit.

7. Conformity With State And Local Codes: The accessory apartment must at all times be kept in conformity to all State and local codes and ordinances.

8. Total Dwelling Space: The accessory apartment shall occupy no more than fifty percent (50%) of the total dwelling space.

10-8-13: PRIVATE SWIMMING POOLS: A building permit shall be required for the construction or installation of a permanent swimming pool that has a depth of more than 24 inches and/or a volume of over 5,000 gallons. The following requirements shall be met:

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

B. Back-flush water or water from pool drainage shall be on the owner's property or into approved public drainage ways. Water shall not drain onto adjacent land.

C. Lighting for the pool shall be directed onto the pool and shall not spill onto the adjacent property.

D. Permanent pools shall be enclosed by a fence to effectively prevent the entrance of small children and be without hand or footholds that would enable a small child to climb over it. The fence and gate shall be at least four feet (4') high. Entrances shall be equipped with self-closing, latching gates, which are capable of being locked and be placed on the top of the gate or otherwise inaccessible to small children and provided with hardware for permanent locking devices. The opening between the bottom of the fence and the ground or other surface shall not be more than four (4) inches.

E. For an in-ground pool, an automatic pool cover can be used in lieu of fencing requirements provided it is certified and complies with ASTM F 1346-91 requirements.

F. For an above ground pool the wall of the pool can serve as the fence provided the pool wall is at least four feet (4') high and has an automatically retractable ladder or a removable ladder. The ladder must be removed or retracted when the pool is not being attended.

G. If access to the pool is via a deck or porch, then no access from the ground is permitted to the deck areas unless the property or ground access to the deck is fenced.

10-8-14: CONFORMANCE WITH MUNICIPAL THOROUGHFARE PLAN**:** No building permit shall be issued and no structure shall be placed in such a way as to interfere with the construction of streets or roads as shown in the Comprehensive Plan or on the street plan as such plan exists or is amended or adopted in the future.

10-8-15: LAND SUBJECT TO FLOODING**:** All development or redevelopment of land, which is located within the flood plain, shall occur in conformance with the Title 12 of this Code.

10-8-16: BUILDING LINE ESTABLISHED BY DEVELOPMENT: In platted areas, where buildings have been constructed having front yard setbacks different from those described as minimum of this Title and said construction extends over thirty percent (30%) or more of one block, the setback line will be assumed to have been established and subsequent construction shall not be required to provide a greater or lesser depth of front yard, in which instance no new building or portion thereof shall project beyond a straight line drawn between the point closest to the street line of the residence upon either side of proposed structure or, if there be residences upon only one side, then beyond the straight line projected from the front of the nearest residences, and no new building or portion thereof shall have a front yard more than twenty feet (20') deeper than the established building line. However, this Section shall not be interpreted to require a front yard of more than fifty feet (50'). Where the street is curved the line shall follow the curve of the street rather than a straight line.

10-8-17: 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;

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.

10. No more than one (1) single one (1)- ton or smaller commercial vehicle related to the business use shall be kept at the dwelling.

11. A home occupation shall comply with all of the codes adopted by reference including, but not limited to the State Building Code and the Fire Code.

C. Permitted Home Occupations ~~With out a Permit~~: The following are home occupations not requireing a permit from the Zoning Administrator that must still conform to the performance standards:

~~1. Dressmaker, seamstress, tailor;~~ Tailoring and sewing.

2. Artists, sculptors, authors, composers, woodwork which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders.

~~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, administrative services, sales representatives or manufacturer's representatives who utilize phone, mail or off premises customer contacts; This includes home marketing businesses where sales of products happen sporadically and do not occur more than two times in a month.

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.

10. Office facilities of physicians, dentists or other licensed medical practitioners who receive one client at a time on premises;

11. Office facilities of lawyers, architects, engineers, realtors, insurance agents, brokers, contractors and members of similar professions who receive one client at a time on premises;

12. Printing shops which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders.

13. Hair salons, day spas, massage therapy, Barber or beauty shops who receive one client at a time;

14. Upholstering;

15. Carpentry work which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders.

16. Repair of non-motorized bicycles, small electrical appliances, typewriters, cameras or other similar small items; which do not involve reportable or regulated quaitities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders.

17. The operation of wholesale or retail business, conducted by mail or phone, where only limited and incidental sale of products may be conducted on site.

18. 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.

8. Short term rental of a room or home for a period less than 30 days.

9. Dismantling, junk, scrap or storage yards.

10. Taxidermy

11. Services which consist of more than one pupil, client, or customer at a time

10-8-18 GEOTHERMAL, SOLAR, AND WIND ENERGY CONVERSION SYSTEMS.

A. Geothermal system.

1. Permitted accessory use in all zoning districts on the condition it meets the requirements of this section and other provisions of the Code.

2. Coils and piping may not cross lot lines without recorded easement from the effected property.

3. Upon determination by the city that encroachment of coils and piping into drainage and utility easements does not interfere with the city's use of the easement, coils and piping may cross into drainage and utility easements with the city's written permission subject to conditions determined by the city.

4. Systems shall meet Minnesota Department of Health Standards (Minnesota Rules chapter 47-25, part 18.31 and part 70.50 (2009) and any amendments thereto).

B. Photovoltaic system and solar thermal system.

1. Nonresidential zoning districts.

a. Permitted accessory use if on a building or in rear yard.

b. Conditional use if in front or side yard and must be screened from adjacent lots pursuant to 10-12-4.

2. *Residential zoning districts.*

a. Permitted accessory use if on a building (both principal and accessory buildings) Panels on buildings shall not hang over the edge of the roof.

b. Conditional use if in a rear or side yard. Must be screened from adjacent lots pursuant to 10-12-4.

c. Not permitted in front ~~or side~~ yards.

3. Requirements for all zoning districts.

a. Solar thermal piping shall match roof or solar collector color.

b. Solar Gardens 1-2 MW in Residential zones and 0-5 MW in Commercial and Industrial zones are permitted by a conditional use permit and is subject to additional screening requirements.

C. Wind energy conversion systems.

1. Residential zoning districts.

a. Permitted accessory use for lots under two acres in size wind, energy conversion systems must be attached to a building.

b. Permitted accessory use for lots over two acres and under 20 acres in size wind energy conversion systems must be attached to a building or to a monopole in the rear yard that is under 45 feet in height.

c. Permitted accessory use for lots 20 acres and over, wind energy conversion systems must be attached to a building or to a monopole that may be over 75 feet in height.

D, Lot line setbacks shall be equal to maximum structure height.

2. Nonresidential zoning districts.

a. Permitted accessory use if under 45 feet in height.

b. Conditional use for 45 feet in height and over and/or more than one pole mounted on a lot.

c. Lot line setbacks shall be equal to maximum structure height.

d. No limit on the number of roofs mounted turbines.

3. For all zoning districts.

a. Free standing towers shall be of monopole design.

b. All wind energy conversion systems shall be equipped with an automatic overspeed control device as part of the design.

c. Restriction on sound level at lot line (55 dba) or shall comply with the state pollution control agency's noise pollution control section (NPC 1 and NPC 2), as amended, whichever is most restrictive.

d. Minimum blade clearance to the ground of 30 feet for pole mounted horizontal turbines.

e. Prior to the issuance of a permit, the applicant shall provide, among other things, to the city documentation or other evidence from the dealer or manufacturer that the wind energy conversion system has been successfully operated in atmospheric conditions and is warranted against any systems failures under reasonably expected severe weather operating conditions as established by the director of fire and building inspection services. The applicant

shall also provide, among other things, to the city documentation that the tower structure for the system has received a professional engineer's certification.

f. Wind energy conversion system tower foundations shall be designed to resist two times the wind uplift calculated under the Uniform Building Code as adopted by the city and shall have a professional engineer's certification.

g. No wind energy conversion system tower shall be constructed within 20 feet laterally of an overhead electrical power line (excluding secondary electrical service lines or service drops). The setback from underground electric distribution lines shall be at least five feet.

h. No wind energy conversion system or support tower of any kind shall be erected anywhere within the city without first making an application for and obtaining from the city a permit therefor which shall not be granted unless all requirements of this article are met, and the proposed use will not be harmful to the public health, welfare, and safety.

i. Wind energy conversion systems and towers shall be adequately grounded, as determined by the city engineer, for protection against a direct strike by lightning and shall comply, as to electrical wiring and connections, with all applicable federal regulations, state statutes, regulations, and standards, as well as city codes.

j. For all wind energy conversion system towers, effective measures shall be taken to prevent public interference and to place the tower in a substantially unclimbable condition. Effective measures include removal of climbing rungs or ladders from the bottom eight feet of the tower. The intention shall be to prevent climbing of the tower by unauthorized persons.

k. Except for illumination devices required by FAA regulations and residential lighting in compliance with city codes, no wind energy conversion system or tower shall have affixed or attached to it in any way any sign (does not include equipment labels), banner, or placard of any kind, except for one sign, not to exceed two square feet, which displays suitable warning of danger to unauthorized persons, the system's manufacturer, and emergency shut-down procedures.

L . All wind energy conversion systems shall comply with all applicable Federal Communications Commission regulations, as amended

m. All wind energy conversion systems shall comply with all applicable Federal Aviation Administration regulations, as amended.

n. The interface of a wind energy conversion system with the consumer's electric service shall be pursuant to all applicable federal and state regulations. The city encourages the owner to notify his local electric utility company in advance and requests that both parties regulate their activities in a cooperative manner.

o. Any wind system or tower which is not used for 12 successive months, shall be deemed abandoned and shall be removed as abandoned lot pursuant to the procedures outlined in the Uniform Building Code as adopted by the city in << >>.

p. No more than once wind energy conversion system shall be on any lot.

D. General conditions.

1. All conditional use permits required by this section shall be subject to and shall comply with the requirements of Chapter << >> and all other applicable local, state and federal rules and regulations.

2. The system shall be constructed and maintained under all applicable local, state and federal regulations.

3. No system shall be erected anywhere within the city without first making an application for and obtaining from the city a permit therefor which shall not be granted unless all requirements of this article are met, and the proposed use will not be harmful to the public health, welfare, and safety.

4. Unless specifically stated otherwise in this section, all systems shall be subject to applicable front, rear and side yard setbacks.

10-8-19: ANTENNAS, SATELLITE DISH ANTENNAS, AND TOWERS

D. PERMITTED ZONING DISTRICTS. The Construction and maintenance of a tower shall be permitted within the following zoning classifications, pursuant to a conditional use permit granted in accordance with the Zoning Ordinance.

1. Industrial Districts. I-1 Light Industrial and I-2 Heavy Industrial. All permitted towers and antennas, subject to height and setback provisions as identified in 10-8-9 and 10-8-19-F

2. Agricultural District. R-P Rented Residential. All permitted towers and antennas.

3. General Business. B2 General Business and B-3 Highway Business Building Mounted Antennas, Exempted Dishes and antennas not attached to a tower.

E. GENERAL PERFORMANCE STANDARDS: All towers shall meet the following performance standards:

1. Multi-User Requirements: A proposal for a new commercial wireless communication tower shall not be approved unless the City finds that the telecommunications equipment plans for the proposed tower cannot be accommodated by an existing or approved tower or building within a two mile search radius of the proposed tower due to one or more of the following reasons:

a. The planned equipment would exceed the structural capacity of the existing or approved tower, as documented by a qualified and licensed professional engineer, and the existing or approved tower cannot be re-enforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.

b. The planned equipment would cause interference materially impacting the usability or other existing or planned equipment at the tower as documented by a qualified and licensed professional engineer, and the interference cannot be prevented at a reasonable cost.

c. Existing or approval towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified and licensed professional engineer.

d. Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.

e. Any proposed commercial wireless telecommunication service tower shall be designed (structurally and electronically) in all respects, to accommodate both the applicant's antennas and comparable antennas for at least two additional users. The tower must be designed to allow for future re-arrangement of antennas upon the tower and to accept antennas mounted at various heights.

2. Tower and Antenna Design Requirements: Towers and antennas shall be designed to blend into the surrounding environment through the use of color and camouflaging architectural treatment except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration. Commercial wireless telecommunication service towers shall be of a monopole design unless the City determines that an alternative design would better blend in the surrounding environment or allow for greater future multi-use.

3. Landscaping and Screening: The City may establish as a condition of approval of a commercial tower, reasonable requirements relating to landscaping and screening to improve the aesthetic

appearance of the base of the tower and accessory buildings. Existing on-site vegetation should be preserved to the maximum extent possible.

4. Fencing: All commercial towers and accessory buildings shall be enclosed within a galvanized chain link fence with a locked gate to prevent unauthorized entry. The fence shall be at least eight feet, but not greater than ten feet, in height with the option of adding barbed or razor wire on top of the fence.

5. Construction Standards: All towers shall be constructed and maintained in accordance with the Electronic Industry Association Standards and all applicable building codes.

6. Minimum Spacing: Minimum spacing between commercial tower locations is two miles.

F. TOWER SETBACKS: All towers shall conform with the following minimum setback requirements:

1. All towers shall be set back from property lines a minimum of 125% of the height of the tower, including all antennas and attachments. The height of the tower shall be measured from the average grade of the property on which it is located or the actual tower height, whichever is greater.

2. Building accessory to a tower shall comply with the setback requirement of the zone in which the tower is located.

3. Commercial towers shall be set back a minimum of 500 feet from schools or structures used as dwellings and a minimum of 300 feet from property zoned for residential use. A change in the use of the property adjacent to an existing commercial tower does not render the tower a nonconforming use, if the tower was in conformance with this ordinance when constructed.

4. A tower setback may be reduced or varied~~, at the sole discretion of the City~~, if the variance will facilitate the integration of the tower into an existing or proposed structure, such as a church steeple, light standards, power line support device or similar structure.

G. TOWER LIGHTING: A tower shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other state or federal authority for a particular tower. When incorporated into the design standards of the tower, light fixtures to illuminate ball fields, parking lots or similar areas may be attached to the tower.

H. SIGNS AND ADVERTISING: The use of any portion of a tower for signs other than a warning or equipment informational signs is prohibited.

I. ABANDONED OR UNUSED TOWERS. Abandoned, unused towers or portions of towers shall be removed as follows:

1. All abandoned, unused towers and associated facilities shall be removed within 12 months of the cession of operations at the site unless a time extension is approved by the Town. In the event the tower is not removed within 12 months of cession of operations at the site, the tower and the associated facilities may be removed by the Town and the cost of removal assessed against the property.

2. Any unused portions of towers above a manufactured connection shall be removed within six (6) months of the time of antenna relocation. The replacement of portions of a tower previously removed requires the issuance of a new conditional use permit.

J. INTERFERENCE OF PUBLIC SAFETY COMMUNICATIONS: No new or existing telecommunication service shall interfere with public safety communications. All applications for

a conditional use permit for new service shall be accompanied by an intermodulation study which provides the technical evaluation of existing and proposed transmissions and indicates all potential interference problems. Before the introduction of a new service or change in existing service, telecommunication providers shall notify the City at least ten (10) calendar days in advance of such changes and allow the City to monitor interference levels during the testing process.

K. CONDITIONAL USE APPLICATION SUBMITTAL: In addition to the information generally required to accompany a request for a conditional use permit as found in the Zoning Ordinance, applications for towers shall include the following supplemental information:

1. A report from a qualified and licensed engineer which:

a. Describes the tower height and design, including a cross section and elevation.
b. Documents the height above grade for all potential mounting positions for collocated antennas and the minimum separation distance between antennas;
c. Describes the towers capacity, including the number and type of antennas it can accommodate.
d. Describes how the applicant will take steps to avoid interference with established public safety communication.
e. Includes the engineer's stamp and registration number.
f. Includes other information necessary to evaluate the request.

1. Letter of intent committing the tower owner, and successors, to allow the shared use of the tower if any additional user agrees in writing to meet reasonable terms and conditions for shared use.
2. Proof that the proposed tower complies with regulations administered by the Federal Aviation Administration.
3. A report from a qualified and licensed professional engineer which demonstrates the tower compliance with all applicable structural and electrical standards.
4. A site plan showing the boundaries of the property on which the tower is located, adjacent land uses, the location of the tower and any accessory buildings within the property, distance setbacks from property lines for the tower and accessory buildings, fence locations, and proposed landscaping or screening.
5. A bond of other form of security approved by the City, posted for the purpose of reimbursing the City for cost of removal of the tower in the event its use is discontinued.

L. BUILDING MOUNTED ANTENNAS: The placement of a wireless telecommunication antennas on roofs of walls of existing buildings or structures shall be approved by the City as a conditional use provided that the antennas meet the requirements of this ordinance, after submittal of a final site and building plan, and a report prepared by qualified licensed professional engineer indicating the existing building structure suitability to accept the antenna as well as a proposed method for affixing the antenna to the structure. Complete details of all fixtures, couplings, and the precise point of attachment shall be indicated.

M. AMATEUR RADIO AND RESIDENTIAL TELEVISION TOWERS: Amateur Radio Towers, Residential Television Towers and antennas are subject to the standards and conditions established by this ordinance, except for those specific to commercial towers. The City may waive strict compliance with this ordinance if it finds that the stated purpose of this ordinance is met.

L. PENALTIES: A violation of this ordinance shall constitute a misdemeanor. Each calendar day of a continued violation of the ordinance shall constitute an individual misdemeanor or offense.

~~10-8-20: WINDMILLS: Windmills shall require a conditional use permit as provided in Chapter 14 of this Title.~~

~~10-8-21: BUILDING RELOCATION: To maintain a high standard of residential development and to protect such areas from deleterious effects, relocated buildings from within the Municipality limits or from other areas shall meet the following specified requirements:~~

~~A. Conditional Use Permit Required: Each location of a relocated building shall require a conditional use permit from the governing body, and all such buildings shall conform with and be suited in a properly zoned area in accordance with all the provisions of this Title and the Building Code.~~

~~B. Approval Of Property Owners: Application for a permit to move a building shall be accompanied by a written approval of a majority of the property owners located within a radius of one hundred feet (100') of the lot upon which the building is to be placed.~~

~~C. Approval/Denial Of Permit: The application for a permit to move a building may be granted or denied by the governing body.~~

PLANNED LANDSCAPE AMENDMENTS

New language is underlined

Proposed language to be removed is ~~stricken~~ through

Italic **is staff comments**

CHAPTER 11

MAINTENANCE OF TURF GRASS AND VEGETATION

SECTION:

4-11-1: Purpose
4-11-2: Definitions
4-11-3: Where Planted
4-11-4: Location of Restoration Areas and Planned Landscape Areas
4-11-5: Maintenance Standards
4-11-6: Non-Conforming Planned Landscape Areas and Restoration Areas
4-11-7: Exemptions
4-11-8: Notice, Abatement by City
4-11-9: Penalty

4-11-1: **Purpose**: It is the purpose of this Section to prohibit the uncontrolled growth of vegetation, while permitting the planting and maintenance of landscaping or garden treatments which add diversity and a richness to the quality of life. There are reasonable expectations regarding the proper maintenance of vegetation on any lot or parcel of land. It is in the public's interest to provide standards regarding the maintenance of vegetation because vegetation which is not maintained may threaten public health, safety and order, and may decrease property values. It is also in the public's interests to encourage diverse landscaping and garden treatments, particularly those which restore native vegetation which requires less moisture and place a lower demand on the public's water resources. The City enacts this Section to balance these competing interests.

4-11-2: **Definitions:** Unless the context clearly indicates otherwise, the following terms shall have the stated meanings.

NATIVE GRASSES AND FORBES:	Grasses, including prairie grasses and flowering broad- leaf plants which are indigenous to the State.
NATURAL AREA:	Any wetland or floodplain or any area of mature woodland, prairie and meadow vegetation native to the State.
ORNAMENTAL GRASSES AND GROUNDCOVER:	Grasses and groundcovers not indigenous to the State. Ornamental grasses and groundcovers do not include turf grasses.
PLANNED LANDSCAPE AREA:	An area where ornamental grasses and groundcovers or native grasses and forbs are planted **and maintained** pursuant to a **plan.**
RESTORATION AREA:	An area where native grasses and forbs are being or have been

	intentionally reestablished.
TURF GRASS:	Grasses commonly used in lawn areas, including any blue grass, fescue or rye grass blends or any other similar grasses.
WEED:	Any plant which is identified by the City Weed Inspector or Assistant City Weed Inspector as a noxious weed pursuant to Minnesota Statute 18.77, Subd. 8, or any volunteer plant, except trees and other woody vegetation, which is not customarily or intentionally planted.
RAIN GARDEN:	A ~~City designed and inspected~~ planted depression that is designed to absorb rainwater runoff from impervious urban areas like roofs, driveways, walkways, and compacted lawn areas.

4-11-3: **Where Planted:**

1. Ornamental grasses and groundcovers shall be planted only in a planned landscape area.

2. Native grasses and forbs shall be planted only in a planned landscape area or a restoration area.

3. **Raingardens proposed to be planted within City right-of way must be approved by City.**

4-11-4: **Location of Restoration Areas and Planned Landscape Areas:**

1. Setback: A restoration area or a planned landscape area must provide the following minimum setbacks:

a. ~~20~~ **10 foot** front, rear, and street side setback (as measured from the traveled portion of the street).

STAFF COMMENTS: THE REASON FOR SETBACK IS MOSTLY DUE TO SIGHT LINE ISSUES AND ENCROACHMENTS FROM PLANTS TO NEARBY PROPERTIES. 10' SEEMS TO BE MIDDLE GROUND BASED ON OTHER EXAMPLE ORDINANCES

b. 5 feet **interior** side yard or rear yard setback

c. **At the Direction of the City the setback may be increased if the Planned Landscape Area poses sight line issues with vehicular or pedestrian traffic.**

STAFF COMMENTS: IN CASE PLANTINGS GROW TALLER AND POSE SIGHT LINE CONFLICTS.

Provided, however, that a required side yard or rear yard setback may be reduced to 0 feet if:

a. The restoration area or planned landscape area abuts a restoration area on any adjoining lot, a public park or open space, a vacant lot, a wetland, pond, lake or stream, or natural area, or

b. The restoration area or planned landscape area is located on slopes equal to or greater than three feet horizontal to one foot vertical or

c. A fully opaque fence at least four feet in height is installed along the lot line

adjoining the planned landscape area.

2. Signage: A sign stating that the area is a Planned Landscape Area must be installed. The sign must not exceed 4 square feet and shall be installed in a spot visible to the public. The sign does not need a permit.

STAFF COMMENTS: SIGNAGE IS COMMON REQUIREMENT IN OTHER CITIES. THE SIGN ELIMINATES MISUNDERSTANDINGS AND CUTS DOWN ON NEIGHBOR COMPLAINTS (EYE OF BEHOLDER VIEWPOINTS)

4-11-5: Planting in Right-of-Way Areas

1. The city is not responsible for any damage to landscaped areas planted within right-of way areas. The City may also require the removal of landscaped areas from within right-of-way areas at no expense to the City.

4-11-**6:** **Maintenance Standards:** Every owner, lessee, occupant, or any other person having control of property shall maintain the vegetation growing thereon according to the following minimum standards:

1. Turf grasses shall be regularly cut such that no individual plant shall exceed, at any time, ten inches in height or length as measured from its base at the ground to the tip of each stalk, stem or blade. Turf grasses located on slopes equal to or steeper than three feet horizontal to one foot vertical (3:1) or within 20 feet of a wetland, pond, lake or stream, need not be maintained in accordance with this Section.

2. Property owners are responsible to plant and maintain the boulevard areas adjoining their property in a manner which enhances and improves the aesthetic appearance of city streets with turf grass, or rain gardens. To maintain an adequate site line and safe travel within the right-of-way, such plantings, excluding trees, shall not exceed thirty-two inches in height.

3. Weeds shall be regularly cut or controlled such that no individual plant shall exceed at any time ten inches in height or length as measured from its base at the ground to the tip of each stalk, stem, blade or leaf. Noxious weeds as defined by the State Commissioner of Agriculture shall be eradicated.

4. ~~Planned landscape areas and restoration areas shall be cut at least once between May 1 and August 1 of each year or, if appropriate permits are obtained through the City Fire Marshal to burn. Provided, however, that planned landscape areas and restoration areas located on slopes equal to or steeper than three feet horizontal to one foot vertical (3:1) or within 20 feet of a wetland, lake, pond or stream, need not be cut.~~ **The City may require a Planned Landscape Area to be trimmed if the plants are causing vehicular and pedestrian sight line issues or posing similar safety concerns. Appropriate permits may be obtained through the City Fire Marshal to burn.** No person shall permit ornamental grasses and groundcovers growing on the person's property to invade adjoining properties.

4-11-**7:** **Non-Conforming Planned Landscape Areas and Restoration Areas:** Any planned landscape area or restoration area which lawfully existed prior to the effective date of this Chapter may continue to exist and need not comply with the requirements of Section 4-11-4, but shall comply with Section 4-11-5. Any expansion or addition to a non-conforming landscaped area or restoration area shall comply with all provisions of this Chapter.

4-11-**8:** **Exemptions:** The provisions of this chapter shall not apply to the following:

1. Non-noxious weeds, grasses and herbaceous vegetation within 50 feet of designated storm water ponds or within 50 feet of natural or altered creeks, rivers and stream corridors, including riparian buffer strips that convey water, provided they are cut to less than 10 inches at least once per year if located within 200 feet of an occupied residence or development property;

2. Non-noxious weed and grass vegetation growing on agriculturally zoned land, including pastures that are fenced and contain animals.

3. Temporary erosion control grasses.

4. Grass and non-noxious weed vegetation in publically owned parks designated as natural preserves or private property so designated by the City Council or natural undisturbed areas where the land and vegetation appears not to have been graded, landscaped or otherwise disturbed by human or mechanical means in recent time.

5. Grass and non-noxious weed vegetation on natural or altered slopes steeper than 2:1.

6. A city designed rain garden that is planted to absorb rainwater runoff from impervious urban areas like roofs, driveways, walkways, and compacted lawn areas.

4-11-**9:** **Notice, Abatement by City:**

1. **Nuisance:** Any vegetation which does not meet the requirements of this Chapter is declared to be a nuisance.

2. **Conditions Allowing Inspector to Enter Property:** Entry by the City Weed Inspector or Assistant City Weed Inspector for the purpose of inspecting, cutting, removing, destroying or eradicating vegetation shall be done only after written notice is served upon the owner, lessee, occupant, or other person having control of the property, and failure of the owner, lessee or occupant to cut down, remove or eradicate vegetation declared to be a nuisance, within the time, and in such a manner as the Weed Inspector or Assistant Weed Inspector shall designate in the notice. The notice shall be given in the manner prescribed by Minnesota Statute 18.83, Subd. 2, and shall allow a minimum of seven days for the property owner, lessee, occupant, or other person having control over the property to comply with the requirements of the notice.

3. **Owner's Responsibility for Costs Incurred:** The costs and expenses incurred by the City in connection with entering a property pursuant to Section 4-11-8 and cutting, removing, destroying and eradicating vegetation declared to be a nuisance shall be paid by the owner or occupant of the property. If unpaid within 30 days of invoice to owner or occupant, such amount shall become a lien in favor of the City and a penalty as established by the governing body shall be added to the amount due as of that date and the total cost, expenses and penalties shall be certified to the County Auditor for entry as a special assessment upon such property for collection as other real estate taxes are collected.

4-11-**10:** **Penalty:** Any person who shall neglect to cut and remove noxious weeds and turf grass, as directed in this Chapter, or who shall fail, neglect or refuse to comply with provisions of any notice herein provided or who shall violate any of the provisions of this Chapter or who shall resist or obstruct the city or its employees in the cutting and removal of weeds, grass, brush and other vegetation, shall be guilty of a petty misdemeanor. Each day on which such violation continues shall constitute a separate offense.

Resources:

https://www.bloomingtonmn.gov/sites/default/files/media/landscape.pdf
http://eagan.granicus.com/MetaViewer.php?view_id=8&clip_id=1359&meta_id=49961
http://www.minneapolismn.gov/www/groups/public/@council/documents/webcontent/convert_261255.pdf
http://www.wildones.org/wp-content/uploads/2012/01/Eden-Prairie-Native-Plant-Ordinance-Memo1.pdf

City	Setback
Minnetonka	0
Eden Prairie	10’ side and rear 20’ front Setback can be waved if opaque fence is installed
Crystal	15’ front, side street 6’ rear or side Setback waved if 5’ opaque fence is installed
Eagan	3’
Edina	20’ street side 5’ side or rear Setback waved if 5’ opaque fence is installed or abuts wetland, park, vacant lot, etc.
White Bear Lake	20’





SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Planning Department**	Meeting Date: **April 9TH, 2018**	Agenda Item No. **6f**
Agenda Section: **Consent**	Item: **Vacation of Drainage and Utility Easements**	

RECOMMENDATION: Staff recommends approving consent to allow the Public Hearing to be called on April 23rd, 2018

BACKGROUND:
Pei Properties LLC is requesting to vacate an interior easement within Lots 2 and 3, Block 1 of Sandstone Village Two plat.

The applicant is requesting the vacation of the easements to allow for the readjustment of lot lines between the two lots. There are currently no utilities (municipal or small) within the 12' easement. The purpose of the vacation is to allow structures to be constructed over or under the 12' foot area without restrictions.

BUDGET/FISCAL IMPACT:
NA

ATTACHMENTS:
1. Exhibit A

Action Requested:
Approve the item under consent. If item is pulled from consent a separate motion is needed.

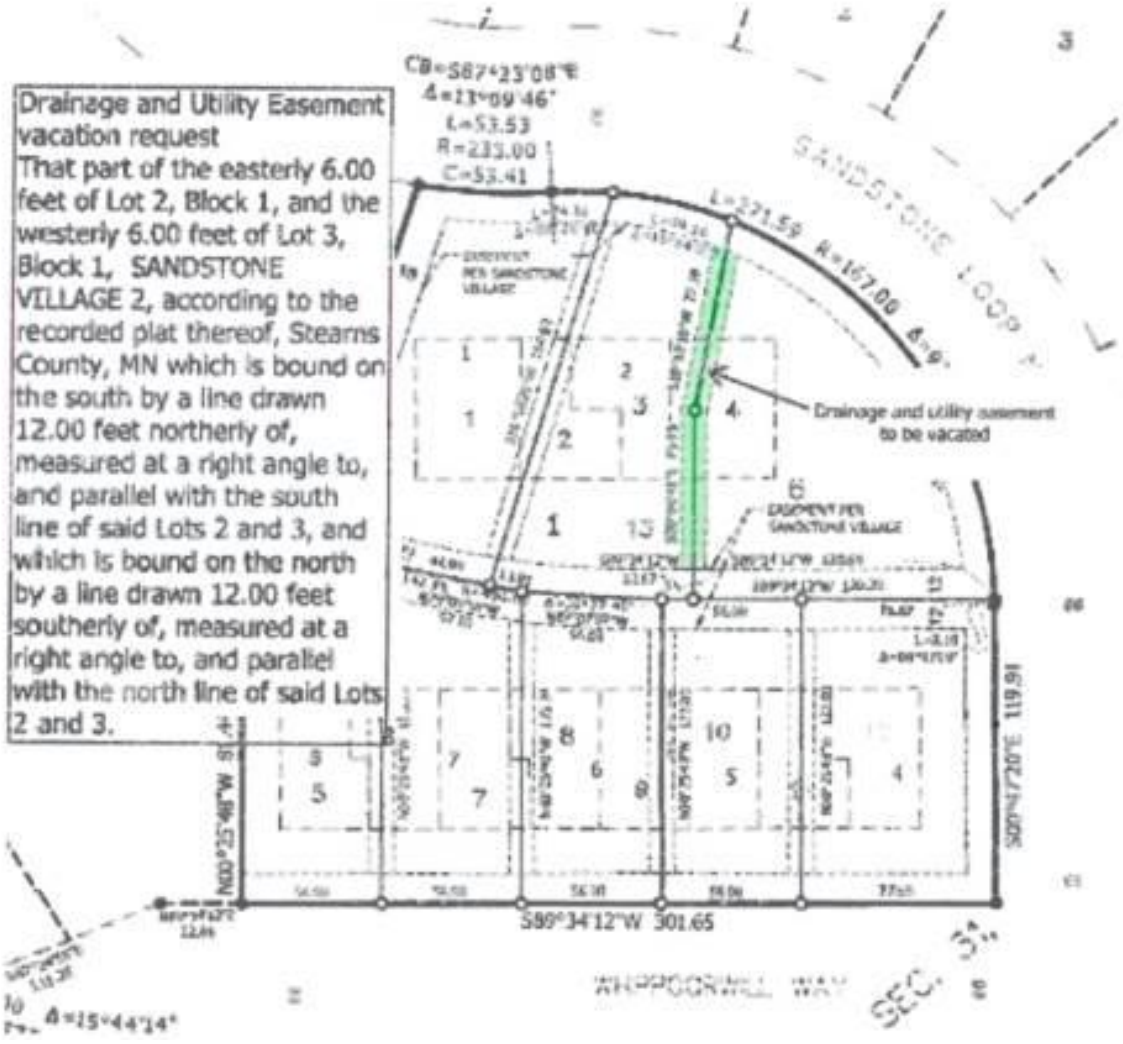
EXHIBIT A

Drainage and Utility Easement Vacation request for Lot 2 and 3, Block 1, SANDSTONE VILLAGE 2

Applicant:
PEI Properties 320-333-2391
800 Riverside Dr SE
Saint Cloud, MN 56304

PID 92.57071.0660 Lot 3, Block 1, SANDSTONE VILLAGE 2
PID 92.57071.0659 Lot, Block 1, SANDSTONE VILLAGE 2

Drainage and Utility Easement vacation request
That part of the easterly 6.00 feet of Lot 2, Block 1, and the westerly 6.00 feet of Lot 3, Block 1, SANDSTONE VILLAGE 2, according to the recorded plat thereof, Stearns County, MN which is bound on the south by a line drawn 12.00 feet northerly of, measured at a right angle to, and parallel with the south line of said Lots 2 and 3, and which is bound on the north by a line drawn 12.00 feet southerly of, measured at a right angle to, and parallel with the north line of said Lots 2 and 3.



SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Planning Department**	Meeting Date: **April 9th, 2018**	Agenda Item No. **6G**
Agenda Section: **Consent**	Item: **Apple Duathlon**	

RECOMMENDATION: Approve the proposed road closure as outlined below.

BACKGROUND:

This year's Apple Duathlon is proposed to take place on May 25th. Applicant is proposing to close a section of Pinecone Rd from **7th St N to 35th St N.** Road will be closed for approximately four hours (8AM- Noon). Police have been notified of the event and recommend closing these sections of Pinecone Rd.

BUDGET/FISCAL IMPACT: N/A

ATTACHMENTS:

1. Special Event Permit

COUNCIL ACTION REQUESTED: Staff is requesting consent to approve the Special Event permit and proposed road closure on Pinecone Rd N (7th St N to 35th St N)

Staff recommends approval of the road closure. (minimum shoulder and no trail/sidewalk)

SPECIAL EVENT P ERMIT
NOISE EXEMPTION
PARADE/RUN/ BLOCK PARTY
APPLICATION

125 Pine Cone Road North
SARTELL, MN 56377
PHONE: 320-253-2171
www.sartellmn.com

Sartell

SE 04-18

DATE RECEIVED 3-21-18

PLEASE CHECK ALL THE APPROPRIATE BOXES AND FEES FOR YOUR EVENT:

___ Block Party/Parking Lot Utilization - $20
X Street Closure - $40 — Pinecone 7th - 35th
X Parade/Race on Street - $50
___ Noise Exemption - $50
___ Liquor at Event - $25

Council approval is required; therefore, you must apply for this Permit at least three (3) weeks prior to the date of your event. For a special event where liquor will be present you must also attach an amended liquor liability certificate indicating the outside area is also covered by liquor liability insurance.

City of Sartell Ordinance 4-6-4 prohibits any person in the City in a public or private place from making, causing to be made or allowing the making of any noise between the hours of 11:00 pm and 7:00 am which emanates of a sufficient volume so as to disturb the peace, quite or repose of another person. The undersigned is/are desirous of obtaining the exemption under this ordinance(s) for the purposes of conducting the event described below. All noise exemption requests shall be reviewed by the City Council.

PLEASE PRINT ALL INFORMATION REQUESTED ON THIS APPLICATION

SPONSORING ORGANIZATION: Sartell Apple Duathlon

APPLICANT (PERSON IN CHARGE) Julia Krengel

PHONE 320-492-0811 FAX _____ EMAIL julia@theperfectfitmn.com

ADDRESS 331 4th Ave S

CITY Sartell STATE MN ZIP 56377

EVENT INFORMATION

ADDRESS WHERE EVENT WILL BE HELD Sartell Middle School

DATE OF EVENT ~~May 25-26~~ Kids Race May 25 - 5:50pm - 8pm Adult Races May 26 START TIME 8:30 am END TIME 11:30 am

NATURE OF EVENT Duathlon Races
(graduation, wedding, block party, run, etc.)

Kids / Short Course – .2mi RUN, 2.65 mi Bike, .5mi Run
Long Course – .5mi RUN, 4.5 mi Bike, .5 mi RUN
Adult Apple – 3.2 mi RUN, 21 Mi Bike, 3.2 Mi RUN – ~250 participants
Adult Apple Sprint – 3.2mi Run, 9mi Bike, Sprint to finish line – 50 participants

PROVIDE DETAILS (SUCH AS LENGTH, TYPE OF UNITS, NUMBER OF RUNNERS_____

IF A PARADE OR RUN, PROVIDE THE ROUTE (ATTACH MAP) _____

NUMBER IN ATTENDANCE 350

WILL AMPLIFIED MUSIC, EITHER LIVE OR RECORDED BE PLAYED? [X] YES [ ] NO

WILL EITHER INTOXICATING OR 3.2% ALCOHOLIC BEVERAGES BE SERVED? [ ] YES [X] NO

WILL BEER BE SERVED FROM A KEG? [ ] YES [X] NO

WHAT TYPE OF CUP/CONTAINER WILL BE USED? N/A

WHAT TYPE OF BARRIER WILL BE USED TO KEEP GUESTS OFF OF NEIGHBORING PROPERTIES? (**PLEASE PROVIDE SITE PLAN**)

HAVE YOU CONTACTED ALL RESIDENTS OR BUSINESSES LIVING WITHIN 100 FEET OF THE EVENT SITE? [X] YES [ ] NO

WHAT ARE YOUR PLANS FOR INSURING ADEQUATE PARKING NEEDS?

IF THE EVENT WARRANTS, WHAT IS YOUR SECURITY PLAN?

Police on Site

NOTICE:

a. **No fee may be charged to attend any event where alcoholic beverages are served without a liquor license first having been obtained.**
b. **You are required to provide all neighbors living within 100 feet of the event site written notice of the location, date and time that the event will be held.**
c. **At least one applicant must be present at all times during this event.**

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

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

Julia Krengel 3-21-18

Signature of Applicant Date

Signature of Owner (s) Date

Nate Keller

From: Julia Krengel <julia@theperfectfitmn.com>
Sent: Wednesday, March 21, 2018 12:24 PM
To: Nate Keller
Subject: Apple Duathlon

Good morning, Nate,

It's about that time again--Apple Duathlon time!! I've met with the police and we all agree that PineCone should be closed again this year--from 7th to 35th. Would you put this on the agenda for the next council meeting? I will get the form and payment to you.

We have added one more race: The Sprint Duathlon. It is a 3.2 mile run (same course at the original race) with a 9 mile bike (map attached--it's half of the original course) and a 100 meter sprint from the middle school transition to the finish line. We added this to encourage more community participation. This shouldn't disrupt the flow of traffic anymore than any other race, but please let me know if you have any questions or if you would like me to come to your office to discuss this.

Original course maps: http://appleduathlon.org/race/course/

Sprint course maps: http://appleduathlon.org/race/sprint/

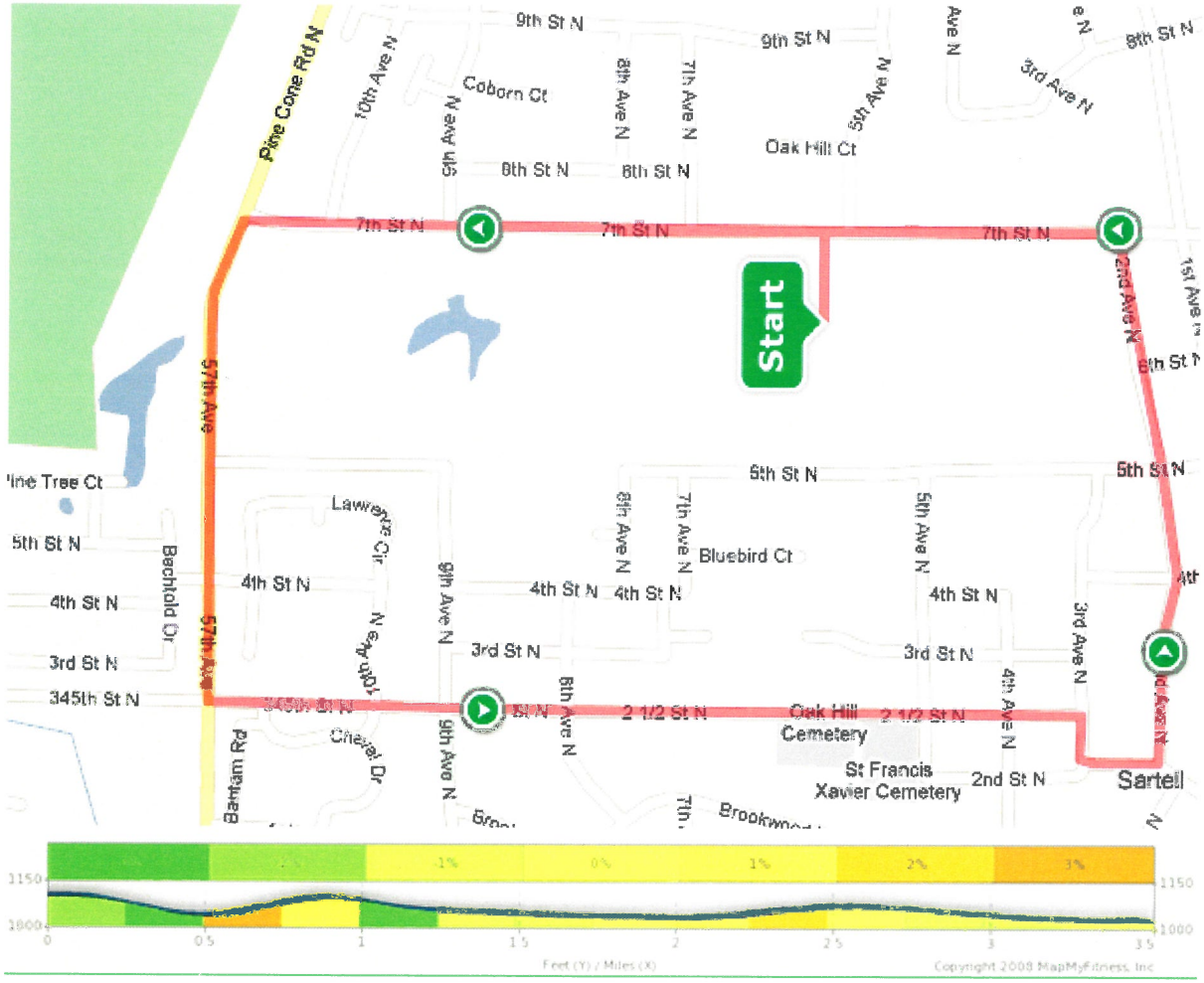
Thanks so much for your continued support of our race. We appreciate it very much!

--
Julia Krengel, CPT
Owner
The Perfect Fit, LLC
320-828-7788

For our Sprint course > Go Here

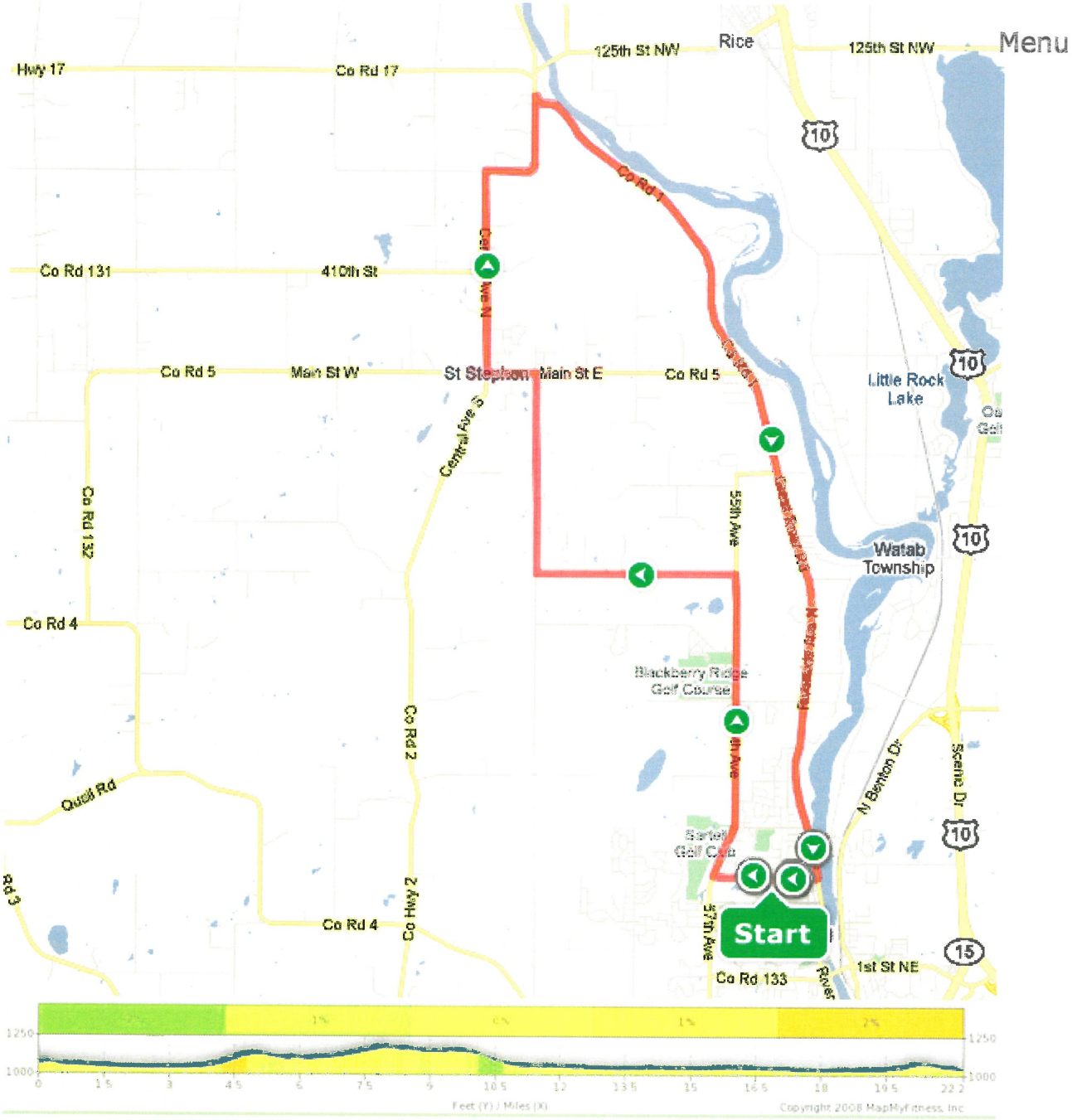
Run

The run is a 5k route that starts and finishes at the Sartell Middle School.



Bike

The race is a 33k route that starts and finishes at the Sartell Middle School.



Printable Maps

- Run Course
- Transition Area
- Bike Course

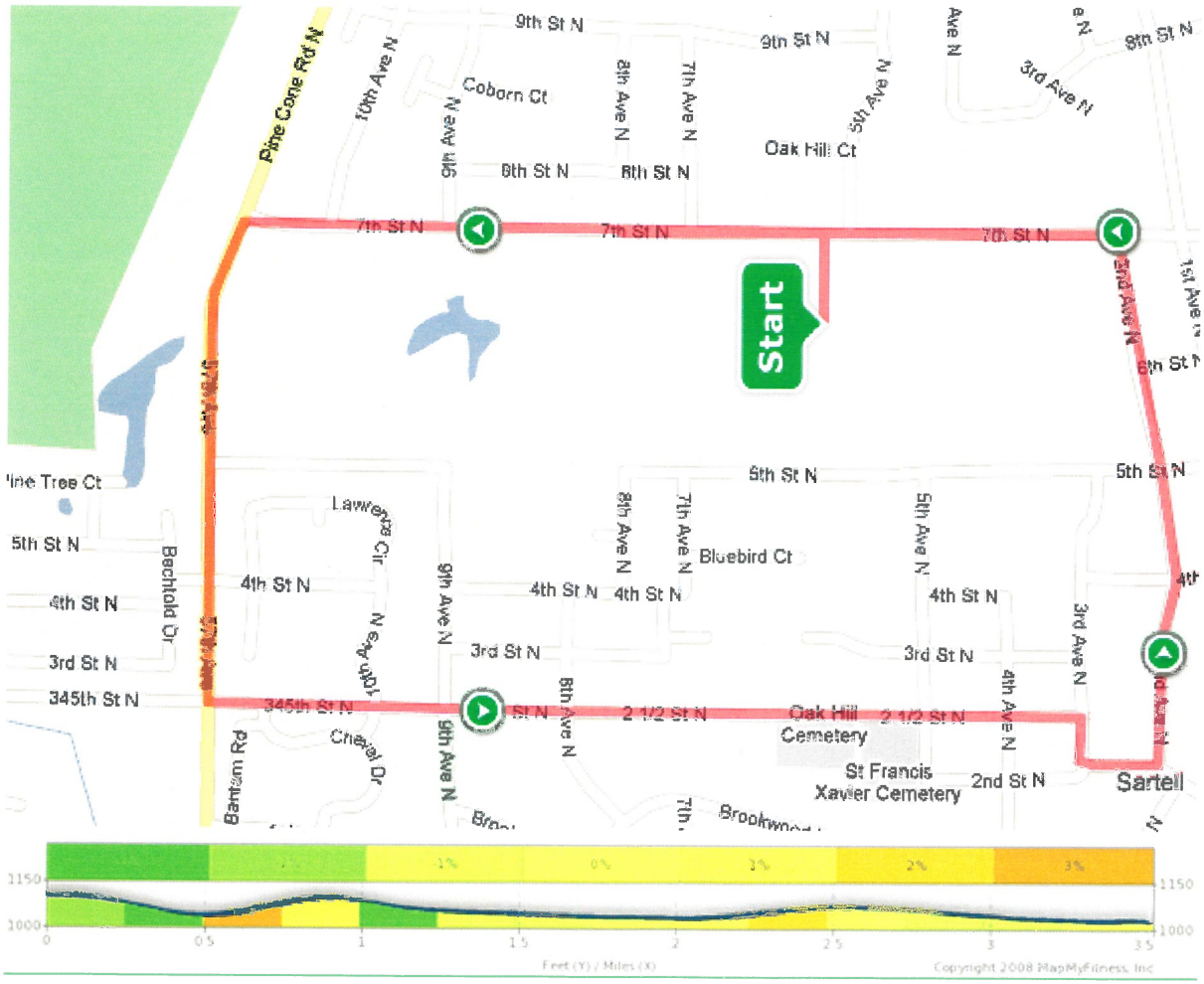
Details

We are happy to add a fun new race to our event in 2018. It is a sprint race which consists of a 5K run followed by a 15.5K Bike with a quick dash to the finish line. The bike is about half as long as the full course and does not include the 2nd run.

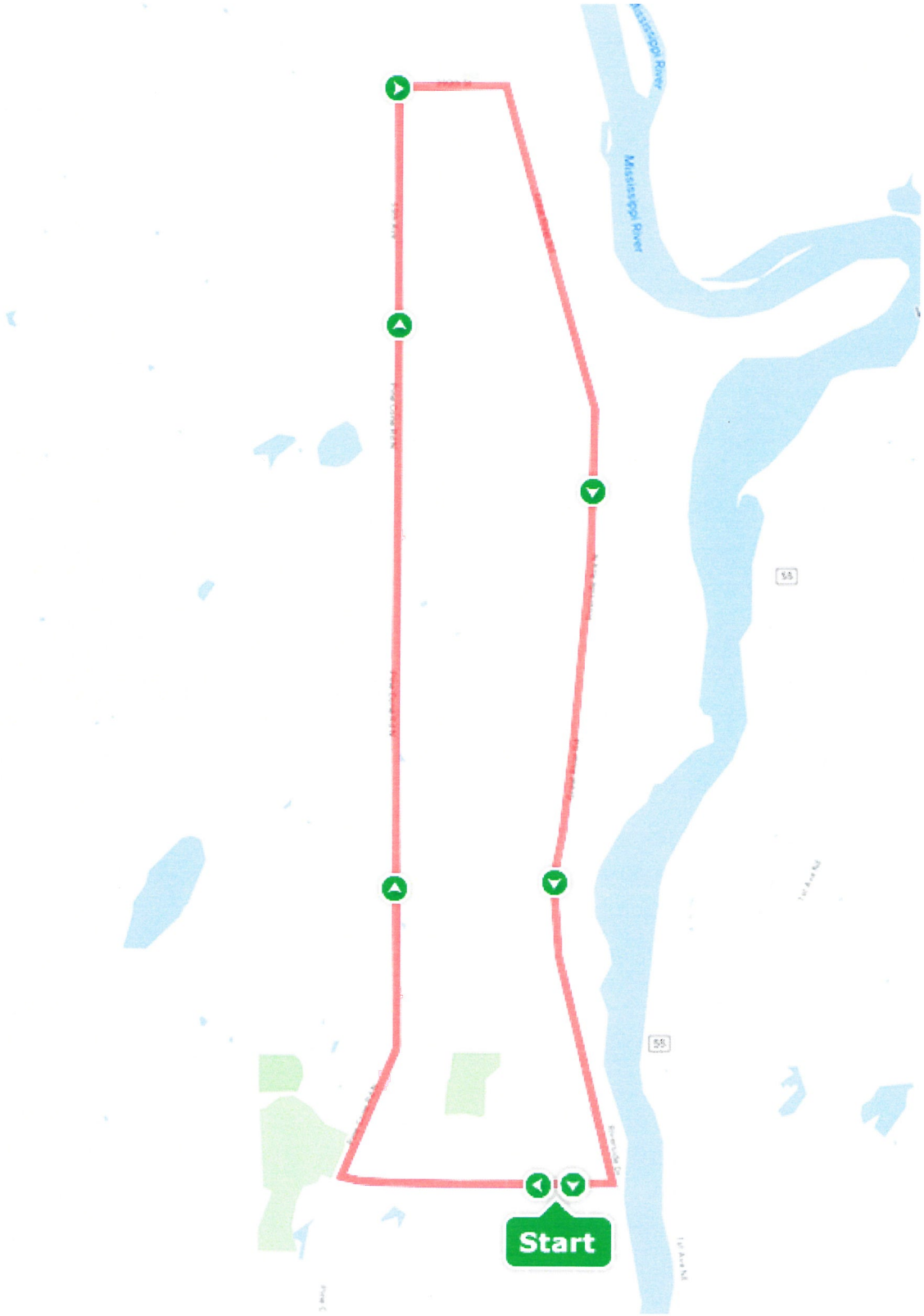
This is a great opportunity to give multi-sport racing a try or to be a part of the Apple Du in a less competitive way. We're very excited about this race and hope to bring new people to our event with it. Please let your family and friends know about this one. The race is open to ages 14 and up.

Run

The run is a 5k route that starts and finishes at the Sartell Middle School.



The bike is a 15.5K route that starts and finishes at the Sartell Middle School.



SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Engineering**	Meeting Date: **April 9, 2018**	Agenda Item No. **6h**
Agenda Section: **Consent**	Item: **4th Avenue South – Change Order Approval**	

STAFF RECOMMENDATION: Staff recommends approval of Change Order Nos. 3 and 4.

PREVIOUS COUNCIL ACTION:

- At the December 12, 2016 meeting, Council approved a resolution Ordering Improvement and Authorizing Plan and Specifications.
- On March 13, 2017, Council approved SEH design proposal for revisions to the project.
- On May 8, 2017, Council approved plans and specifications and authorized advertisement (pending MnDOT plan approval).
- On July 31, 2017, Council awarded project to R. L. Larson Excavating, Inc.
- On November 13, 2017, Council approved Change Order No. 1 and Supplemental Agreement Nos. 2 and 3.
- On January 22, 2018, Council approved Change Order No. 2.

BACKGROUND: In order to complete construction, the change orders were prepared.

- Change Order No. 3: Due to the structural build requirements for Drainage Structure 1010 to accommodate an existing pipe connection, the structure design changed to DES 96-4020.
- Change Order No. 4: Sanitary manholes 6005 and 6003 are subject to deterioration due to sewer gases present in sewer system. Coating of two additional manholes is necessary to address the deterioration potential.

BUDGET/FISCAL IMPACT: There are no budget impacts – the project fund has sufficient proceeds to cover the change order costs summarized as:

- Change Order No. 3 a net increase of $5,450.00.
- Change Order No. 4 a net add of $9,112.50.

ATTACHMENTS: Change Order Nos. 3 and 4.

COUNCIL ACTION REQUESTED: Approval of consent agenda serves as approval of Change Order Nos. 3 and 4. If item is removed from consent, separate motion is requested approving Change Order Nos. 3 and 4.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

SP 220–117-004	Minn. Proj. No. STPF 7317(258)	**CO No. 3**
Project Location: From 50th Avenue / 4th Avenue South to 4th Street South		
Local Agency: City of Sartell		Local Project No. SARTE 141095
Contractor: R. L. Larson Excavating, Inc.		Contract No. 1028479
Address/City/State/Zip:125 Pinecone Road North, Sartell, MN 56377		
Total Change Order Amount $ 5,450.00		

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions:

The Engineer determined that due to the structural build requirements for Drainage Structure 1010 to accommodate an existing pipe connection, the structure design will need to be changed to a DES 96-4020.

Due to the design change, the Construct Drainage Structure Des 96-4020 bid item will be added to the project. Work will be paid for by negotiated price as shown in the Estimated costs.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

**Group/ Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Gr 1 (1)	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 96-4020	EACH	$5,450.00	1.00	$5,450.00
					Net Change this Change Order	$5,450.00

***Group/Funding category is required for Federal Aid projects*

Group 1 4th Avenue South, SP 220-117-004 OK MnDOT Estimating: 03/28/18

(1) New Price

April A Ryan

Approved by Project Engineer: _____ Date: 02/08/18

Print Name: April Ryan, PE (SEH) Phone: 320.229.4329

Approved by Contractor: _____ Date: 3/28/18

Print Name: Douglas Moen, VP (R. L. Larson Excavating, Inc.) Phone: 320.654.0709

Approved by Owner: _____ Date:

Print Name: Mary Degiovanni, Administrator (City of Sartell) Phone: 320.258.7309

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

DSAE Portion: **The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.**

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____

From: Doug Moen
To: 'April Ryan'
Subject: Sartell
Date: 01/17/2018 01:44 PM
Attachments: sartell coating.pdf

Please see attached invoice for the extra coating for the sanitary sewer manholes. Also, the cost for structure 1010 to be changed to a 96" structure is $5450.00. Sorry so late. Just got back from vacation. Call to discuss if you need to. Thanks Doug

Douglas Moen
Vice President

RL ARSON EXCAVATING, INC.

2255 12th Street SE
St. Cloud, MN 56304
(P) 320-654-0709
(F) 320-654-1021
Email: dnjm@uslink.net

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

SP 220–117-004	Minn. Proj. No. STPF 7317(258)	**CO No. 4**
Project Location: From 50th Avenue / 4th Avenue South to 4th Street South		
Local Agency: City of Sartell		Local Project No. SARTE 141095
Contractor: R. L. Larson Excavating, Inc.		Contract No. 1028479
Address/City/State/Zip:125 Pinecone Road North, Sartell, MN 56377		
Total Change Order Amount $ 9,112.50		

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions:

The Engineer determined during construction that sanitary manholes 6005 and 6003 are subject to deterioration due to sewer gases present in the sewer system. Coating these manholes is necessary to address the deterioration potential.

Due to the additional work and added cost to remobilize and provide protective coating for the two additional manholes, the Additional Manhole Coating bid item will be added to the project. Work will be paid for by negotiated price as shown in the Estimated costs.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

**Group/ Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Gr 1 (1)	2503.602	ADDITIONAL MANHOLE COATING	LUMP SUM	$9,112.50	1.00	$9,112.50
					Net Change this Change Order	$9,112.50

***Group/Funding category is required for Federal Aid projects*

Group 1 City Participation OK MnDOT Estimating: 03/28/18

(1) New Price

April A Ryan

Approved by Project Engineer: _____ Date: 02/08/18

Print Name: April Ryan, PE (SEH) Phone: 320.229.4329

Approved by Contractor: _____ Date: 3/28/18

Print Name: Douglas Moen, VP (R. L. Larson Excavating, Inc.) Phone: 320.654.0709

Approved by Owner: _____ Date:

Print Name: Mary Degiovanni, Administrator (City of Sartell) Phone: 320.258.7309

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____

INVOICE

Innovative Foundation Supportworks
Structural Solutions

1100 Holstein Drive NE
Pine City, MN 55063
Phone: 320-629-3990
Fax: 320-629-3950

INVOICE NO. 24907-2
DATE September 20, 2017
CUSTOMER ID 87250

TO Roseland Brothers
Craig Roseland
4th Ave S
Sartell, MN 56377
rosey666@att.net

SPECIALIST	JOB	PAYMENT TERMS	DUE DATE
Terri Koslowski	Rosie's Project	Due upon receipt	

ORIGINAL

EXTRAS

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
24.00	Coating of 1- 4' diameter manhole 24 VF (Billed previously Inv #24907-1)		~~Billed on Inv 24907-1~~
1.00	joint sealing complete-this was the 20% held off on inv #24907-1	Lump Sum	~~$1,296.00~~
14.50	Coating of 14.50 VF MH #1-additional work	$270.00	$3,915.00
2.75	Coating of 2.75 VF MH #2 additional work	$270.00	$742.50
3.50	Coating of 3.50 VF MH #3 additional work	$270.00	$945.00
13.00	Coating of 13.00 VF MH #4 additional work	$270.00	$3,510.00
			9112.50

Payment of this invoice is due within accordance of Standard Subcontractor Agreement Section A.1. There will be a service charge of 1-1/3% per month (16% annum) if your account is 30 or more days past due.

SUBTOTAL	$10,408.50
SALES TAX	
TOTAL	$10,408.50

Make all checks payable to Innovative Foundation Supportworks

THANK YOU FOR YOUR BUSINESS!

1100 Holstein Drive NE, Pine City, MN 55063

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration**	Meeting Date: **April 9, 2018**	Agenda Item No. **6i**
Agenda Section: **Consent**	Item: **Professional Service Agreements – Public Safety**	

RECOMMENDATION: Approve attached for architectural, construction management, engineering and site geotech evaluation services for public safety facility.

BACKGROUND: The Council has retained HMA/Wold and Strack Construction for your public safety facilities and requested that staff bring back contracts reflecting those approvals. In addition, the City needs engineering services and site soil testing services to assist with making property decisions and final facility design.

The architectural contract is at 6.3% so fee will be adjusted as target budget is finalized. This contract includes services of HMA, Wold Architecture, Larson Engineering (building structural engineering) and Wold Engineering (mechanical, electrical, plumbing and fire protection design).

With regard to the construction management contract, Council requested fee percentage reductions if the project cost increases and that has been accommodated with language in Article 11.3 of the Strack Contract where, in the event that the project budget increases they are providing a sliding scale fee which drops proposal rate of 4.2% down to 3.8% on the first million dollars over $9M, and then continues to drop .2% for each additional $1M.

BUDGET/FISCAL IMPACT: As planned, professional services will be included within the overall project budget which will be finally approved by Council when plans are further along in the process and cost estimates and options come back to Council.

ATTACHMENTS: Proposals and draft Agreements.

COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the professional services as presented. If item is removed from Consent, separate motion is requested approving all four agreements.

BRAUN INTERTEC
The Science You Build On.

Braun Intertec Corporation
3900 Roosevelt Road, Suite 113
Saint Cloud, MN 56301

Phone: 320.253.9940
Fax: 320.253.3054
Web: braunintertec.com

March 30, 2018 Proposal QTB075868

Ms. Mary Degiovanni
City of Sartell
125 Pine Cone Road North
Sartell, MN 56377

Re: Proposal for a Geotechnical Evaluation
Sartell Public Safety Building
Pinecone Road
Sartell, Minnesota

Dear Mary:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed public safety building and pavements at the referenced site.

Qualifications

Since our inception in 1957, we have grown into one of the largest employee owned engineering firms in the nation. With around 1,000 employee owners, retaining our firm gives you access to a diverse range of services and professionals you can consult with if the unforeseen occurs. The size of our company also allows us to respond quickly when schedule constraints occur.

Our office is located in St. Cloud, just a few miles from the site, minimizing travel times and trip expenses. This proximity also provides the opportunity to quickly mobilize to the site when unforeseen needs arise.

We have a history of completing projects within and for the City of Sartell including working with you on projects such as the new Sartell Community Center, Sartell High School and many roadway improvement projects. We believe that our past reputation and record of performance should be considered when evaluating this proposal.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and construction of the building, pavements and storm water features.

Scope of Services

The following tasks are proposed to help achieve the stated purpose. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

Environmental Well Notification

This proposal contains provisions for characterizing subsurface conditions to depths of 15 feet or deeper. Auger borings, cores and cone penetration test soundings advanced to such depths, whether instrumented for monitoring or not, are considered environmental wells by the Minnesota Department of Health (MDH), and need to be made known as such to the MDH *before they are completed*. This requires that applicable MDH notification forms be signed by the well owner, or representative/agent, and returned to us. *Braun Intertec cannot mobilize equipment and crews until an MDH notification form has been signed and submitted*. An MDH notification form is attached for this purpose.

Site Access, Staking and Utility Clearance

Drilling services will be performed by Braun Intertec Drilling, LLC, a subsidiary of Braun Intertec Corporation. Based on our review of the current site conditions, it appears that the site is accessible to a truck-mounted drill rig. Grading of navigable paths, and snow plowing are not included in our scope of services.

We assume SEH will stake the proposed boring locations and provide ground surface elevations. Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

As requested, we will drill 9 standard penetration test borings for the building, extending them to a depth of 25 feet each. We will drill 10 additional borings for pavement and storm water areas, extending them to a depth of 15 feet. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.

If groundwater is encountered in the boreholes, the depth where it is observed will be recorded on the boring logs.

If existing fill, organic materials or other structurally unfavorable soils are not penetrated above the intended boring termination depths, we will extend the borings to obtain at least 5 feet of penetration into more competent materials at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If deeper borings (or additional borings) are needed, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Borehole Abandonment

Minnesota Well Code requires that environmental wells that are 15 feet deep or deeper be sealed. Based on our proposed subsurface characterization depths, we will seal 225 linear feet of borings with grout and prepare associated sealing records which must also be submitted to the MDH.

Sealing with grout as directed by the MDH will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless otherwise directed, we intend to thin-spread the cuttings around the boreholes. If cuttings cannot be thin-spread, they will be containerized and left on site. Off-site disposal of the cuttings can be performed for an additional fee.

Over time, subsidence of borehole (core) backfill may occur, requiring surface grades to be re-leveled or bituminous or concrete patches to be replaced. Braun Intertec is not assuming responsibility for re-leveling or re-patching subsequent to initial backfilling and patching long term.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform 6 mechanical analyses (through a #200 sieve only).

Reporting

Data obtained from the borings and laboratory tests will be used to evaluate the subsurface profile and groundwater conditions, perform engineering analyses related to structure design and performance and prepare a report, including:

- A sketch showing project components, limits, and exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the site conditions that will impact structure design and performance, qualifying the nature of their impact, and outlining alternatives for mitigating their impact.
- Discussion regarding the reuse of on-site materials during construction and the impact of groundwater on construction.
- Recommendations for preparing structure subgrades, including excavation support, if applicable, and the selection, placement and compaction of excavation backfill and other structural fill.
- Recommendations for the design of spread footing foundations, grade-supported slabs, concrete and bituminous pavements (if applicable), and storm water infitration rates.

Only an electronic copy of our report will be submitted to you unless you request otherwise. At your request, the report can also be sent to additional project team members.

Cost

We will furnish the services described in this proposal for a lump sum fee of $6,120.

Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

Schedule

We anticipate the field exploration can begin within approximately one to two weeks of written authorization; the field exploration will take two days to complete. Sample classification, laboratory testing, engineering analyses and report preparation will likely take an additional two weeks. We will pass along results, however, as they are obtained and reviewed.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Steve Thayer at 320.980.3187 or sthayer@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION

Steve A. Thayer, PE
Associate Principal/Senior Engineer

Attachments:
MDH Notification Form
General Conditions (1/1/18)

c: Tim Gillet, HMA
Jon Halter, SEH

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Braun Intertec Corporation
3900 Roosevelt Road, Suite 113
Saint Cloud, MN 56301

Phone: 320.253.9940
Fax: 320.253.3054
Web: braunintertec.com

March 30, 2018 Proposal QTB075868

Ms. Mary Degiovanni
City of Sartell
125 Pine Cone Road North
Sartell, MN 56377

Re: Proposal for a Geotechnical Evaluation
Sartell Public Safety Building
Pinecone Road
Sartell, Minnesot

Dear Mary:

Please have the property owner, representative or agent complete the "Well Owner" section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: *This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site*.

WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS
Send notification form and payment (check, money order, or credit card information) to:
Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502.
ATTN: CASHIER
Well Management Section Fax Number: (651) 201-4599.

Minnesota Unique Well No. or W-series No. (Leave blank if not known) | **Minnesota Well and Boring Sealing No.** H

Card Type: ☐ Visa ☐ Mastercard ☐ Discover Exp. Date

Print Cardholder Name

☐ Well Sealing Notification (269)
Check Well Type:
☐ Water-Supply Well ☐ Monitoring Well ☐ Other

Check Box If:
☐ Well is Multiple Cased
☐ Larger than 8-inch Inside Diameter

Card Number | 3-Digit Security Code (Printed on back side of card.)

Authorized Signature

WELL LOCATION	County	Township Name	Township No.	Range No.	Section No.	Fraction (sm. → lg.) ¼ ¼ ¼		
	Well Location Address		City	State	Zip Code	Est. Depth	Casing Diameter	
WELL OWNER	Well Owner Name (Print)					Daytime Telephone Number ( )		
	Well Owner Street Address			City		State	Zip Code	
	Well Owner Signature					Date		
WELL CONTRACTOR	Well Contractor Company Name (Print) Braun Intertec Corporation		Certified Rep. Signature		Date	Company License No. 1323		

Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 103I, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.

General Conditions

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us*.

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances*.

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 ***Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.***

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 ***For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or $50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to $100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than $500, to compensate us for the greater risk undertaken.*** This increased fee is not the purchase of insurance.

6.5 ***You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.***

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible*.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

DRAFT

AIA® Document B132™ – 2009

Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition

AGREEMENT made as of the «First» day of «March» in the year «Two Thousand Eighteen»
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

«City of Sartell»«, Other»
«125 Pinecone Road
Sartell, MN 56377»
«Telephone Number: 320-258-7309»
« »

and the Architect:
(Name, legal status, address and other information)

«HMA Architects, LTD»«Subchapter S Corporation»
«700 W. St. Germain Street, Suite 200 »
«Telephone Number: 320-251-9155»
«Fax Number: 320-251-4919»

for the following Project:
(Name, location and detailed description)

«Sartell Public Safety Facility (SPSF)»
«Sartell, MN»
«The SPSF project will include the design and construction of a new combined police and fire department along with supporting common space»

The Construction Manager:
(Name, legal status, address and other information)

«Strack Construction»«, General Corporation»
«137 23rd Street South
Suite 200
Sartell, MN 56377»
«Telephone Number: 320-251-5933»
« »

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and C132™–2009, Standard Form of Agreement Between Owner and Construction Manager as Adviser. AIA Document A232™–2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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User Notes: (3B9ADA22)

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13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.
(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

§ 1.1.1 The Owner's program for the Project:
(Identify documentation or state the manner in which the program will be developed.)

«Police, fire and common spaces as determined by the programming process but anticipated to be between 50,000 and 60,000 SF.»

§ 1.1.2 The Project's physical characteristics:
(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

«Single story structure utilizing high quality building structure, materials and finishes.»

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

«$12M-$15M inclusive of A/E fees, CM fees, and other soft costs but not including land.»

§ 1.1.4 The Owner's anticipated design and construction schedule:

.1 Design phase milestone dates, if any:

«Programming and Schematic Design: May, 2018

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User Notes: (3B9ADA22)

Design Development: June, 2018
Construction Documents: November, 2018
Bidding: December, 2018
Construction Administration: Spring 2019»

.2 Commencement of construction:

«April 15, 2019»

.3 Substantial Completion date or milestone dates:

«April 15, 2020»

.4 Other:

« »

§ 1.1.5 The Owner intends to retain a Construction Manager adviser and:
(Note that, if Multiple Prime Contractors are used, the term "Contractor" as referred to throughout this Agreement will be as if plural in number.)

[«X»] One Contractor

[«»] Multiple Prime Contractors

[«»] Unknown at time of execution

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:
(List number and type of bid/procurement packages.)

«The project does not anticipate any accelerated or fast-track design or construction.»

§ 1.1.7 Other Project information:
~~*(Identify*~~ *(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)*

« »

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address and other information.)

«Mary Degiovanni, City Administrator»
«125 Pinecone Road
Sartell, MN 56377»
« »
« »
« »
« »

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address and other information.)

«SPSF Design Committee
City of Sartell City Staff
City of Sartell City Council
City of Sartell Building Department»

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User Notes: (3B9ADA22)

§ 1.1.10 The Owner will retain the following consultants:
(List name, legal status, address and other information.)

.1 Construction Manager: The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention:

«»

.2 Cost Consultant (if in addition to the Construction Manager):
(If a Cost Consultant is retained, appropriate references to the Cost Consultant should be inserted in Sections 3.2.6, 3.2.7, 3.3.2, 3.3.3, 3.4.5, 3.4.6, 5.4, 6.3, 6.3.1, 6.4 and 11.6.)

« »« »
« »
« »
« »
« »

.3 Land Surveyor:

«SEH as retained directly by the Owner. »« »
« »
« »
« »
« »

.4 Geotechnical Engineer:

«To be retained by the Owner at later date. »« »
« »
« »
« »
« »

.5 Civil Engineer:

«SEH Engineers as retained directly by the Owner. Architect will coordinate work with Owner retained Civil Engineer. »« »
«Jon Halter »
«1200 25th Avenue South »
«St. Cloud, MN 56301 »
«320-229-4300 »

.6 Other consultants:
(List any other consultants retained by the Owner, such as a Project or Program Manager, or scheduling consultant.)

«Wold Architects and Engineers. Retained as consulting associate architect to assist in programming and schematic design.
Wold Mechanical and Electrical Engineers for mechanical and electrical engineering. »

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:
(List name, address and other information.)

«Murray A. Mack, AIA, LEED AP»
«700 W. St. Germain Street, Suite 200 »
« »
« »

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User Notes: (3B9ADA22)

« »
« »

§ 1.1.12 The Architect will retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address and other information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

«Larson Engineering»«, General Corporation»
«Kesh Ramdular»
«3524 Labore Road
White Bear Lake, MN 55110-5100»
«Telephone Number: 651-481-9120»
« »

.2 Mechanical Engineer:

«Wold Architects and Engineers »«General Corporation »
«332 Minnesota Street »
«Suite W2000 »
«Saint Paul, MN 55101 »
«651-227-7773 »

.3 Electrical Engineer:

«Wold Architects and Engineers »« »
« »
« »
« »
« »

§ 1.1.12.2 Consultants retained under Additional Services:

«Audio, visual, communications, technology, security, landscape, food service, and any other consulting services not noted above. »

§ 1.1.13 Other Initial Information on which the Agreement is based:

« »

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in AIA Document C132™–2009, Standard Form of Agreement Between Owner and Construction Manager. The Architect shall not be responsible for actions taken by the Construction Manager.

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§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost.

§ 2.6.1 Comprehensive General Liability with policy limits of not less than« ~~($~~ One Million» ($1,000,000«») for each occurrence and in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Architect with policy limits of not less than« ~~($~~ One Million» ($1,000,000 «») combined single limit and aggregate for bodily injury and property damage.

§ 2.6.3 The Architect may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than« ~~($~~ One Hundred Thousan» ($100,000«»).

§ 2.6.5 Professional Liability covering the Architect's negligent acts, errors and omissions in its performance of professional services with policy limits of not less than« ~~($~~ Two Million» ($2,000,000 «») per claim and in the aggregate.

§ 2.6.6 The Architect shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner and the Construction Manager, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager and the Owner's other consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner, the Construction Manager, and the Owner's other consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit to the Owner and the Construction Manager a schedule of the Architect's services for inclusion in the Project schedule prepared by the Construction Manager. The schedule of the Architect's services shall include design milestone dates, anticipated dates when cost estimates or design reviews may occur, and allowances for periods of time required (1) for the Owner's review, (2) for the Construction Manager's review, (3) for the performance of the Owner's consultants, and (4) for approval of submissions by authorities having jurisdiction over the Project.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services.

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§ 3.1.5 Once the Owner and the Architect agree to the time limits established by the Project schedule, the Owner and the Architect shall not exceed them, except for reasonable cause.

§ 3.1.6 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made without the Architect's approval.

§ 3.1.7 The Architect shall, at appropriate times, in coordination with the Construction Manager, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.8 The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval and the Construction Manager's review. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

§ 3.2.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, identify agreed upon adjustments to the Project's size, quality or budget, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

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§ 3.2.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work pursuant to Section 5.4, the Architect shall prepare Design Development Documents for the Owner's approval and the Construction Manager's review. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.3.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval and the Construction Manager's review. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and the Construction Manager in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions); and (4) compile a project manual that includes the Conditions of the Contract for Construction and may include bidding requirements and sample forms.

§ 3.4.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

§ 3.4.5 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7 and request the Owner's approval of the Construction Documents.

§ 3.5 Bidding or Negotiation Phase Services

§ 3.5.1 General

The Architect shall assist the Owner and Construction Manager in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner and Construction Manager in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness

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of bids or proposals; (3) determining the successful bid or proposal, if any; and (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner and Construction Manager in bidding the Project by

.1 facilitating the reproduction of Bidding Documents for distribution to prospective bidders,

.2 participating in a pre-bid conference for prospective bidders, and

.3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents in the form of addenda.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall consult with the Construction Manager and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements, and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner and Construction Manager in obtaining proposals by

.1 facilitating the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;

.2 participating in selection interviews with prospective contractors; and

.3 participating in negotiations with prospective contractors.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall consult with the Construction Manager and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232–2009, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Manager, or the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work

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completed, and report to the Owner and the Construction Manager (1) known deviations from the Contract Documents and from the most recent construction schedule, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and shall notify the Construction Manager about the rejection. Whenever the Architect considers it necessary or advisable, the Architect, upon written authorization from the Owner and notification to the Construction Manager, shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Construction Manager, Owner, or Contractor through the Construction Manager. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A232–2009, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify an application for payment not more frequently than monthly. Within seven days after the Architect receives an application for payment forwarded from the Construction Manager, the Architect shall review and certify the application as follows:

.1 Where there is only one Contractor responsible for performing the Work, the Architect shall review the Contractor's Application and Certificate for Payment that the Construction Manager has previously reviewed and certified. The Architect shall certify the amount due the Contractor and shall issue a Certificate for Payment in such amount.

.2 Where there are Multiple Prime Contractors responsible for performing different portions of the Project, the Architect shall review a Project Application and Project Certificate for Payment, with a Summary of Contractors' Applications for Payment, that the Construction Manager has previously prepared, reviewed and certified. The Architect shall certify the amounts due the Contractors and shall issue a Project Certificate for Payment in the total of such amounts.

§ 3.6.3.2 The Architect's certification for payment shall constitute a representation to the Owner, based on (1) the Architect's evaluation of the Work as provided in Section 3.6.2, (2) the data comprising the Contractor's Application for Payment or the data comprising the Project Application for Payment, and (3) the recommendation of the Construction Manager, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.3 The issuance of a Certificate for Payment or a Project Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

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§ 3.6.3.4 The Architect shall maintain a record of the applications and certificates for payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Construction Manager's Project submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals transmitted by the Construction Manager shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved Project submittal schedule, and after the Construction Manager reviews, approves and transmits the submittals, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review shop drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 After receipt of the Construction Manager's recommendations, and subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect, in consultation with the Construction Manager, shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals transmitted by the Construction Manager in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect shall review and sign, or take other appropriate action, on Change Orders and Construction Change Directives prepared by the Construction Manager for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such changes shall be effected by written order issued by the Architect through the Construction Manager.

§ 3.6.5.3 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect, assisted by the Construction Manager, shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion prepared by the Construction Manager; receive from the Construction Manager and review written warranties and related documents required by the Contract Documents and assembled by the Contractor; and, after receipt of a final Contractor's Application and Certificate for Payment or a final Project Application and Project Certificate for Payment from the Construction Manager, issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

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§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner and Construction Manager to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Construction Manager and Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete by the Construction Manager and Architect, and after certification by the Construction Manager and the Architect, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.
(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Services	Responsibility *(Architect, Owner* orNot Provided)	Location of Service Description *(Section 4.2 below or in an exhibit attached to this document and identified below)*
§ 4.1.1 Programming (B202™–2009)	«Included »	
§ 4.1.2 Multiple preliminary designs		
§ 4.1.3 Measured drawings		
§ 4.1.4 Existing facilities surveys		
§ 4.1.5 Site evaluation and planning (B203™–2007)		
§ 4.1.6 Building information modeling (E202™–2008)	-Included	
§ 4.1.7 Civil engineering		
§ 4.1.8 Landscape design		
§ 4.1.9 Architectural interior design (B252™–2007)	-Included	
§ 4.1.10 Value analysis (B204™–2007)		
§ 4.1.11 Detailed cost estimating		
§ 4.1.12 On-site project representation (B207™–2008)		
§ 4.1.13 Conformed construction documents		
§ 4.1.14 As-designed record drawings		
§ 4.1.15 As-constructed record drawings		
§ 4.1.16 Post occupancy evaluation		
§ 4.1.17 Facility support services (B210™–2007)		
§ 4.1.18 Tenant-related services		
§ 4.1.19 Coordination of Owner's consultants		
§ 4.1.20 Telecommunications/data design		
§ 4.1.21 Security evaluation and planning (B206™–2007)		
§ 4.1.22 Commissioning (B211™–2007)		
§ 4.1.23 Extensive environmentally responsible design		
§ 4.1.24 LEED® certification (B214™–2012)		
§ 4.1.25 Historic preservation (B205™–2007)		
§ 4.1.26 Furniture, furnishings, and equipment design (B253™–2007)		

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§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

« »

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

.1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, building systems, the Owner's schedule or budget for Cost of the Work, constructability considerations, procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;

.2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes or equipment;

.3 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;

.4 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;

.5 Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner, Construction Manager or the Owner's other consultants or contractors;

.6 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;

.7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;

.8 Preparation for, and attendance at, a public presentation, meeting or hearing;

.9 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;

.10 Evaluation of the qualifications of bidders or persons providing proposals;

.11 Consultation concerning replacement of Work resulting from fire or other cause during construction; or

.12 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

.1 Reviewing a Contractor's submittal out of sequence from the initial Project submittal schedule agreed to by the Architect;

.2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

.3 Preparing Change Orders, and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;

.4 Evaluating an extensive number of Claims as the Initial Decision Maker;

.5 Evaluating substitutions proposed by the Owner, Construction Manager or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or

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.6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

.1 «Two» («2») reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor

.2 «Twenty-Four» («24») visits to the site by the Architect over the duration of the Project during construction

.3 «One» («1») inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

.4 «One» («1») inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within «Thirty-Six» («36») months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties and responsibilities as described in AIA Document C132–2009, Standard Form of Agreement Between Owner and Construction Manager. The Owner shall provide the Architect a copy of the executed agreement between the Owner and the Construction Manager, and any further modifications to the agreement.

§ 5.3 The Owner shall furnish the services of a Construction Manager that shall be responsible for creating the overall Project schedule. The Owner shall adjust the Project schedule, if necessary, as the Project proceeds.

§ 5.4 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. The Owner shall furnish the services of a Construction Manager that shall be responsible for preparing all estimates of the Cost of the Work. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect and the Construction Manager. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 5.4.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.6 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements

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and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance and other liability insurance as appropriate to the services provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor through the Construction Manager, and shall contemporaneously provide the same communications to the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager and Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.4 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates. The Architect may review the Construction Manager's estimates solely

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for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work cooperatively to conform the cost estimates to one another.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

.1 give written approval of an increase in the budget for the Cost of the Work;

.2 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or

.3 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.2, the Architect, without additional compensation, shall incorporate the required modifications in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility as a Basic Service under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by subsequent cost estimates that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Construction Manager, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of

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action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232–2009, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the Construction Manager, contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's duty to indemnify the Owner under this provision shall be limited to the available proceeds of insurance coverage.

§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

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(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[«»] Arbitration pursuant to Section 8.3 of this Agreement

[«X»] Litigation in a court of competent jurisdiction

[«»] Other: *(Specify)*

«»

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement, unless the parties mutually agree otherwise. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common issues of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of fact or law whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

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§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232–2009, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific

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information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

«SD and DD Phases will be based on a 6.3% fee of an estimated $13.4 million construction value. The CD, Bidding and CA phases will be based on a 6.3% fee of the estimated actual budget including contingencies. The overall fees will be broken out by percentage according to the chart in Article 11.5»

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

As determined by hourly rates or agreed upon fixed fee. See following rate schedule.

ARCHITECTURAL / ENGINEERING HOURLY FEE SCHEDULE					
HMA / WOLD ARCHITECTS		STRUCTURAL ENGINEERS		WOLD MECH. / ELEC. ENGINEERS	
POSITION	$/HR	POSITION	$/HR	POSITION	$/HR
PRINCIPALS	$210	PRINCIPALS	$210	PRINCIPALS	$210
PROJECT ARCHITECTS	$180	REGISTERED ENGINEERS	$180	LEAD MECHANICAL ENG.	$180
PROJECT MANAGER	$180	SENIOR DESIGNERS	$170	SENIOR DESIGNERS	$150
ARCHITECTURAL STAFF	$100	TECHNICAL STAFF	$85	TECHNICAL STAFF	$100
TECHNICAL STAFF	$75	CLERICAL	$60	CLERICAL	$75
CLERICAL	$75				

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

«As determined by hourly rates or agreed upon fixed fee. See above.»

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus «» percent («10.00» %), or as otherwise stated below:

«»

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	«Fifteen»	percent (	«15.00»	%)
Design Development Phase	«Twenty»	percent (	«20.00»	%)
Construction Documents Phase	«Forty»	percent (	«40.00»	%)
Bidding or Negotiation Phase	«Five»	percent (	«5.00»	%)
Construction Phase	«Twenty»	percent (	«20.00»	%)
« »				
Total Basic Compensation	one hundred	percent (	100	%)

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The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work prepared by the Construction Manager for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

«See attached hourly fee schedule. »

Employee or Category	Rate ($0.00)
«»	

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, standard form documents;
.5 Postage, handling and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
.8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
.9 All taxes levied on professional services and on reimbursable expenses;
.10 Site office expenses; and
.11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus «ten» percent («10» %) of the expenses incurred.

§ 11.9 Compensation for Use of Architect's Instruments of Service

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

«N/A»

§ 11.10 Payments to the Architect

§ 11.10.1 An initial payment of «Twnenty Five Thousand» ($ «25,000») shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid «Thirty» («30») days

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after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

«Prevailing» % « »

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

« »

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document B132™–2009, Standard Form Agreement Between Owner and Architect, Construction Manager as Adviser Edition

.2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:

«»

.3 AIA Document E202™–2008, Building Information Modeling Protocol Exhibit, if completed, or the following:

«»

.4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

« »

This Agreement is entered into as of the day and year first written above.

« »	« »
OWNER *(Signature)*	ARCHITECT *(Signature)*
«Mary Degiovanni»«City Administrator»	«Murray A. Mack, AIA, LEED AP»«President»
(Printed name and title)	*(Printed name and title)*

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AIA® Document C132™ – 2009

Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the 15th day of February in the year 2018
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Sartell
125 Pinecone Road North
Sartell, MN 56377

and the Construction Manager:
(Name, legal status, address and other information)

Strack Construction Company, Inc.
Box 668 (Mailing)
St. Cloud, MN
137 23rd Street South #200, Sartell, MN 56377 (Physical)

for the following Project:
(Name, location and detailed description)

New Sartell Public Safety Facility
Location TBD

The Architect:
(Name, legal status, address and other information)

HMA/Wold Architects
700 West St. Germain St #200
St. Cloud, MN 56301

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132™–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. ^AIA Document A232™–2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

City of Sartell Public Safety Facility RFP

§ 1.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

§ 1.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

$9,000,000.00

§ 1.1.4 The Owner's anticipated design and construction schedule:

.1 Design phase milestone dates, if any:

TBD

.2 Commencement of construction:

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TBD

.3 Substantial Completion date or milestone dates:

TBD

.4 Other:

§ 1.1.5 The Owner intends the following procurement method for the Project:
(Identify method such as competitive bid, negotiated Contract or multiple Prime Contracts.)

Project will be competitively bid utilizing City required public notice criteria for contracts over the amount as determined by the City & Construction Manager.

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:
(List number and type of bid/procurement packages.)

§ 1.1.7 Other Project information:
(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address and other information.)

Mary Degiovanni, City Administrator

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address and other information.)

§ 1.1.10 Unless provided by the Construction Manager, the Owner will retain the following consultants and contractors:
(List name, legal status, address and other information.)

.1 Land Surveyor:

.2 Geotechnical Engineer:

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.3 Civil Engineer:

Through HMA/Wold

.4 Other:
(List any other consultants retained by the Owner, such as a Project or Program Manager, or construction contractor.)

§ 1.1.11 The Construction Manager identifies the following representative in accordance with Section 2.4:
(List name, address and other information.)

Robert Strack

§ 1.1.12 The Construction Manager's staffing plan as required under Section 3.3.2 shall include:
(List any specific requirements and personnel to be included in the staffing plan, if known.)

As denoted in the CM proposal, Robert Strack, John Nack, Tim Olinger, Colleen Telste & Chuck Serbus

§ 1.1.13 The Construction Manager's consultants retained under Basic Services, if any:

.1 Cost Estimator:
(List name, legal status, address and other information.)

.2 Other consultants:

§ 1.1.14 The Construction Manager's consultants retained under Additional Services:

§ 1.1.15 Other Initial Information on which the Agreement is based:

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§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the schedules, the Construction Manager's services and the Construction Manager's compensation.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

§ 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in AIA Document B132™–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Construction Manager shall not be responsible for actions taken by the Architect.

§ 2.4 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.6 The Construction Manager shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 2.6.1 Comprehensive General Liability with policy limits of not less than Two Million Dollars ($ 2,000,000.00) for each occurrence and in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Construction Manager with policy limits of not less than One Million Dollars ($ 1,000,000.00) combined single limit and aggregate for bodily injury and property damage.

§ 2.6.3 The Construction Manager may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than Five Hundred Thousand Dollars ($ 500,000.00).

(Paragraph deleted)

§ 2.6.6 The Construction Manager shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

§ 3.1 Definition

The Construction Manager's Basic Services consist of those described in Sections 3.2 and 3.3 and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of construction activities among the Multiple Prime Contractors.

§ 3.2 Preconstruction Phase

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§ 3.2.1 The Construction Manager shall review the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work, if multiple Contractors or fast-track construction will be used. The Construction Manager shall periodically update the Construction Management Plan over the course of the Project.

§ 3.2.4 Based on preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems and may also provide its own suggestions.

§ 3.2.5 The Construction Manager shall expeditiously review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 3.2.6 The Construction Manager shall prepare and periodically update the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect' s services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that could affect the Project's timely completion.

§ 3.2.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement. The Construction Manager shall include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in the estimates of the Cost of the Work. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall advise the Owner and Architect if it appears that the Cost of the Work may exceed the Owner's budget and make recommendations for corrective action.

§ 3.2.8 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever the Construction Manager determines that design details adversely affect constructability, cost or schedules.

§ 3.2.9 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.10 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.11 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual Contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts. If multiple Contracts are to be awarded, the Construction Manager shall review

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the Drawings and Specifications and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.

§ 3.2.12 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered well in advance of construction, and the occupancy requirements of the Owner.

§ 3.2.13 The Construction Manager shall expedite and coordinate the ordering and delivery of materials, including those that must be ordered well in advance of construction.

§ 3.2.14 The Construction Manager shall assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.

§ 3.2.15 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

§ 3.2.16 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and for quasi governmental authorities for inclusion in the Contract Documents.

§ 3.2.17 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.

§ 3.2.18 The Construction Manager shall submit the list of prospective bidders for the Architect's review and the Owner's approval.

§ 3.2.19 The Construction Manager shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager, with the assistance of the Architect, shall issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of bidding documents. The Construction Manager shall assist the Architect with regard to questions from bidders and with the issuance of addenda.

§ 3.2.20 The Construction Manager shall receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of Contracts or rejection of bids.

§ 3.2.21 The Construction Manager shall assist the Owner in preparing Construction Contracts and advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Multiple Prime Contractors.

§ 3.2.22 The Construction Manager shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various Multiple Prime Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.3 Construction Phase Administration of the Construction Contract

§ 3.3.1 Subject to Section 4.3, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.3.2 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.

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§ 3.3.3 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232–2009, those modifications shall not affect the Construction Manager's services under this Agreement unless the Owner and the Construction Manager amend this Agreement.

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Multiple Prime Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Multiple Prime Contractors in accordance with the latest approved Project schedule and the Contract Documents.

§ 3.3.5 Utilizing the construction schedules provided by the Multiple Prime Contractors, the Construction Manager shall update the Project schedule, incorporating the activities of the Owner, Architect, and Multiple Prime Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered well in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action, if any, to the Owner and Architect.

§ 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Multiple Prime Contractors.

§ 3.3.7 Utilizing information from the Multiple Prime Contractors, the Construction Manager shall schedule and coordinate the sequence of construction and assignment of space in areas where the Multiple Prime Contractors are performing Work, in accordance with the Contract Documents and the latest approved Project schedule.

§ 3.3.8 The Construction Manager shall schedule all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to the Owner and Architect.

§ 3.3.9 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Multiple Prime Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual and budgeted or estimated costs. If the Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Multiple Prime Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

.1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.

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.2 Where there are Multiple Prime Contractors responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor, (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment, (3) prepare a Project Application and Certificate for Payment, (4) certify the total amount the Construction Manager determines is due all Multiple Prime Contractors collectively, and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.

§ 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences for the Contractor's own Work, or procedures; (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.3.13 The Construction Manager shall review the safety programs developed by each of the Multiple Prime Contractors solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations to the Owner for any safety programs not included in the Work of the Multiple Prime Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractor, Multiple Prime Contractors, Subcontractors, agents or employees of the Contractors or Multiple Prime Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

§ 3.3.14 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute the acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.20.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.

§ 3.3.15 The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions, but shall not have control

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over or charge of, and shall not be responsible for, acts or omissions of the Contractor or Multiple Prime Contractors, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 3.3.16 The Construction Manager shall transmit to the Architect requests for interpretations and requests for information of the meaning and intent of the Drawings and Specifications with its written recommendation, and assist in the resolution of questions that may arise.

§ 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if they are accepted, prepare Change Orders and Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.3.1.7.

§ 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's separate contractors and vendors, governmental agencies, and all other participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval. The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples and other submittals from the Multiple Prime Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, other Multiple Prime Contractors, the Owner, or the Architect.

§ 3.3.20 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

§ 3.3.20.1 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

.1 Work completed for the period;
.2 Project schedule status;
.3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
.4 Request for information, Change Order, and Construction Change Directive status reports;
.5 Tests and inspection reports;
.6 Status report of nonconforming and rejected Work;
.7 Daily logs;
.8 Summary of all Multiple Prime Contractors' Applications for Payment;
.9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
.10 Cash-flow and forecast reports; and
.11 Any other items the Owner may require:

§ 3.3.20.2 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:

.1 Contractor's work force report;
.2 Equipment utilization report;
.3 Cost summary, comparing actual costs to updated cost estimates; and
.4 Any other items as the Owner may require:

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§ 3.3.21 Utilizing the documents provided by the Contractor, the Construction Manager shall maintain at the site one copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record all changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The Construction Manager shall make all such records available to the Architect and the Contractor, and upon completion of the Project, shall deliver them to the Owner.

§ 3.3.22 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.23 With the Architect and the Owner's maintenance personnel, the Construction Manager shall observe the Contractor's or Multiple Prime Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.24 When the Construction Manager considers each Contractor's Work or a designated portion thereof is substantially complete, the Construction Manager shall, jointly with the Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

§ 3.3.25 When the Work or designated portion thereof is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractor. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the Work of the Contractor or Multiple Prime Contractors and make recommendations to the Architect when Work is ready for final inspection. The Construction Manager shall assist the Architect in conducting final inspections.

§ 3.3.26 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractor or Multiple Prime Contractors: (1) certificates of insurance received from the Contractor or Multiple Prime Contractors; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractor under the Contract Documents, including warranties and similar submittals.

§ 3.3.27 The Construction Manager shall deliver all keys, manuals, record drawings and maintenance stocks to the Owner. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment or final Application for Payment and final Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.

§ 3.3.28 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Construction Manager, Architect, Contractor and Multiple Prime Contractors. Consent shall not be unreasonably withheld.

§ 3.3.29 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Construction Manager shall provide the listed Additional Services only if specifically designated in the table below as the Construction Manager's responsibility, and the Owner shall compensate the Construction Manager as provided in Section 11.2.

(Designate the Additional Services the Construction Manager shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

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Services	Responsibility (Construction Manager, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Measured drawings	NP	
§ 4.1.2 Architectural interior design (B252™–2007)	NP	
§ 4.1.3 Tenant-related services	NP	
§ 4.1.4 Commissioning (B211™–2007)	NP	
§ 4.1.5 LEED® certification (B214™–2012)	NP	
§ 4.1.6 Furniture, furnishings, and equipment design (B253™–2007)	NP	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating this Agreement. Except for services required due to the fault of the Construction Manager, any Additional Services provided in accordance with this Section 4.3 shall entitle the Construction Manager to compensation pursuant to Section 11.3.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Construction Manager shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Construction Manager shall not proceed to provide the following services until the Construction Manager receives the Owner's written authorization:

.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;

.2 Services necessitated by the enactment or revision of codes, laws or regulations or official interpretations after the date of this Agreement;

.3 Preparation of documentation for alternate bid or proposal requests proposed by the Owner;

.4 Preparation for, and attendance at, a public presentation, meeting or hearing;

.5 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto;

.6 Providing consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work;

.7 Assistance to the Initial Decision Maker, if other than the Architect; or

.8 Service as the Initial Decision Maker.

§ 4.3.2 To avoid delay in the Construction Phase, the Construction Manager shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Construction Manager, and the Owner shall have no further obligation to compensate the Construction Manager for those services:

.1 Services in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work when the Architect is serving as the Initial Decision Maker.

.2 To the extent the Construction Manager's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.

.3 Services required in an emergency to coordinate the activities of a Contractor or Multiple Prime Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.13.

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§ 4.3.3 If the services covered by this Agreement have not been completed within Thirty (30) months of the date of this Agreement, through no fault of the Construction Manager, extension of the Construction Manager's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including the Owner's program, other objectives, schedule, constraints and criteria, special equipment, systems, and site requirements. Within 15 days after receipt of a written request from the Construction Manager, the Owner shall furnish the requested information as necessary and relevant for the Construction Manager to evaluate, give notice of, or enforce any lien rights, if any.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 5.3 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B132–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and Architect, and any further modifications to the agreement.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager's services.

§ 5.6 Unless provided by the Construction Manager, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 Unless provided by the Construction Manager, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Construction Manager. Upon the Construction Manager's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance and other liability insurance as appropriate to the services provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

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§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Construction Manager and Architect if the Owner becomes aware of any fault or defect in Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or any fault or defect in the Construction Manager's services.

§ 5.12 The Owner reserves the right to perform construction and operations related to the Project with the Owner's own forces, and to award contracts in connection with the Project which are not part of the Construction Manager's responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager's ability to perform the Construction Manager's responsibilities under this Agreement. When performing construction or operations related to the Project, the Owner agrees to be subject to the same obligations and to have the same rights as the Contractors.

§ 5.13 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Construction Manager of any direct communications that may affect the Construction Manager's services.

§ 5.14 Before executing the Contract for Construction, the Owner shall coordinate the Construction Manager's duties and responsibilities set forth in the Contract for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.15 The Owner shall provide the Construction Manager access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Construction Manager access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2 and 6.4. Evaluations of the Owner's budget, preliminary estimates for the Cost of the Work and detailed estimates of the Cost of the Work prepared by the Construction Manager represent the Construction Manager's judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials or equipment, over Contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the budget proposed, established or approved by the Owner, or from any cost estimate or evaluation prepared by the Construction Manager.

§ 6.3 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work cooperatively to conform the cost estimates to one another.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.

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§ 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

.1 give written approval of an increase in the budget for the Cost of the Work;

.2 in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or

.3 implement any other mutually acceptable alternative.

ARTICLE 7 COPYRIGHTS AND LICENSES

The Construction Manager and the Construction Manager's consultants, if any, shall not own or claim a copyright in the Instruments of Service. The Construction Manager, the Construction Manager's consultants, if any, and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Construction Manager intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Construction Manager waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Construction Manager waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232–2009, General Conditions of the Contract for Construction. The Owner or the Construction Manager, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Construction Manager shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services under this Agreement. The Construction Manager's duty to indemnify the Owner under this provision shall be limited to the available proceeds of insurance coverage.

§ 8.1.4 The Construction Manager and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Construction Manager's services, the Construction Manager may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Construction Manager shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration

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proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Construction Manager do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 8.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Construction Manager grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Construction Manager under this Agreement.

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ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Construction Manager in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Construction Manager's option, cause for suspension of performance of services under this Agreement. If the Construction Manager elects to suspend services, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Construction Manager shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Construction Manager shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Construction Manager shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Construction Manager shall be compensated for expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Construction Manager, the Construction Manager may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Construction Manager, the Construction Manager shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses for the Construction Manager's services include expenses the Construction Manager has incurred as set forth below.

§ 9.7.1 In the event of termination for the Owner's convenience prior to commencement of construction, the Construction Manager shall be entitled to receive payment for services performed consisting of a pro-rated portion of the Preconstruction Phase fee as stipulated in Article 11. The pro-rated value shall be based on a projected 8 month period. If termination occurs within the first half of the 8 month period, the monthly value will have a 20% termination surcharge plus forfeiture of the initial contract deposit.

§ 9.7.2 In the event of termination for the Owner's convenience after commencement of construction, the Construction Manager shall be entitled to receive payment for services performed and costs incurred by reason of such termination, along with reasonable overhead and profit on services not completed during the Construction Phase.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232–2009, General Conditions of the Contract for Construction, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Construction Manager.

§ 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement

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without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution. If the Owner requests the Construction Manager to execute consents reasonably required to facilitate assignment to a lender, the Construction Manager shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Construction Manager for review at least 14 days prior to execution. The Construction Manager shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Construction Manager.

§ 10.6 Unless otherwise required in this Agreement, the Construction Manager shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Construction Manager in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project.

§ 10.8 If the Construction Manager or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Construction Manager's Basic Services described under Article 3, the Owner shall compensate the Construction Manager as follows:

§ 11.1.1 For Preconstruction Phase Services in Section 3.2:
(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

Sixty Thousand and 00/100 ($60,000.00)

§ 11.1.2 For Construction Phase Services in Section 3.3:
(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

Three Hundred Seventeen Thousand and 00/100 ($317,000.00)

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Construction Manager as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

To Be Negotiated

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Construction Manager as follows:
(Insert amount of, or basis for, compensation.)

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If the project budget increases from the $9M level that that CM's proposal was based on, the following sliding fee scale shall apply only to the increased amount and shall be applicable only to this project:
$ 9M-$10M 3.8%
$10M-$11M 3.6%
$11M-$12M.3.4%
+$12M-3.2%

§ 11.4 Compensation for Additional Services of the Construction Manager's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Construction Manager plus Zero percent (0 %), or as otherwise stated below:

§ 11.5 The hourly billing rates for services of the Construction Manager and the Construction Manager's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Construction Manager's and Construction Manager's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

To Be Negotiated if Requested

Employee or Category	Rate ($0.00)
As applicable	

§ 11.6 Compensation for Reimbursable Expenses
§ 11.6.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Construction Manager and the Construction Manager's consultants directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, standard form documents;
.5 Postage, handling and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Professional photography, and presentation materials requested by the Owner;
.8 Construction Manager's consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Construction Manager's consultants;
.9 All taxes levied on professional services and on reimbursable expenses;
.10 Site office expenses; and
.11 Other similar Project-related expenditures.

§ 11.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Construction Manager and the Construction Manager's consultants plus Zero percent (0 %) of the expenses incurred.

§ 11.7 Payments to the Construction Manager
§ 11.7.1 An initial payment of Five Thousand ($ 5,000.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.7.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.
(Insert rate of monthly or annual interest agreed upon.)

1 % One

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§ 11.7.3 The Owner shall not withhold amounts from the Construction Manager's compensation to impose a penalty or liquidated damages on the Construction Manager, or to offset sums requested by or paid to Contractors for the cost of changes in the Work unless the Construction Manager agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.7.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 13.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document C132™–2009, Standard Form Agreement Between Owner and Construction Manager as Adviser

.2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:

.3 AIA Document E202™–2008, Building Information Modeling Protocol Exhibit, if completed, or the following:

.4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

City of Sartell Public Safety Facility RFP Received 1.10.2018
Strack Professional Services Proposal Dated January 30, 2018

This Agreement is entered into as of the day and year first written above.

OWNER *(Signature)*	**CONSTRUCTION MANAGER** *(Signature)*
Sarah Jane Nicoll, Mayor	Robert S. Strack, CEO
(Printed name and title)	*(Printed name and title)*

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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 April 9, 2018 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Public Safety Facility – Site Design and Construction Services.**

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

Project Manager: Jon Halter, PE
Address: PO Box 1717
St. Cloud, MN 56302-1717
Telephone: 320.229.4344 email: jhalter@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Consultant's services will consist of site design of the proposed Public Safety Facility as a part of the project team that includes HMA, Wold Architects, and Strack Construction. The preliminary layouts of the site and building have been developed to the point that we have a general layout of the site to base our design off of.

Meetings:

As a part of the project team, SEH assumes attending the following meetings on an hourly basis.

- Bi-Weekly Core Planning Group Meetings (thru the end of August, 10 assumed).
- Preconstruction Meeting (one assumed at 2 hours).

Site Design includes:

- Sanitary sewer main extension from 6th Street South along the west side of Pinecone Road to serve the proposed facility.
- Sanitary sewer service thru the site.
- Water main service thru the site.
- Stormwater design
- Storm sewer outlet for the pond that will extend to the south on the west side of Pinecone Road.
- Right turn lane on Pinecone Road.
- Modifications to the existing median on Pinecone Road to accommodate proposed entrance locations for the site.
- Plan sheets that include the design and detail for:
    - Parking lot
    - Sidewalks
    - Grading
    - Drainage, storm sewer, and ponding
    - Site utilities (sewer, water main, storm sewer)
    - Flashing warning light system on Pinecone Road
    - SWPPP
- Site and utility construction estimate.
- Technical spec sections (provided to construction manager and architects).

Easement Exhibit:

There will likely be some easements needed from the property to the south of the proposed Public Safety Facility in order to construct the sanitary sewer and storm sewer on the west side of Pinecone Road. Consultant assumes services will include drafting the legal description and easement exhibit for one easement needed from the parcel to the south.

Construction Services:

Since the Client engaged a construction manager for this project, Consultant assumes construction services will be minimal. Consultant will provide construction services on an hourly basis, assumed to include the following:

- Shop drawing review.
- 120 hours of on-site inspection (assumes majority of site inspections will be provided by construction manager).
- Construction staking for parking lot, site utilities, and site grading.
- Record drawings for site improvements.

Additional Services:

Services from Consultant not listed above, if required or requested, can be provided to the Client at normal hourly rates.

Assumptions:

- Permits paid for by the Client.

Not Included:

- Undergrounding of overhead power lines.
- Geotechnical designs or reviews related to building construction.
- Structural design or reviews related to building construction.
- Site lighting (assumed by others).
- Staking of building corners (assumed by contractor).
- Meeting with property owners to acquire easements. This could be provided as an additional service if requested by the Client.
- Bidding.
- Testing services.
- Wetland permitting, as it is assumed no wetlands will be impacted.
- Landscaping plan by others.

Payment:

Meetings	$4,800	Hourly including expenses and equipment.
Site Design	$34,800	Lump Sum including expenses and equipment.
Easement Exhibit	$1,050	Hourly including expenses and equipment.
Construction Services	$25,000	Hourly including expenses and equipment.
Total	$65,650	

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and Exhibit A-2.

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

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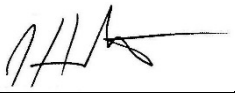
Short Elliott Hendrickson Inc.	City of Sartell, Minnesota
By: 	By: _____
Jon Halter, PE	
Title: City Engineer	Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Sartell, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 9, 2018

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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Exhibit A-2
to Supplemental Letter Agreement
Between City of Sartell, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 9, 2018

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

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

A. Lump Sum Basis Option

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

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

B. Expenses Not Included in the Lump Sum

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

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

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

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SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Police Department**	Meeting Date: **April 9, 2018**	Agenda Item No. **6j**
Agenda Section: **Consent**	Item: **Appointment of Officers**	

RECOMMENDATION: Approval of Appointment of Community Service Officer and Patrol Officer, subject to final pre-employment screening.

PREVIOUS COUNCIL ACTION: Approval was given to fill these positions within the police department's operating budget.

BACKGROUND: PD has completed their selection process for two budgeted positions and seeks Council approval to finalize the hires, subject to final pre-employment screening being completed. Start dates for each position will be selected by the Chief, and starting wages will be at the first step on union scale for CSO and lateral hire calculation for police officer per union scale.

BUDGET/FISCAL IMPACT: None- these are budgeted positions.

ATTACHMENTS: None

COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of PD's recommended appointments, subject to completion of all pre-employment screening and with start date in Chief's discretion. If item is removed from Consent, separate motion is requested approving appointments.

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration/Finance**	Meeting Date: **April 9, 2018**	Agenda Item No. **6k**
Agenda Section: **Consent**	Item: **Approving Resolution Designating Polling Places for 2018 Primary and General Election**	

RECOMMENDATION: Adoption of the attached Resolution.

BACKGROUND: The 2017 Legislative Session yielded a number of changes that affect city governments. One of the changes that passed into law was the requirement for the governing body of each municipality to designate, by resolution or ordinance, the polling place for each election precinct. The polling places designated would be in effect for the calendar year unless a change is made.

Staff has a recommended resolution attached which identifies the polling places for the 2018 primary and general elections. The polling places are at the same locations that they have been in previous years.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS: Recommended Resolution.

COUNCIL ACTION REQUESTED: Consent agenda approval serves as adoption of the attached Resolution. If this item is removed from consent, a separate motion is recommended to approve the attached Resolution.

City of Sartell

A RESOLUTION DESIGNATING POLLING PLACES FOR THE 2018 STATE PRIMARY AND STATE GENERAL ELECTION

RESOLUTION NO. _____

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling laces becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

WHEREAS, the state primary is August 14, 2018, and the state general election is November 6, 2018.

NOW, THEREFORE BE IT IS RESOLVED, that the Sartell City Council hereby designates the following polling places for elections conducted in the city in 2018:

PRECINCT 1 – Sartell Public Utilities Building, 230 4th Avenue S

PRECINCT 2 – Country Manor Campus, 520 1st Street NE

PRECINCT 3 – Messiah Lutheran Church, 320 4th Avenue N

PRECINCT 4 – Sartell City Hall, 125 Pinecone Road N

PRECINCT 5 – Sartell Middle School, 627 3rd Avenue N

PRECINCT 6 – Sartell Middle School, 627 3rd Avenue N

PRECINCT 7 – Celebration Lutheran Church, 1500 Pinecone Road N

AND BE IT FURTHER RESOLVED, that the Finance Director or City Administrator is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the Finance Director or City Administrator is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FUERTHER RESOLVED, that the Finance Director or City Administrator is directed to send a copy of this resolution and any subsequent polling place designations to the Stearns County Elections Office and the Benton County Elections Office.

Adopted by the Council of the City of Sartell, Minnesota this 9th day of April, 2018.

_____
Sarah Jane Nicoll, Mayor

ATTEST:

_____
Mary Degiovanni, City Administrator

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration**	Meeting Date: **April 9, 2018**	Agenda Item No. **6l**
Agenda Section: **Consent**	Item: **Approve Renewal of On-Sale 3.2% Liquor License**	

STAFF RECOMMENDATION: Approval contingent upon successful completion of background check and proof of liquor liability insurance.

BOARD/COMMISSION/OTHER RECOMMENDATION: None needed

PREVIOUS COUNCIL ACTION: None

BACKGROUND: During 2017 the City Council approved an on-sale 3.2% liquor license, and Sunday liquor license for ProFields LLC to sell malt liquor at Champion Field, 710 12th Street North, during ball games only. The licensing period is April 15, 2018 to September 1, 2018. Mr. Deyak has submitted the required renewal form, license fee, and proof of workers compensation insurance to the City. Certificate of liquor liability insurance will be submitted prior to submission to the Minnesota Alcohol and Gambling Enforcement Division.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS: None

COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the application, contingent upon successful completion of background check and proof of liquor liability insurance. If the item is removed from Consent, a separate motion is requested to approve the 2018 3.2% On-Sale Liquor License renewal.

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration**	Meeting Date: **April 9, 2018**	Agenda Item No. **8a**
Agenda Section: **Old Business**	Item: **Watab Park**	

RECOMMENDATION: Direction to staff on Watab Park improvements.

BACKGROUND: The Council has approved proceeding with the new Watab Park shelter in the 2018 construction season and those bids have been awarded and that project will proceed as planned this Spring. Council also approved a grant application for other improvements at Watab Park – pool upgrades, new poolhouse, court resurfacing with VersaCourt and new playground equipment. Attached are the cost estimates used in our grant application, and we will hear back on the results of that application in June and then a grant contract is anticipated for Sept/Oct of 2018.

Staff is seeking Council input on how the Council prioritizes these improvements and the timing for them. We would like Council input on whether there are any components you would prioritize even without grant funding. That may lead to proceeding with some consultant designs now depending on Council discussion and direction.

BUDGET/FISCAL IMPACT: No general fund impacts. Planned funding source would be the sales tax project fund if/when Council moves forward.

ATTACHMENTS: Preliminary cost estimates from grant submittal.

COUNCIL ACTION REQUESTED: Council discussion and direction to staff.

COST BREAKDOWN – ESTIMATED BUDGET

Facility (e.g. picnic area, campground)	Description (linear feet, dimensions, material used, number of components, etc.)	Estimated Cost	Expected Completion Date
Playground Area	**Replace existing worn out playground structures with brand new playground features. Approximate playground area is 7,675 square feet. New playground area will include: new playground, along with new free-standing play features. (see preliminary design options on Playground Plan page. Final option will be decided by Community vote by residents). Engineered wood fiber surface will be used for surfacing needs (versus existing sand surface).**	**$100,000** (playground area + wood fiber surfacing)	September2018/April 2019
Wading pool	**Rehabilitation work on existing wading pool including surfacing, utilities, drains, filters, pumps, gutter/grating, zero depth entry; replace existing wading pool restroom facility with new restroom facility**	**$70,000** (for wading pool improvements) **$76,800** (for new restroom facility)	September 2018/April 2019
Tennis Courts	**Resurfacing of tennis courts with Versa Court surfacing. Tennis court area is approximately 88' by 98'.**	**$35,000**	September2018/April 2019
Total		**$281,800 total** **City Match= $140,900** **Grant request = $140,900**	

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration/Finance**	Meeting Date: **April 9, 2018**	Agenda Item No. **8b**
Agenda Section: **Old Business**	Item: **Calling for the Sale of Bonds**	

RECOMMENDATION: Adoption of attached Resolutions.

BACKGROUND: The Council has discussed bonding needs and held public hearings for input on your street and CIP projects. Staff and the city's financial consultants recommend calling for 2018 bond sales – one new issuance to be awarded at your May 14th regular meeting and two refunding bonds to be awarded at your June 11th meeting.

BUDGET/FISCAL IMPACT: The two refunding issuances are being called to reduce the City's costs based on lower interest rates to be attained on those issues. For the new money issuance, the public safety facility, fire truck, and street projects have been planned so far in advance that they are achieved with little impact on City tax rates. Depending on other spending decisions made by Council in annual operating budget, and depending on tax base growth, we still project tax rates in your financial management plan through 2025 not increasing more than about one and one-half percentage points above your current rate. As always, the Council reviews actual tax base growth and budgets in detail for final tax rate decisions on an annual basis.

The bond payments for fire truck and public safety facility are through tax levy, but we have timed them when other levies drop off for minimal tax impacts. The source for Pinecone Road North phase 2 is sales tax, and it fits within the transportation allocation approved by voters. The water tower rehab comes from water utility fund and the CR 29 project comes from the City's street fund.

ATTACHMENTS: Recommended Resolutions.

COUNCIL ACTION REQUESTED: Recommended action is a motion to approve the attached Resolutions.

Resolution No. _____

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

Resolution Providing for the Sale of
$18,710,000 General Obligation Bonds Series 2018A

A. WHEREAS, the City Council of the City of Sartell, Minnesota has heretofore determined that it is necessary and expedient to issue the City's $18,710,000 General Obligation Bonds Series 2018A (the "Bonds"), to finance construction of a new public safety facility, road reconstruction of Pinecone Road North, purchase of a platform truck, rehabilitation to the water tower and sewer and water utility improvements to CR 29/East Side utilities in the City; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.

2. Meeting; Proposal Opening. The City Council shall meet at 6:00 p.m. on May 14, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.

3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 9th day of April 2018.

_____
City Clerk

Resolution No. _____

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

Resolution Providing for the Sale of
$7,855,000 General Obligation Refunding Bonds, Series 2018B

A. WHEREAS, the City Council of the City of Sartell, Minnesota has heretofore determined that it is necessary and expedient to issue the City's $7,855,000 General Obligation Refunding Bonds, Series 2018B (the "Bonds"), to refinance the City's outstanding GO Water Revenue Bonds, Series 2008B and GO Water and Sewer Revenue Bonds, Series 2009A for interest savings in the City; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.

2. Meeting; Proposal Opening. The City Council shall meet at 6:00 p.m. on June 11, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.

3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 9th day of April 2018.

_____
City Clerk

Resolution No. _____

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

Resolution Providing for the Sale of
$3,525,000 General Obligation Improvement Refunding Bonds, Series 2018C

A. WHEREAS, the City Council of the City of Sartell, Minnesota has heretofore determined that it is necessary and expedient to issue the City's $3,525,000 General Obligation Improvement Refunding Bonds, Series 2018C (the "Bonds"), to refinance the City's outstanding GO Improvement Bonds, Series 2010A for interest savings in the City; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.

2. Meeting; Proposal Opening. The City Council shall meet at 6:00 p.m. on June 11, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.

3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 9th day of April 2018.

_____
City Clerk

SARTELL CITY COUNCIL AGENDA COVER SHEET

Originating Department: **Administration/Finance**	Meeting Date: **April 9, 2018**	Agenda Item No. **9a**
Agenda Section: **New Business**	Item: **Approving Prepayment of 2009E Bonds**	

RECOMMENDATION: Adoption of the attached Resolution.

BACKGROUND: In 2009 the City issued General Obligation Improvement Bonds for Phase 1 of Roberts Road, Heritage Drive, 50th Avenue, and 7th Avenue. This specific bond issue is scheduled to be paid off on 2/1/2020, however, the City may prepay the bonds at any time as long as the Council adopts a resolution to do so and gives notice to the bondholders.

The debt service fund associated with this bond issuance has sufficient funds available to prepay the remaining principal balance on the bonds, which saves the city interest costs. The total interest saved by prepaying the bonds is $28,141.94. Any balance remaining in the debt service account after the bond is paid, including deferred special assessments, will be transferred to the debt service fund for Phase 2 of the Roberts Road, Heritage Drive, 50th Avenue, and 7th Avenue project.

BUDGET/FISCAL IMPACT: Total interest savings of $28,141.94. Prepayment of $890,000 in principal previously scheduled for February 2019 and 2020 does not impact the city's budget.

ATTACHMENTS: Recommended Resolution.

COUNCIL ACTION REQUESTED: Recommended action is a motion to approve the attached Resolution.

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

HELD: APRIL 9, 2018

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Sartell, Benton and Stearns Counties, Minnesota, was duly held at City Hall on April 9, 2018, at 6:00 p.m. for the purpose, in part, of authorizing the call of certain outstanding General Obligation Improvement Bonds, Series 2009E.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE CALL OF THE OUTSTANDING GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2009E

WHEREAS, by Resolution duly adopted on May 26, 2009 (the "Resolution"), the City issued $6,155,000 original principal amount of General Obligation Improvement Bonds, Series 2009E, dated July 14, 2009 (the "Bonds"). The City determines to call the $890,000 principal amount of the Bonds which are the 2019 and 2020 maturities (the "Outstanding Bonds") on May 17, 2018, at a price of par plus accrued interest.

NOW, THEREFORE, be it resolved by the City Council of the City of Sartell, Minnesota, as follows:

1. The City Council hereby determines to prepay on May 17, 2018, the Outstanding Bonds and the interest due thereon.

2. U.S. Bank National Association, in St. Paul, Minnesota, the Bond Registrar at which the principal and interest on the Bonds are payable, is hereby authorized and directed to cause the Notice of Call for Redemption attached hereto as Exhibit A to be given in accordance with the provisions of the Resolution.

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

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTIES OF BENTON AND STEARNS
CITY OF SARTELL

I, the undersigned, being the duly qualified and acting Administrator of the City of Sartell, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to authorizing the call of the outstanding General Obligation Improvement Bonds, Series 2009E.

WITNESS my hand officially on April 9, 2018.

_____
City Administrator

EXHIBIT A

NOTICE OF CALL FOR REDEMPTION
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2009E
CITY OF SARTELL, BENTON AND STEARNS COUNTIES, MINNESOTA

NOTICE IS HEREBY GIVEN that by order of the City Council of the City of Sartell, Benton and Stearns Counties, Minnesota, there have been called for redemption and prepayment on

May 17, 2018

those outstanding bonds of the City designated General Obligation Improvement Bonds, Series 2009E, dated July 14, 2009, having stated maturity dates in the years 2019 and 2020 and totaling $890,000 in principal amount and having CUSIP numbers listed below:

Year	Maturity Amount	CUSIP Number*
2019	$780,000	803803 YN9
2020	$110,000	803803 YP4

The bonds are being called at a price of par plus accrued interest to May 17, 2018, on which date all interest on the bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the office of U.S. Bank National Association, Attention: Paying Agent Services, 60 Livingston Avenue, St. Paul, Minnesota 55107.

Dated: April 9, 2018.

BY ORDER OF THE CITY COUNCIL
CITY OF SARTELL, MINNESOTA

Mary Degiovanni, Administrator

* The City shall not be responsible for the selection of or use of the CUSIP number, nor is any representation made as to their correctness indicated in the notice. They are included solely for the convenience of the holder.

2017
POLICE DEPARTMENT
ANNUAL REPORT

Presented by Chief Jim Hughes to the Sartell City Council on April 9, 2018.

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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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 eleven patrol officers, including one that works as an investigator as needed. The department is responsible for responding to the needs of the roughly 18,500 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 budgeted 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 2017 our CSO had taken another position within the city that left that position vacant. We made numerous attempts to fill the position both by recruitment and open advertising. We had very few responses and several we offered the position to either backed out during the background check or failed the background check. In July, a reserve officer took over the CSO position in a full-time capacity and worked through the end of 2017 and then filled a patrol officer position within the PD. The position has been vacant since although efforts to find a suitable candidate remain active.

In 2017, the department's Initial Complaint Reports (ICRs) decreased slightly over 2016. Reportable incidents increased by 5.9%, and non-reportable decreased by 1.9%. Our current data entry is now approximately 2 weeks 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.

As our department continues to progress in keeping up with the needs of the community, we saw the need to begin recruitment at job fairs within the state. This allows us to interact with students going into the law enforcement field and promote our agency.

We had purchased several banners and a table covering that we have used throughout 2017 at events other than the job fairs. It is becoming more difficult to find persons willing to go into the field of law enforcement and those that do are very particular as to where they want to work. Our goal is for them to see us, speak with the officers present and find out more about our community, beyond just law enforcement.

The goal for 2018 is to work on a recruitment video that can be played at the various events we attend.

Sartell Police Department

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

Staffing

	2014	2015	2016	2017
F/T Non Sworn	2	3	3	2
Sworn Officers	17	17	18	19
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

2014	2015	2016	2017
11,478	12,064	13,733	13,555

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 2017. 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 2017. 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 2015, 2016 and 2017 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 2015, 2016 and 2017 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 2017 the officers put in approximately 1,505.5 hours of training to remain certified in various aspects of their work as well as enhance their learning and abilities in other areas.

City of Sartell

SARTELL POLICE DEPARTMENT
310 2nd Street South • P.O. Box 334 • Sartell, MN 56377-0334
Phone (320) 251-8186 • Fax (320) 258-3760 • www.sartellmn.com
Chief Jim Hughes • Deputy Chief Dale Struffert

During 2017 the 19 licensed officers of the Sartell Police Department attended approximately 1,505.5 hours of training. This does include our newest December 5th, 2016 hire, Officer John Batterberry.

In the course of this year we hired a new CSO Officer Jordan Miller.

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
- Finanical Crime Investigation
- First Responder Refresher
- Defensive Tactical Instructor course
- Taser Refresher
- A.L.I.C.E Training
- DARE Instructors
- Active Shooter Training

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). Officer Lyon recently went through a week course to be a certified school resource officer (SRO). In 2018, Officer Lyon will replace Officer Lundquist's SRO position in the Sartell Middle School. Lyon was also certified as an instructor for the A.L.I.C.E. program (Alert, Lockdown, Inform, Counter, and Evacuate). This was a 16 hour course certification and will be helpful in our schools and businesses.

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

SUBMITTED BY OFFICER SHELBY LANE
Sartell Police Department Training Officer

SARTELL POLICE DEPARTMENT
2017 YEAR END FIREARMS/DEFENSIVE TACTICS
INSTRUCTOR REPORT

Firearms training started in May of 2017. 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 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 as a familiarization excercise. These firearms were a .22 cal handgun and .22 magnum scoped rifle.

July 25 and August 8, 2017 our department conducted the M-16 Familiarization Course held at the St. Cloud Police Department outdoor range. This was done to re-familiarize officers with the M-16 rifle. Each officer shot a total of one hundred rounds of ammunition from 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 Cooper conducted a handgun challenge course while Officer Broda conducted the M-16 Familiarization course. Sgt. Schreiner and Officer Gray conducted instruction on building search and entry techniques.

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 2017, 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 2017, 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.

In December our department conducted active shooter training using a building in St. Cloud for the training. Officers were trained in active shooter response using simunition rounds from handguns and rifles. This was scenario based training for our officers. The training was conducted by Sgt. Schreiner, Officer Gray, and Officer Rooda.

Submitted: 03/05/2018

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

Officer Matt Gray
Active shooter instructor

Officer Batterberry
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 2017, there were no violations during the first tobacco compliance check and two violations in the second check.

One alcohol compliance check was completed of the 15 licensed businesses in the city. There were no failures during this 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
2017 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), Gary Kirkeby (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 March 6, 2017. We met at the Southwest Water Treatment Plant. We did not locate any safety issues while touring the building. We discussed the first report of injuries that were reported. There was no old or new business to discuss.

Our second meeting occurred on May 18, 2017. We met at the Public Works Department. We did not locate any safety issues while touring the building. The committee discussed the first report of injuries that were reported. There was no old business to discuss. The Fire Department has growing concerns of cancer within the fire service. The Fire Department provided a 90 minute training on Right to Know and Cancer Awareness to the fire fighters. Carbon shield hoods were ordered for fire fighters to reduce their exposer, and a policy was going to be created for washing gear to prevent contamination. The Fire Department was also looking into purchasing a set of fire gear for public use only. This would be so the public would not come in contact with any contaminated equipment while on a building tour or community event. There was no other new business to report.

The third meeting took place on August 17, 2017. We met at the Police Department. We did not locate any safety issues while touring the building. We discussed the first report of injuries that were reported. Maintenance reported a few gas cans have popped on them due to the heat and pressure buildup. They will be looking into different operations to prevent this. There was no other new business.

Our fourth and final meeting took place on December 14, 2017. We met at the Fire Department. We did not locate any safety issues while touring the building. We discussed the first report of injuries that were reported. Maintenance was still discussing the safest options for operating gas cans in the summer. Ryan Fitzthum has been promoted to a Captain on the Fire Department. This created an open Safety Officer position within the department and will be replaced. There was no other new business.

At each meeting, the committee reviews the first reports of injury and offers suggestions so similar events do not occur again. Each report has to be signed off by the committee member and Supervisor after completing an investigation of the incident in which the

injury occurred. The committee works alongside OSHA to keep their policies and regulations met. The committee strives to offer suggestions to ensure safety for city employees and for the community as a whole.

Respectfully submitted,

Jill N. Lundquist #7913
Sartell Police Department
Safety Officer

ALCOHOL COMPLIANCE CHECKS

ANNUAL REPORT

2017

On the evening of 05-17-17, I, Officer Mathews held an alcohol server awareness training at the Sartell City Hall for employees of local liquor establishments. In 2016 I made a power point presentation pertaining to specific Sartell City ordinances. This class is state accredited and is required within 90 days after employment for all employees who serve alcohol within the city of Sartell. Since the first class was put on, I have seen a reduced number of violations in the city. Officer Brennan Olson assisted with this class. He has since attended the "train the trainer" class held by the Minnesota Alcohol and Gambling enforcement Agency. Officer Olson is certified to host these classes in the future and will be taking over the duties of alcohol compliance checks for 2018.

A round of compliance checks was completed on 07-21-2017. I was again assisted by Officer Olson to train him in on the process. All businesses passed the checks. During the first check of the night, our female buyer entered Walmart and purchased a six pack of non-alcohol beer by accident. Walmart's computers will always prompt a manager to come complete an alcohol transaction in the case of a 3.2% alcohol purchase. It was learned that their computers do not prompt for non-alcoholic beer, even though it still contains a slight alcohol content. The on duty manager, and later regional manager was contacted about the incident. It was determined that they could not change the computer system for just this store and it would need to be a nation-wide computer system change for all stores. It was determined that the juvenile employee of Walmart would not be charged in this incident.

On 12-15-17, Officer Olson and I worked with Dayta Marketing to film an online course that will be available to employees serving alcohol within the City of Sartell. The information contained in the film is based off of the Alcohol Server Awareness class and contains many of the same slides from my power-point. Owners and managers will soon be able to have their employees take the state accredited class online to remain compliant with city ordinances. There is other online courses available, however, this course was specifically created for the city of Sartell.

Tobacco Compliance Checks
Annual Report 2017
Officer Kari J. Bonfield

Two separate tobacco compliance checks were conducted on Sartell businesses in 2017. The first check resulted in seventeen (17) passes out of seventeen (17) businesses. The second check resulted in fifteen (15) passes out of (17) businesses.

The first tobacco check was conducted in June 2017. 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.

During the first check, the following businesses passed:

Coborns (1st 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
Westside Liquor
King Tobacco

The second compliance check was conducted in October 2017. The same businesses were checked. Again, the 17 year old compliance checker provided her driver's license to all businesses. The two businesses that failed was due to employee failure and lack of ID check.

During the first check, the following businesses passed:
Holiday (Riverside location)
Coborns (1st Ave location)
Sartell Liquor
Super America (Twin Rivers Ct)
Blackberry Golf
Family Dollar
Coborns Liquor
Quik Trip/Cenex
Westside Liquor
Country Store and Pharmacy
Wal-Mart / Sams Club
Walgreens
Coborns Superstore
King Tobacco

The following businesses failed:
Holiday (Pinecone location)
Super America (Pinecone location)

Sartell Police Department

Motor Vehicle Fleet

The department's motor pool consists of 18 vehicles ranging from 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, 2017)

During the year we continued with routine maintenance and minimum part replacement. We had no major repairs. We did have two squads sustain considerable damage from two separate vehicle pursuits and a third squad damaged from hitting a deer.

We have already ordered three new squads that were budgeted for 2018. These will replace squads 11 and 16. The third squad will be an addition do to budgeted police officer hiring that will occur later this year.

The old 1994 Polaris Indy 500 snowmobile didn't sell at the garage sale in May, so we are currently trying to sell it.

The Sartell Police Department has the following vehicles in service:

Squad #1:	2006 Dodge Stratus, assigned to administration.	(58,397 mi.)
Squad #2:	2008 Chevrolet Impala, assigned to Investigations.	(91,892 mi.)
Squad #3:	2013 Kia Sorento, assigned to investigations.	(124,885 mi.)
Squad #5:	2008 Chevrolet Impala, assigned to SRO.	(124,362 mi.)
Squad #6:	2008 Dodge G. Caravan DARE Van assigned to SRO.	(96,426 mi.)
Squad #7:	2017 Ford Police Utility, assigned to general patrol.	(17,472 mi.)
Squad #8:	2011 Chevrolet Tahoe, assigned to Chief.	(109,652 mi.)
Squad #9:	2013 Ford Police Sedan, assigned to Reserves.	(58,700 mi.)
Squad #10:	2017 Ford Police Utility, assigned to general patrol.	(13,840 mi.)
Squad #11:	2014 Ford Police Utility, assigned to general patrol.	(87,053 mi.)
Squad #12:	2015 Ford Police Utility, assigned to Patrol Sgts.	(47,301 mi.)
Squad #13:	2017 Chevrolet Tahoe, assigned to Deputy Chief.	(3,420 mi.)
Squad #14:	2013 Ford Police Utility, assigned to CSO.	(68,391 mi.)
Squad #15:	2017 Ford Police Utility, assigned to general patrol.	(11,273 mi.)
Squad #16:	2015 Ford Police Utility, assigned to general patrol.	(65,113 mi.)
Squad #17:	2016 Ford Police Utility, assigned to general patrol	(40,993 mi.)
Squad #29:	1994 F-350, assigned as a Mobile Command Center.	(220,861 mi.)

Respectively submitted,

Deputy Chief Dale E. Struffert,
Fleet Manager

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 238 rental properties consisting of over 2,400 rental units, which range from single family homes to large complexes. Currently approximately 85 of those properties are fully vested in the program. This responsibility has fallen back on a patrol officer as we were without a CSO for a big portion of 2017.

Grants and Donations

The department routinely seeks grants and donations to assist with some of the department's programs and other needs. In 2017 the department received goods and monetary funds for Cookout with Cops and other outreach programs. In 2017 the department received monetary donations that totaled $14,054.00 and equipment/goods in the amount of $405.00 for a total of $14,459.00.

2017 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 238 rental properties consisting of over 2,400 rental units in Sartell. Currently there are approximately 97 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 2017, we offered one eight hour class with the Waite Park Police Department, it was held at Sartell City Hall. 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 1, 2017 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. I believe that the Sartell Police Department maintains a strong partnership with our rental properties and assist each other in keeping the community a safer place to live.

Officer Rob Lyon

GRANTS/DONATIONS RECEIVED BY THE SARTELL POLICE DEPARTMENT IN 2017

(updated 12/01/2017)

AMOUNT	MONTH	SOURCE	PURPOSE
$1,000	January	Liberty Bank	GRADE
$400	March	Central MN EMSB	EMR initial reimbursement
$50	March	Anonymous	$50 in DQ gift cards for reserves
$100	March	Mike/Lois Lehmeier	$100 in gift cards (for people in need)
$25	March	Anonymous	$25 Coborns GC for reserves
$500	April	LeSauk Lions	PAL
$200.00	April	Anonymous	$200 in DQ gift cards for PAL
$30.00	April	Anonymous	$30 in Subway gift cards for reserves
$1,200.00	May	Central MN Com. Foundation	DARE
$1,260	June	Various Businesses	Crime prevention material
$539	June	Libertyville Dunk Tank	PD Youth Fund
$260	June	Various Businesses	Crime prevention material
$1,500	June	Westside Liguor	Reserve Officer Program (vests)
$100.00	June	Gajen & Casugi Ramanathan	DARE
$100.00	June	Gajen & Casugi Ramanathan	PAL
$675	July	Various Businesses	Crime prevention material
$500.00	July	Apple Duathlon	Reserve Officer Program
$1,000	July	Country Manor	Cookout with Cops
$1,900.00	October	Cold Spring FD	Reserve Officer program
$2,000	November	Walmart	Shop with a Cop
$20	December	Anonymous	Youth fund (petty cash)
$1,000.00	December	Liberty Bank	GRADE
$100.00	December	Gilbert & Lillian Boser	PAL

Total Monetary Donation:	**$14,054**
Total Equipment/Goods Donation:	$405.00
Total Donation:	**$14,459**

Sartell Police Department

Investigations

Our investigative unit is comprised currently of two officers. The investigators receive additional specialized training to assist in the development of their investigative techniques and abilities. One is assigned specifically to criminal investigations, while the other is a hybrid of patrol/investigations. This hybrid position has almost solely turned into full-time investigations because of the volume of cases. 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 investigators will also assist the patrol division on cases in which they need assistance in evidence collection, photography, casting of imprints, etc.

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.

Patrol Unit

The Patrol Unit, at full staffing is comprised of 11 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.

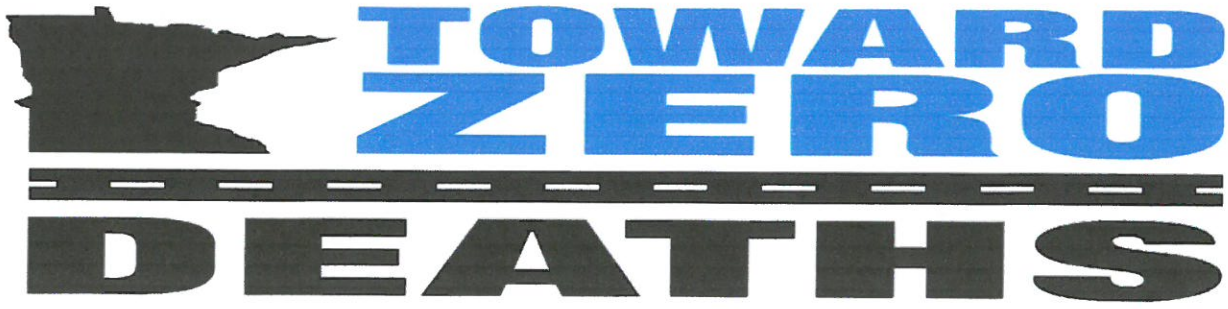
Officers also are present at special events which are held throughout our community. These events include: Summerfest, Apple Duathlon, Cookout with Cops, homecoming parade, high school sporting events and many 5k walk/runs.

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 2017, Sartell officers worked 239 hours which were reimbursed with grant dollars.

SWAT

In 2016, the St. Cloud SWAT team looked to add members to the unit. After a selection process, Officer Rooda from our agency was assigned to the unit. It has been invaluable for the area, including our agency. Officer Rooda brings a lot back to our department from SWAT that we can incorporate into our in-house training.



In 2017 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 motorist 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 motorist. 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 2017, officers from these 16 agencies worked 3,912 hours, 7,093 stops were made with 1,366 citations issued, and 214 arrests.

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

Contacts	Hours Worked	Speed Citations	Speed Warnings
432	239	24	143

Prepared by:
Sgt. Wayne Schreiner

SARTELL POLICE DEPARTMENT
2017 YEAR END SWAT OFFICER REPORT

In 2016 St. Cloud SWAT reached out to area departments seeking Officers to join their SWAT team making it a multi-jurisdictional team. At the time Waite Park Police was the only department with an Officer on St. Cloud SWAT. January 1st 2017, Sartell Officer Ross Rooda started on St. Cloud SWAT.

There are required trainings every month with the SWAT team. Some months are several days of training that cover numerous tactical oriented operations including riot control, firearms and other weapons qualifications, and vehicle driving courses.

June 7th 2017 was the SWAT vehicle driving course which trains all team members how to operate the MRAP (Armored personnel carrier) and HMMWV (Hummer). Which are the primary vehicles used in operations. Additional vehicles are the command center, negotiator rig, and an ambulance that's been retrofitted as a backup transport vehicle.

July 19th 2017 there was a full scale emergency drill conducted at St. Cloud State University campus. This drill included numerous Patrol Officers from surrounding agencies including Sartell, along with fire, EMS, and air ambulance. The scenario was based on an active shooter on campus who then took 11 hostages, and placed simulated explosives in various locations. All agencies involved had to work together to coordinate rescue and extraction of simulated victims, while SWAT deployed to contain the shooter and negotiate. The scenario ended with SWAT shooting the suspect and saving the hostages. Afterwards all agencies were able to debrief on the scenario which shed light on many things that could be done to improve response in the event a large scale situation occurred. This was one of the largest coordinated trainings ever in this area.

July 28th 2017 was Mobile Field Force (MMF) training. This is riot control training and was conducted at the St. Cloud gun range. SWAT's role in this situation is deployment of chemical and impact munitions along with lethal force cover options as well. SWAT officers also participate in the line formations and movements to help push crowds back and keep them out of protected areas.

August 20 – 25th 2017 Officer Rooda attended Basic SWAT School at Camp Ripley, which is a requirement to certify all SWAT Officers. This course was rigorous and the days were long. It incorporated physical fitness tests each day, multiple shooting drills for rifle and pistol while in full gear There was also extensive time spent working on team movement, building and room entry concepts. Much of these tactics can also be applied at a patrol level and are beginning to be implemented in our department trainings to benefit all officers on the department.

SWAT also participated in several community events around the area involving displays of equipment and vehicles. One was a display of the MRAP at the "Big Truck" show in Sartell.

October 1 – 6th 2017 The SWAT team was able to attend training in Playas, New Mexico put on by New Mexico Tech. The training was the prevention of and response to suicide bombing incidents. Training, flights, travel costs, accommodations, and food were all funded through a federal grant. This training was extensive and covered everyday house hold items and compounds that are used to create explosives. Several of these items were detonated on site to show the destructiveness of them. There were several case studies of bombings that have occurred in America and abroad, along with other terrorist attacks that have occurred in America including the Crossroads Mall stabbing in St. Cloud. There was a large emphasis on growing trend of terrorist attacks in America and the need to be aware of the potential for these situations in our area. There were several mock assaults on structures with homemade explosive devices, explosive traps, and hostage situations conducted throughout the week. The conclusion of the training involved a large scale scenario requiring the location and identification of explosive compounds, gathering of intelligence from these locations, conducting surveillance, and tracking down the specific bomber and eliminating the threat.

2017 Call Outs – SWAT was used 24 times throughout 2017 at various locations around the area.

May 4th 2017 SWAT was assigned to dignitary protection of celebrity Jane Seymour as she dedicated a statue at the St. Cloud Hospital.

Most of the call outs were warrants that are based on information from the Central Minnesota Violent Offender Task Force. All of the suspects in the warrants were believed to be armed and pose a significant threat to officers and the public.

Six of the call outs were for immediate action, meaning the situation was not a planned warrant and was actively occurring. They were for a man that had assaulted people with a hatchet and then barricaded himself in his apartment. A mentally unstable man wielding a knife and refusing to surrender to officers. An armed drug dealer who had been tracked to the area from the Twin Cities. A suspect in a shooting in St. Cloud that left a man in critical condition. A suspect from a shooting in St. Cloud that occurred over Thanksgiving weekend. Six people fled from this residence as SWAT was getting into position. SWAT cleared the house and proceeded to track the suspects through approximately 4-6 city blocks on foot using K9s, and drones. Five of the six people who fled were located and apprehended. And the last was for drug dealer who was believed to have a .50 caliber rifle.

Much of the training equipment used by the SWAT team is able to be utilized by member agencies allowing our department to expand and better our in house training options at a patrol level and up. This makes each officer in the department better equipped to deal with dangerous situations that are encountered regularly and better protect our community and themselves.

SUBMITTED BY OFFICER ROSS ROODA
Sartell Police Department / St. Cloud SWAT



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 2017 the 13 Reserve Officers volunteered a total of 2,475.5 hours. Their volunteer hours were valued at over $64,000. The reserve unit was affected by a reduction in members throughout the year because of inability to put in the 10 hours per month requirement or obtaining full-time law enforcement jobs.

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. Currently our Chaplain is Doug Vagle of The Waters Church. He has been invaluable to our agency.



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-alongs, 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, house checks, and also assists officers with enforcing the winter parking ordinance.

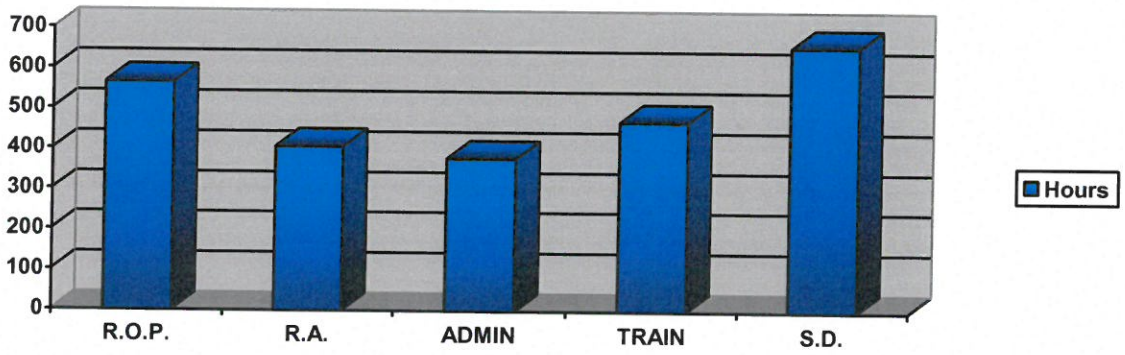
Over the year I have tried to keep twelve reserve officers on staff. This has become increasingly difficult due to turnover from a lot of them in school and graduating. Due to not getting very many applicants I contacted Dennis Dalman from the Sartell Newsleader this past year and he was more then willing to do an article on the program hoping that it would create interest. Fortunately it did work and resulting in quite a few more applicants then what we have been getting in the past. It was also decided at that time to try to increase our reserve force to fourteen reserve officers. The decision to go to fourteen reserve officers is due to the need to fill special details that the reserve officers perform. With so many of our reserve officers either in school and/or having full time jobs we wanted to have a bigger pool to try to pull from to fill these slots.

Reserve Sergeant Todd Ackerman continues to be a huge help to me in running a smooth program. Reserve Sergeant Ackerman is very dedicated to the program doing a lot of the coordination in between performing his full time job duties. Reserve Sergeant Ackerman lines 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.

In 2014 a total of 2968.5 hours were volunteered. In 2015 a total of 2743.5 hours were volunteered by our reserve officers. In 2016 a total of 3608 hours were volunteered by our reserve officers. In 2017 a total of 2475.5 hours were volunteered by our police reserves. We saw quite a large decrease in hours this year due to the amount of reserve officers leaving the program due to full time jobs or they no longer had the time.

The value of a volunteer hour is approximately $26.00 per hour. The Sartell Reserve division's volunteer hours for 2017 were valued at $64,363.

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

COMMUNITY OUTREACH PROGRAMS

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. This is free to the participants in the program and funded by each individual PD.

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 program is funded by a Walmart grant as well as from Bernicks Pepsi. We were able to double the number of children participating in 2017 with increased grant funding.

Sartell Police Department

Seniors And Law Enforcement Together (SALT)

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

Coffee and Conversation

This began several years ago when I spoke with the SALT committee about the pockets of seniors within the community, many of whom didn't know the others existed. The committee said that seniors have no place to meet within the community to talk. After holding the gathering at Paula's Café, it was moved to Country Manor after the café closed, and now hosts the event in the new Sartell Community Center Senior Center. 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. The officer also does individual seat inspections at our 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 end of July yearly on Tuesday and Thursday nights at Val Smith Park and entered its 20th 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 5,019 '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



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 2017, 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 2017 they documented participating in 1,570 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 25th year in Sartell. The program is valued as a teaching tool in the fight against chemical and substance abuse amongst our youth and is taught in 5th grade. Besides learning to say no to chemicals and substances the children also learn about self-esteem, bullying and image building. It provides them with many necessary tools to make the right decisions both currently and later in life.

Sartell Police Department

Gang Resistance 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.

2017 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. I conducted two individual child restraint inspections at the Sartell Police Department. While scheduling appointments, we ask the parent/caregiver to install the child passenger safety seat(s) according to the manufactures instructions. Out of the two seat checks, one was installed correctly and one was installed incorrectly before arriving to the Police Department.

I am an active members of the St. Cloud Area Child Passenger Safety Collaborative. We meet quarterly at Gold Cross Ambulance in St. Cloud. I took part in a few 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.

I am a member of the Minnesota CPS Advisory Board. We have quarterly meetings across the central MN region. As a board, we provide guidance to the MN Department of Public Safety/Office of Traffic Safety (OTS) regarding the safe transportation of children, acting as a liaison between the CPS community and OTS. The board presented and organized various breakout sessions on CPS at the Toward Zero Death (TZD) conference in St. Paul. We submit a quarterly CPS News Letter to current instructors and technicians throughout the state. We updated the Child and Restraints Systems (CARS) curriculum for Foster care and Daycare providers and the Practitioner Course.

Respectfully Submitted,

Jill N. Lundquist #7913

SARTELL POLICE

Interdepartmental Memo

SARTELL POLICE DEPARTMENT

TO: CHIEF HUGHES

FROM: DEPUTY CHIEF DALE STRUFFERT

SUBJECT: SCHOOL RESOURCE OFFICER ACTIVITY FOR 2017

DATE: 01-03-18

CC: MEMO FILE

Chief Hughes:

The following is a list of activities performed by SRO Lundquist, SRO Lyon and SRO Vande Vrede for the 2017 calendar year at their prospective schools:

	Middle School	High School
Administrative meetings	32	31
Agency Assist	23	8
Alcohol	1	3
Assault	5	4
Bad driving	1	23
BBBS	18	0
Bullying	5	3
CAC Interviews	3	1
Child Protection Intake	6	22
Counseling/Mediation	227	174
Damage to property	0	9
DARE teaching	71	56
Disorderly	5	12
Drugs	2	5
Escort/Transport	8	22

Family Problems	77	27
Gang Activity	0	0
GRADE teaching	9	0
Group conferencing	4	1
Harassment	2	39
Medicals	2	4
Motor Vehicle Accidents	1	0
Parent Meetings	18	22
Parking Lot Checks	4	146
Runaway	1	1
Security patrol	130	150
Sexual assault	0	1
Sexual Harassment	0	1
Suicidal/Psych Trauma	2	7
Suspicious Calls	1	17
Target Club	0	14
Teaching (various)	10	2
Theft	7	13
Tobacco	0	13
Training	7	12
Trespass	1	10
Truancy	3	13
Verbal Dispute	0	3
Weapons	3	1
Welfare check	9	2
TOTAL ACTIVITY	**698**	**872**

Sartell High School SRO 2017 Year End Report

The 2016-2017 school year was my fifteenth 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. With attention to safety, Alert Lockdown Inform Counter Evacuate (ALICE) has been implemented into the School District. ALICE has replaced the traditional lockdown procedure that the schools had practiced previously. Over the summer, the School District and Sartell Police Department introduced ALICE to the teaching, custodial, kitchen and transportation staff. ALICE trainers met with school staff and practiced active threat scenarios. Letters went to parents and videos were made by the Police Chief and School Superintendent, which introduced ALICE to the community. Videos were also made by the SRO's to be shown to students explaining ALICE and directions as to what to do in the event of an active threat. The schools have begun to practice ALICE drills, and the feedback has been very positive.

Drug Abuse Resistance Education (D.A.R.E.) continues to make a positive impact in our schools and community. During the spring of this year, DARE continued to be taught to the fifth and sixth grade classes at Sartell Middle School and St. Francis Xavier School as the transition back to fifth grade continued. At the start of school in the fall, DARE is now taught at the fifth grade level only. I received continuing education at the annual DARE Conference and continued to serve on the MN DARE Officers Association (MNDOA) Board as 1st Vice President and President as of August. MNDOA services DARE officers in Minnesota with continuing education, training and support.

I co-coordinated the high school's 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 various regional workshops, other volunteering and social activities, which included a trip to Como Zoo. At the start of the 2017-2018 school year, the District lost their Chemical Health Coordinator, and TARGET has been put on hold as of now.

I worked on other youth programs through the Police Department such as Police Activities League (PAL), Summer Fest, a bike rodeo and Shop With A Cop. Through the School District, I coached the High School Mock Trial Team, provided security for athletic events and dances and officiated sports.

Respectfully Submitted,

Adam Vande Vrede
SRO/Sartell Police Department

SARTELL MIDDLE SCHOOL

SCHOOL RESOURCE OFFICER

2016-2017 YEAR END REPORT

This is my fourth 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 5th graders, teaching GRADE (Gang Resistance Awareness Educating) to the 8th grade class and other assigned responsibilities.

The Police Department partnered with the Sartell St. Stephen School District in adopting and implementing the ALICE (Alert, Lockdown, Inform, Counter and Evacuate) program. With the start of the 2017 school year, the school will no longer practice "lockdown" and will implement the ALICE program. There will be five ALICE drills throughout the school year to meet state requirements. The Police Department will assist in training district staff and students.

This year was the 25th year the Sartell Police Department has been teaching DARE to SMS students. We taught DARE to approximately 330 5th 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 annually. The money is used for DARE t-shirts, certificates, bowling and miscellaneous items such as pencils, pens, stickers and erasers.

This year was the 21st 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. The Police Department hosts 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 22nd year of the PAL program. We have a partnership with Sartell Community Education where we were able to use some of their staff members to assist during the nightly activities. This is a strong community partnership 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 occurs on every Tuesday and Thursday evening 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-Vue Park.

At SMS, I continue to practice and promote restorative justice practices in our schools and community. We currently have over 1,300 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 though PAL, GRADE, DARE, the annual bike rodeo and other community activities.

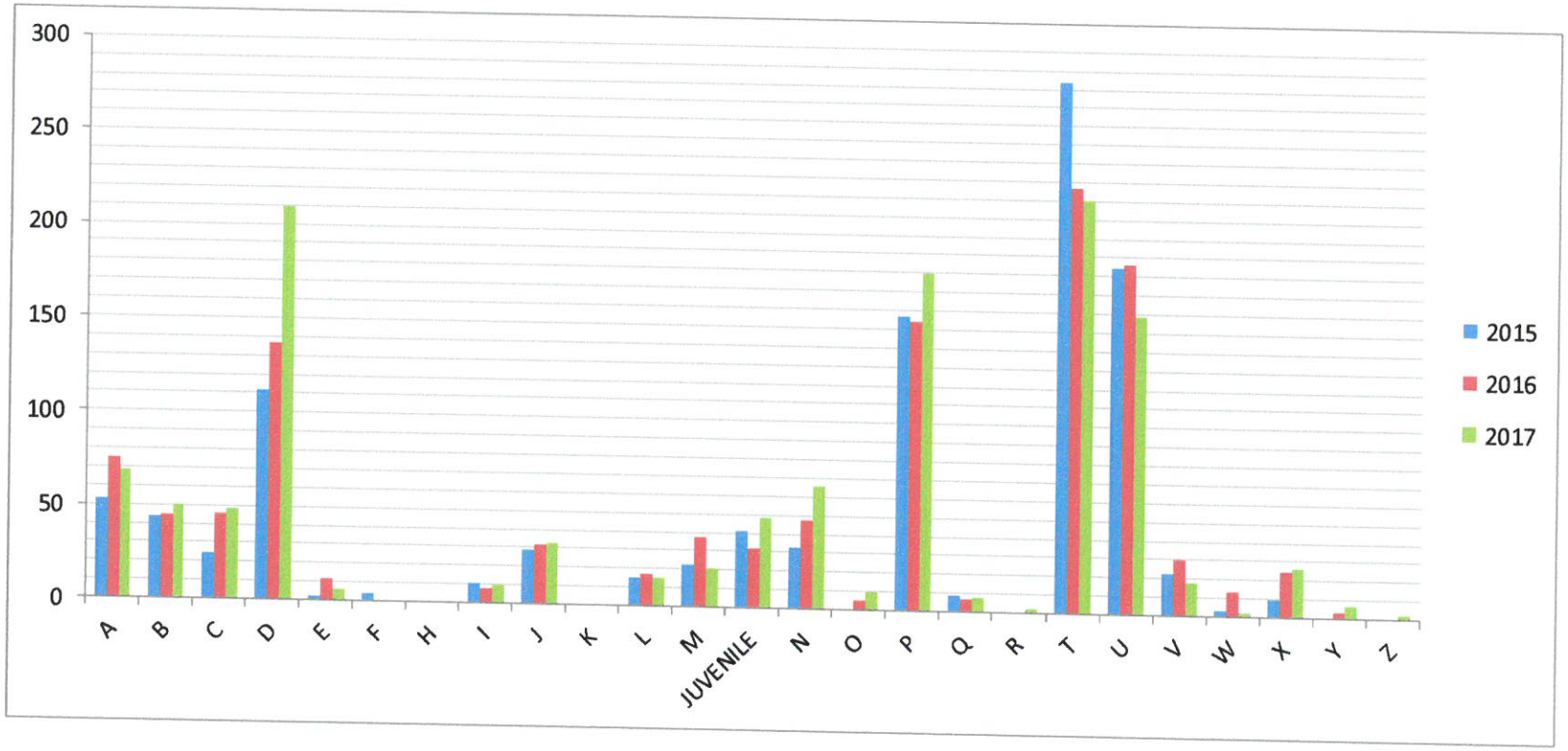
Sincerely,

Officer Jill Lundquist
School Resource Officer



STATISTICS

Reportable Incidents



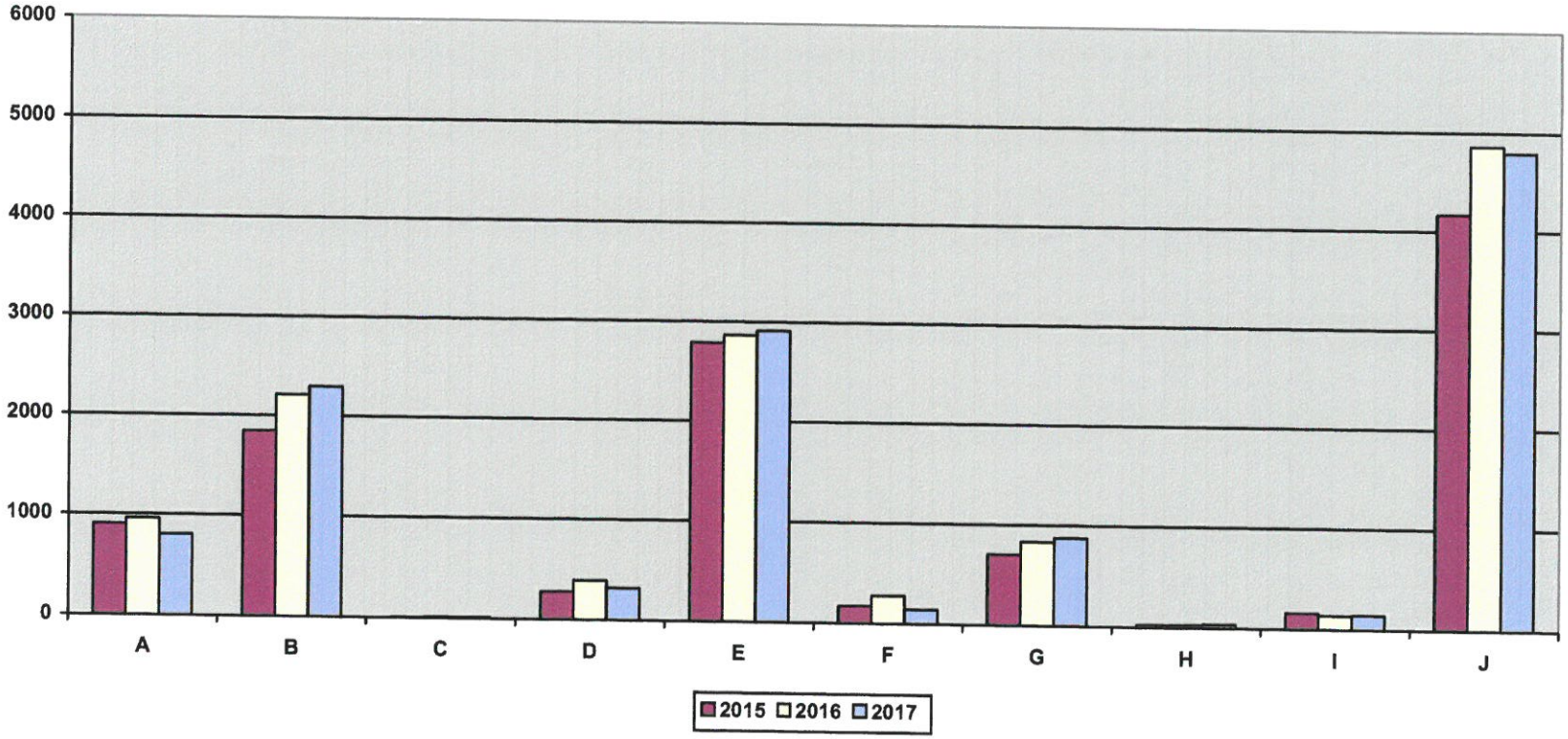
A – Assault	**B** – Burglary	**C** – Forgery/ Counterfeiting	**D** – Drugs	**E** – Escape/Flight
F – Arson/Negligent Fires	**H** – Homicide	**I** – Crime Against Family	**J** – DWI	**K** – Kidnapping
L – Criminal Sexual Conduct	**M** – Miscellaneous	**Juvenile**	**N** – Disturbing Peace/Privacy	**O** – 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 Official	**Z** – Sex Related

SARTELL POLICE DEPARTMENT
ANNUAL ACTIVITY REPORT
2017

REPORTABLE INCIDENTS

		2015	2016	2017
A	Assault	53	75	69
B	Burglary	44	45	50
C	Forgery/Counterfeiting	24	46	48
D	Drugs	112	137	209
E	Escape/Flight	2	12	6
F	Arson/Negligent Fires	4	1	0
I	Crime against Family	11	8	10
J	DWI	29	32	33
L	Criminal Sexual Conduct	15	17	15
M	Miscellaneous	23	37	21
	M3001 Juvenile Alcohol Offender	19	20	17
	M3005 Juvenile Use of Tobacco	7	3	26
	M5313 Juvenile Curfew	0	1	0
	M5350 Juvenile Runaway	15	8	5
N	Disturbing Peace/Privacy	33	47	66
O	Obscenity	1	5	10
P	Trespass/Damage to Property	157	154	180
Q	Stolen Property	9	7	8
R	Robbery	0	0	2
T	Theft	284	227	220
U	Theft Related	184	186	159
V	Vehicle Theft Related	23	30	18
W	Weapons	3	13	2
X	Crime against Administration of Justice	10	24	26
Y	Crime against Government/Public Official	0	3	7
Z	Sex Related	0	0	2
	TOTAL	1062	1138	1209

NON-REPORTABLE INCIDENTS BY YEAR



		2015	2016	2017
A	Traffic Citations	901	960	806
B	Traffic Warnings	1844	2210	2295
C	Alcohol Violations	7	12	11
D	Motor Vehicle Crashes	278	394	321
E	Quality of Life/Nuisances	2784	2867	2912
F	Parking Violations	175	282	146
G	Medical	709	837	877
H	Fires	26	28	38
I	Juvenile Problems	162	141	147
J	Miscellaneous	4171	4863	4796

SARTELL POLICE DEPARTMENT
ANNUAL ACTIVITY REPORT
2017

NON REPORTABLE INCIDENTS

		2015	2016	2017
911 CALL	9847	8	11	7
911 HANG UP	9837	30	23	30
ABANDONED VEHICLES	9314	0	0	4
ADMINISTRATIVE CASE	9320	0	1	2
ADMINISTRATIVE CITATION	9099	38	61	21
ALARM - ACTUAL	9805	20	20	22
ALARM - FALSE	9807	208	216	182
ALCOHOL COMPLIANCE CHECKS	9906	27	26	3
ALL OTHER CITY ORDINANCES	9838	148	94	96
ALL OTHER DRIVER'S LICENSE VIOLATIONS	9202	6	10	3
ALL OTHER MOVING VIOLATIONS	9000	77	102	99
ALL OTHER NON-MOVING VIOLATIONS	9200	17	15	6
ALL OTHER PARKING VIOLATIONS	9100	27	45	45
ALLOW UNAUTHORIZED DRIVER	9217	0	1	0
ANIMAL BITES (ALL OTHERS)	9560	0	1	0
ANIMAL COMPLAINTS (ALL OTHERS)	9564	28	31	58
ANIMALS FOUND	9312	15	16	14
ANIMALS LOST	9302	7	21	11
APPREHENSION AND DETENTION ORDER	9931	14	13	16
ASSAULT, NO ARREST	9994	7	12	7
ASSIST - MOTORIST ASSIST	9843	287	273	317
ASSIST - PERSONAL ASSIST	9732	236	270	350
ASSIST - PUBLIC ASSIST	9802	1	4	0
ASSIST ALBANY PD	9885	1	0	0
ASSIST AMBULANCE	9887	2	2	1
ASSIST BENTON COUNTY	9882	23	35	47
ASSIST BUSINESS	9866	39	50	93
ASSIST COLD SPRING PD	9873	10	2	7
ASSIST DOUGLAS COUNTY	9861	1	0	0
ASSIST FIRE DEPARTMENT	9888	2	0	0
ASSIST HUMAN SERVICES	9889	52	91	65
ASSIST MELROSE PD	9862	1	0	0
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	21	33	39
ASSIST PAYNESVILLE PD	9883	0	0	1
ASSIST POPE COUNTY	9871	2	0	0
ASSIST SAUK CENTRE PD	9884	2	0	0

ASSIST SAUK RAPIDS PD	9875	91	87	84
ASSIST ST CLOUD PD	9859	93	112	102
ASSIST ST JOSEPH PD	9876	6	5	4
ASSIST STATE PATROL	9860	24	34	39
ASSIST STEARNS COUNTY	9863	145	166	222
ASSIST TODD COUNTY	9864	1	1	0
ASSIST WAITE PARK PD	9877	23	30	30
ATTEMPT TO LOCATE	9867	8	4	13
ATV - ALL OTHER VIOLATIONS	9578	3	1	0
ATV - OPERATE ON ROADWAY	9576	5	3	11
BACKGROUND CHECKS	9858	585	806	729
BOATING ACCIDENTS	9364	1	0	0
BURNING VIOLATION	9824	23	22	18
CANCELLED IPS	9208	5	9	11
CAR/ANIMAL ACCIDENT	9411	13	14	13
CARELESS DRIVING/RECKLESS DRIVING	9002	2	6	4
CHILD CUSTODY	9992	31	42	41
CHILD PLACEMENT	9881	27	14	9
CHILD RESTRAINT VIOLATION	9022	1	3	4
CITIZEN CONTACT	9897	104	152	141
CIVIL MATTER	9831	63	82	79
CONTROLLED ACCESS	9010	1	5	0
COURT - OFF DUTY	9914	8	4	17
COURT - ON DUTY	9913	9	6	4
DECEASED PERSON - BODY FOUND	9720	9	13	15
DISPLAY ANOTHER'S DRIVER'S LICENSE	9107	1	1	0
DISPLAY WRONG REGISTRATION	9211	2	2	3
DISPLAY/POSSESS REVOKED PLATES	9097	7	0	0
DOG - AT LARGE	9566	67	60	76
DOG - BARKING	9565	46	49	47
DOG BITES	9561	10	10	10
DOG COMPLAINTS	9562	43	43	54
DOG IMPOUNDS	9563	15	11	18
DOMESTIC, NO CRIME COMMITTED	9993	48	48	34
DRIVING AFTER CANCELLATION	9206	5	8	4
DRIVING AFTER REVOCATION	9201	98	112	114
DRIVING AFTER SUSPENSION	9207	55	42	45
DRIVING COMPLAINT	9839	245	236	266
DRIVING RULES	9006	0	3	0
DROWNING	9715	1	0	0
DRUNKS - DETOX ADMITTANCE	9730	5	13	4
ESCORT	9854	30	35	21
EXPIRED DL OR INSTRUCTIONAL PERMIT	9220	1	3	3
EXPIRED REGISTRATION	9212	36	51	49
FAIL TO CHANGE ADDRESS ON DL	9098	4	2	4
FAIL TO REGISTER MOTOR VEHICLE	9213	1	0	0
FAILURE TO TRANSFER TITLE	9216	1	3	2

FATAL MOTOR VEHICLE ACCIDENT	9410	0	2	0
FELONY WARRANT	9921	0	5	9
FIGHTS	9804	9	12	8
FINGERPRINT	9849	249	286	130
FIRE - ALL OTHERS	9600	12	6	13
FIRE - COMMERCIAL	9603	2	1	5
FIRE - GRASS	9607	4	1	6
FIRE - INDUSTRIAL	9604	0	0	1
FIRE - MULTIPLE DWELLING	9602	5	10	8
FIRE - SINGLE FAMILY	9601	4	7	1
FIRE - VEHICLE	9606	3	3	2
FIRE LANE PARKING - SIGNS	9106	11	5	6
FIREWORKS	9814	26	17	22
FOLLOWUP	9327	12	15	12
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	193	236	151
GUN - DISCHARGING WEAPON IN CITY	9821	2	2	2
GUN RELATED COMPLAINTS	9879	23	28	15
HANDICAPPED PARKING	9103	5	16	16
HARASSMENT	9801	65	68	73
HARASSMENT/RESTRAINING/OFP ORDERS	9929	21	38	68
HAZARDOUS CONDITIONS	9796	5	1	0
HIT AND RUN / PERSONAL INJURY PRIVATE PROPERTY	9435	0	0	1
HIT AND RUN / PERSONAL INJURY VEHICLE	9430	0	1	1
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	2	6	2
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	59	65	62
ILLEGAL DUMPING	9996	16	12	12
ILLEGAL USE OF PLATES	9214	1	2	0
IMPEDING TRAFFIC	9005	1	1	0
INATTENTIVE DRIVING	9034	8	9	10
INTOXICATED PERSON	9844	46	94	82
ISSUE DEER PERMIT	9855	20	12	19
JUVENILE CURFEW VIOLATION	9833	48	20	20
JUVENILE PICKUP ORDER	9923	2	0	0
JUVENILE PROBLEM	9834	111	121	127
LIMITED DRIVER'S LICENSE	9109	1	4	1
LIQUOR LICENSE APPLICATION/RENEWAL	9907	32	45	40
LIQUOR ON SIDEWALK/STREET	9815	0	1	0
LITTERING	9813	7	5	5
MATTER OF INFORMATION	9970	299	333	347
MEDICAL CALL	9731	582	645	720
MOTOR VEHICLE REGISTRATION VIOLATION	9204	0	0	1
MOVE OVER LAW	9037	0	5	2
NEIGHBORHOOD DISPUTE	9991	12	11	18
NO DRIVER'S LICENSE IN POSSESSION	9111	1	8	3
NO INSURANCE	9210	29	36	41
NO MOTORCYCLE ENDORSEMENT	9112	2	3	1
NO PROOF OF INSURANCE	9021	97	110	81

NO REPORT/PRIVATE PROPERTY VEHICLE ACCIDENT	9426	0	0	1
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	2	5	8
NO VALID DRIVER'S LICENSE	9113	13	23	19
NOISE (NO VIOLATION)	9803	12	9	12
NOISE VIOLATION	9817	96	87	85
OBSTRUCTED VIEW - DRIVER	9018	1	1	1
OPEN BOTTLE - DRIVER	9001	1	5	5
OPEN BOTTLE - PASSENGER	9039	1	1	0
OPEN CONTAINER	9040	5	6	6
OPEN DOOR AND WINDOW	9900	30	60	28
PAPER SERVICE	9904	6	5	6
PARK VIOLATION	9823	19	25	14
PARKING - RELATION TO CURB	9104	1	0	0
PARKING - WINTER	9110	128	210	51
PARKING LOT CLEARANCE	9825	0	0	1
PERSON LOST - WELFARE CHECK	9301	1	1	4
PERSONAL INJURY ACCIDENT / PRIVATE PROPERTY	9422	2	1	1
PERSONAL INJURY VEHICLE ACCIDENT	9420	24	38	30
PERSONS FOUND	9311	36	29	45
PERSONS MISSING	9304	32	26	39
POTENTIALLY DANGEROUS DOG	9328	0	2	0
PREDATORY OFFENDER/REG/COMPL CHK/CHANGE OF ADDRESS	9850	10	24	17
PROHIBITED PARKING	9101	3	6	28
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	168	229	182
PROPERTY FOUND	9313	135	155	155
PROPERTY LOST	9303	48	50	63
PROWLERS AND WINDOW PEEPERS	9808	3	1	0
PSYCHIATRIC CASE	9740	35	66	37
PUBLIC HEALTH & SAFETY	9869	148	125	100
PUBLIC NUISANCE	9832	1	0	0
RECORDS REQUEST	9916	0	0	1
RECOVERED STOLEN VEHICLE	9927	2	3	7
REQUEST FOR EXTRA PATROL	9998	309	297	304
RIGHT OF WAY	9008	5	1	7
ROAD HAZARD	9836	34	37	19
SCHOOL BUS STOP ARM VIOLATION	9014	25	29	30
SCHOOL GUARD VIOLATION	9019	5	0	4
SEARCH WARRANT	9928	6	5	8
SEATBELT VIOLATION	9020	10	14	3
SEIZED PROPERTY	9872	297	311	364
SEMAPHORE VIOLATION	9038	6	6	4
SERVICE TO OTHER DEPARTMENTS	9902	23	22	18
SNOWBIRD	9105	1	1	0
SNOWMOBILE COMPLAINT	9504	0	2	1
SOLICITOR REGISTRATION	9324	19	14	13
SPECIAL DETAIL	9829	96	119	138
SPEEDING	9004	312	250	187

STALLED VEHICLE	9840	22	29	38
STOP SIGNS	9017	16	11	14
SUICIDE	9700	3	1	3
SUICIDE ATTEMPT	9710	13	20	16
SUICIDE THREAT	9705	61	79	82
SUSPICIOUS ACTIVITY	9826	247	259	248
SUSPICIOUS ITEM	9798	15	17	13
SUSPICIOUS MAIL/EMAIL	9797	6	4	0
SUSPICIOUS NOISE	9794	1	5	1
SUSPICIOUS PERSON	9870	105	100	123
SUSPICIOUS PHONE CALL(S)	9795	22	13	16
SUSPICIOUS SMELL	9799	29	23	35
SUSPICIOUS VEHICLE	9868	223	301	277
THREATS COMPLAINT, NO ARREST	9995	48	45	36
TOBACCO COMPLIANCE CHECKS	9912	30	32	31
TOBACCO/UNDERAGE POSSESSION	9899	1	0	0
TOWED VEHICLE	9841	126	166	154
TRAFFIC CONTROL	9919	1	1	1
TRAINING/MISCELLANEOUS	9857	6	6	20
TRANSPORTS	9856	138	206	181
UNREASONABLE ACCELERATION	9033	0	0	6
UNSAFE EQUIPMENT	9015	1	1	0
UNSAFE OPERATION	9358	0	1	0
UNWANTED PERSON	9830	44	41	44
URINATING IN PUBLIC	9816	4	2	1
USE OF UNREGISTERED MOTOR VEHICLE	9215	0	1	0
USE OF WIRELESS DEVICE	9012	1	6	4
VEHICLE IN DITCH	9842	8	33	14
VERBAL DISPUTE	9845	79	58	62
VERBAL WARNING - ALL OTHERS	9045	840	1412	1386
VERBAL WARNING - HEADLAMP(S)	9047	197	203	183
VERBAL WARNING - SEATBELT	9046	21	9	6
VERBAL WARNING - SPEED	9043	711	505	655
VERBAL WARNING - STOP SIGN	9044	53	47	56
VISION OBSCURED	9011	0	1	0
WARNING TAG - EQUIPMENT VIOLATION	9031	7	18	3
WARNING TAG - FAILURE TO YIELD	9028	0	1	0
WARNING TAG - NO DL IN POSSESSION	9197	1	0	0
WARNING TAG - OTHER EQUIPMENT VIOLATION	9194	0	1	0
WARNING TAG - OTHER MOVING VIOLATION	9032	0	3	5
WARNING TAG - OTHER NON MOVING VIOLATION	9185	1	0	0
WARNING TAG - PARKING VIOLATION	9199	0	0	1
WARNING TAG - RED LIGHT OR STOP SIGN	9026	1	0	0
WARNING TAG - SPEED	9023	12	11	0
WARRANT SERVED	9901	68	82	107
WARRANT/PAPER ATTEMPT	9999	39	41	54
WELFARE CHECK	9811	304	359	390

TOTAL	11,002	12,595	12,346

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

Jurisdiction: LEC *First Date:* 01/01/2017

Last Date: 12/31/2017

Department	Complaint		Number
1 **SPD**			
	1014	ESCORT	17
	1021	PHONE CALL	492
	1029R	STOLEN VEHICLE RECOVERED	10
	1029	STOLEN VEHICLE	13
	1050	ACCIDENT	181
	1050B	ACCIDENT BLOCKING ROADWAY	17
	1052	ACCIDENT WITH MINOR INJURIES	7
	1053	ACCIDENT AMBULANCE ENROUTE	21
	1056	INTOXICATED DRIVER	13
	1057D	DISRUPTIVE INTOXICATION	5
	1057	INTOXICATED PERSON	49
	1072	DEAD BODY	13
	911H	911 HANGUP CALL	29
	911O	911 OPEN LINE	7
	ABAND	ABANDONED VEHICLE	6
	ABU	ABUSE AGAINST CHILD	11
	ADMIN	ADMINISTRATIVE ICR	143
	ADORD	APPREHENSION & DETENTION ORDER	15
	AENTRY	ATTEMPTED ENTRY	10
	AL	ALARM	177
	ALCC	ALCOHOL COMPLIANCE CHECK	2
	ALELEV	ALARM ELEVATOR	1
	ALFIRE	ALARM FIRE	10
	ALMC	ALCOHOL MINOR CONSUMPTION	1
	ALMED	ALARM MEDICAL	48
	ALTST	ALARM TEST	1
	ANI	ANIMAL COMPLAINT	75
	ANIB	ANIMAL BITE COMPLAINT	8
	ANIN	ANIMAL NEGLECT	10
	ASEX	SEXUAL ASSAULT	16
	ASLT	ASSAULT	20
	ASLTI	ASSAULT IN PROGRESS	1
	ASSTA	AGENCY ASSIST	593
	ASSTB	BUSINESS ASSIST	59
	ASSTP	PERSONAL ASSIST	230
	ATL	ATTEMPT TO LOCATE	2
	ATV	ATV COMPLAINT	9
	BACK	BACKGROUND CHECK	599
	BC	BAR CHECK/BAR CROWD	1
	BHEALTH	BEHAVIORAL HEALTH	18
	BIKEA	BIKE/ABANDONED	25
	BIKES	BIKE/STOLEN	5
	BURG	BURGLARY	30
	BURGI	BURGLARY IN PROGRESS	8
	BURN	ILLEGAL BURNING	16
	CC	CITIZEN CONTACT	211
	CHK	BAD CHECKS	3
	CITYB	CITY BUSINESS	9
	CIVIL	CIVIL MATTER	58
	CO	CARBON MONOXIDE CALL WITHOUT IL	10

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

Jurisdiction: LEC ***First Date:*** 01/01/2017

Last Date: 12/31/2017

Department	*Complaint*		*Number*
51 **SPD**			
	COUNT	COUNTERFEITING	22
	COURT	COURT	22
	CP	CRIME PREVENTION	18
	CPL	CLEAR PARKING LOT	1
	CS	CAR SERVICE	4
	CURFEW	CURFEW VIOLATION	1
	CUSTODY	CHILD CUSTODY DISPUTE	37
	DANCOV	DANCO VIOLATION	12
	DARE	DARE PROGRAM	20
	DISOR	DISORDERLY CONDUCT	22
	DISOV	DISORDERLY VERBAL	1
	DOG	DOG COMPLAINT/BARKING	154
	DOM	DOMESTIC	33
	DOMI	DOMESTIC IN PROGRESS	26
	DOORCHK	DOOR CHECK(S)	66
	DPAT	DIRECTED PATROL	1
	DRIVE	DRIVING COMPLAINT	237
	DUMP	ILLEGAL DUMPING COMPLAINT	13
	DUPLICATE	DUPLICATE ICR ERROR	19
	DWI	DRUNK DRIVER ARREST	28
	EMES	EMERGENCY MESSAGE	2
	ERROR	CALL CREATED IN ERROR	1
	EXPOS	EXPOSER COMPLAINT	2
	FIGHT	FIGHT PHYSICAL	7
	FINGERPRINT	FINGERPRINT	5
	FIREAL	FIRE ALARM	35
	FIREB	FIRE BUILDING	4
	FIREC	FIRE CAR	3
	FIREO	FIRE OTHER	3
	FIREU	FIRE UNKNOWN	1
	FIREW	FIRE GRASS OR WILDLAND	6
	FORG	FORGERY	12
	FPATROL	FOOT PATROL	21
	FPROP	FOUND PROPERTY	111
	FRAUD	FRAUD	98
	FUPC	CRIMINAL FOLLOW UP	4
	FUP	FOLLOW UP	202
	FWORKS	FIREWORKS COMPLAINT	20
	GAS	GAS LEAK	10
	GUN	GUN/PERSON WITH	3
	GUNSH	GUNSHOTS FIRED/HEARD	19
	HAR	HARASSMENT COMPLAINT	71
	HARRORD	HARASSMENT RESTRAINING ORDER	68
	HARRORV	HARASSMENT RESTRAINING ORDER V	10
	HAZ	HAZARD	120
	HR	HIT AND RUN	70
	HSREFER	HUMAN SERVICES REFERRAL	115
	HUNTING	ILLEGAL HUNTING/HUNTING COMPLAI	2
	IDTHEFT	IDENTITY THEFT	24
	INFO	MATTER OF INFORMATION	287

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

Jurisdiction: LEC *First Date:* 01/01/2017
Last Date: 12/31/2017

Department	Complaint		Number
101 **SPD**			
	JUVL	JUVENILE/LOST OR FOUND	11
	JUVPAR	JUVENILE PARTY	3
	JUVP	JUVENILE/PROBLEM WITH	104
	JUVR	JUVENILE/RUNAWAY	16
	KNIFE	KNIFE/PERSON WITH	6
	LDISP	LANDLORD/TENANT DISPUTE	13
	LIFTASSIST	LIFT ASSIST	48
	LITTR	LITTERING COMPLAINT	1
	LM	LOUD MUSIC	33
	LP	LOUD PARTY	13
	LPROP	LOST PROPERTY	51
	MAIL	MAILBOX VANDALISM	11
	MA	MOTORIST ASSIST	222
	MEDICATION	MEDICATION DISPOSAL	1
	MED	MEDICAL EMERGENCY	655
	MEDNO	MEDICAL NO OFFICER SENT	5
	MEETING	ATTEND MEETING	217
	MISSPA	MISSING PERSON - ADULT	22
	MISSPJ	MISSING PERSON - JUVENILE	5
	NARC	NARCOTICS	3
	NCORV	NO CONTACT ORDER VIOLATION	1
	NDISP	NEIGHBORHOOD DISPUTE	19
	NEGLECT	NEGLECT	2
	NOISE	NOISE COMPLAINT	49
	NOPAY	NO PAY CUSTOMER	50
	NSF	NSF CHECK	1
	OD	OVERDOSE	6
	OFPI	OFP VIOLATION IN PROGRESS	1
	OFP	ORDER FOR PROTECTION	3
	OFPV	OFP VIOLATION	2
	OPENC	OPEN CONTAINER	1
	OPEND	OPEN DOOR	23
	ORD	ORDINANCE VIOLATION	38
	OTL	OUT TO LUNCH	44
	PAPSV	PAPER SERVICE	5
	PARK24	24 HOUR PARKING VIOLATION	12
	PARKPAT	PARK PATROL	2
	PARKS	SEASONAL PARKING	51
	PARKV	PARKING VIOLATION	107
	PERD	ISSUE DEER PERMIT	8
	PERG	GUN PERMIT	158
	PHONE	PHONE COMPLAINT	8
	POC	PREDATORY OFFENDER CHANGE OF I	14
	POFR	PREDATORY OFFENDER FAIL TO REGI	1
	POR1CC	PREDATORY OFFENDER REGISTRATIC	1
	PORCC	PREDATORY OFFENDER REGISTRATIC	1
	PORNO	PORNOGRAPHY	5
	POSSA	ALCOHOL/POSSESSION OF	1
	POSSD	DRUGS-PARAPHERNALIA/POSSESSIOI	11
	PRDAM	PROPERTY DAMAGE	49

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

Jurisdiction: LEC ***First Date:*** 01/01/2017

Last Date: 12/31/2017

Department	*Complaint*		*Number*
151 **SPD**			
	PROBATION	PROBATION VIOLATION	1
	PURV	PURSUIT/OF VEHICLE	2
	REPO	REPOSSESSED VEHICLE	1
	ROADRAGE	ROAD RAGE	8
	ROB	ROBBERY	2
	RW	REPORT WRITING	7
	SBUS	SCHOOL BUS/SCHOOL VIOLATION	27
	SD	SPECIAL DETAIL	103
	SHOPI	SHOPLIFTER/URGENT	8
	SHOP	SHOPLIFTER	30
	SIGN	STOP SIGN DOWN	1
	SLUMP	SLUMPER	11
	SNOWBIRD	SNOWBIRD	8
	SNOW	SNOWMOBILE COMPLAINT	1
	SPEEDTRL	SPEED TRAILER	34
	STALKING	STALKING	5
	STALL	STALLED VEHICLE	113
	STENF	SELECTIVE TRAFFIC ENFORCEMENT	6
	SUICI	SUICIDE ATTEMPT IN PROGRESS	9
	SUIC	SUICIDE THREAT	81
	SUSA	SUSPICIOUS ACTIVITY	187
	SUSI	SUSPICIOUS ITEM	11
	SUSP	SUSPICIOUS PERSON	116
	SUSS	SUSPICIOUS SMELL	31
	SUSV	SUSPICIOUS VEHICLE	268
	TAMPV	TAMPER WITH MOTOR VEHICLE	6
	TEST	TEST RECORD	6
	THEFT	THEFT	140
	THEFTV	THEFT FROM VEHICLE	37
	THREAT	THREATS COMPLAINT	34
	TIP	TIP RECEIVED	5
	TOBACC	TOBACCO COMPLIANCE CHECK	9
	TOW	TOWED VEHICLE	12
	TRAFC	TRAFFIC CONTROL	2
	TRAFFIC STOP	TRAFFIC STOP	2357
	TRAIN	TRAINING	47
	TRANS	TRANSPORT	9
	TRES	TRESPASSING/TRESPASSER	15
	UNK	UNKNOWN - NO INFO AVAILABLE	9
	UNWAN	UNWANTED PERSON	34
	VAGRANCY	VAGRANCY	6
	VAND	VANDALISM	54
	VANDV	VANDALISM TO VEHICLE	29
	VDITCH	VEHICLE IN THE DITCH	22
	VERB	VERBAL DISPUTE	50
	VOTF ASSIST	VIOLENT OFFENDER TASK FORCE ASS	2
	VULAD	VULNERABLE ADULT	16
	WARRANT	WARRANT	118
	WARRS	WARRANT/SEARCH	4
	WELF	WELFARE CHECK	288

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

Jurisdiction: LEC ***First Date:*** 01/01/2017
Last Date: 12/31/2017

Department	*Complaint*		*Number*
201 **SPD**			
	XPAT	EXTRA PATROL	179
		Group Total:	**12063**
		Report Total:	**12063**

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

POLICE REPONSE TIMES TO AREAS THROUGHOUT SARTELL

(BOUNDARY TO BOUNDARY AND OBEYING TRAFFIC LAWS)
(TIMES LISTED IN MINUTES AND SECONDS)

	02/09/05	11/18/13	04/05/17
Hwy 10 at Scenic Drive to Blackberry Circle	13.25	14.10	13.23
Fitness Evolution to Blackberry Circle	11.0	11.5	11.14
Walmart to Blackberry Circle	12.0	15.55	15.24
NE River Rd to Blackberry Circle	11.32	12.45	12.09
NE River Rd to Fitness Evolution	8.15	8.40	8.48
NE River Rd to Walmart	5.30	5.0	6.30
27 St N at Riverside Av to Walmart	8.10	10.54	8.12
27 St N at Riverside Av to Fitness Evolution	11.30	9.30	11.15
27 St N at Riverside Av to NE River Rd	7.38	8.30	8.29
27 St N at Riverside Av to Hwy 10 N at Scenic Dr	9.33	10.30	11.45

2017 Annual Fire Report



Sartell Fire Department

Participation Summary by Staff

01/01/2017 to 12/31/2017

Staff IDs:

0501,1101,1602,1703,9703,0803,1402,9603,1104,1701,9201,1202,0901,0202,1102,1401,1501,1502,0802,1103,1702,
1201,1704,1601,0902,9104,0703,8807,9301,9901

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: 30

Total Incidents For Period: 125

Incident Participation	Number of Runs		
Staff Id/ Name	Available	Participated	Percent
0501 Dingmann, Lucas G	125	81	64.80
1101 Eagle, Chris	125	20	16.00
1602 Eggert, Cory	125	90	72.00
1703 Elness, Tim	125	92	73.60
9703 Ertl, Dennis J	125	73	58.40
0803 Fitzthum, Ryan	125	71	56.80
1402 Fox, Matt	125	88	70.40
9603 Giles, Randy O	125	74	59.20
1104 Grundhoefer, Todd	125	79	63.20
1701 Guggenberger, Austin	125	103	82.40
9201 Guggenberger, Mark	125	94	75.20
1202 Heim, Brian	125	87	69.60
0901 Heinen, Mark	125	107	85.60
0202 Hemmesch, Kellan	125	62	49.60
1102 Hengel, David	125	94	75.20
1401 Imholte, Adam	125	111	88.80
1501 Johnson, Lucas	125	77	61.60
1502 Keehr, Thomas	125	68	54.40
0802 Kockler, Ben	125	65	52.00
1103 Kockler, Mitch	125	73	58.40
1702 Laabs, Kyle	125	74	59.20
1201 Lyon, Rick	125	112	89.60
1704 Morse, Chris	125	97	77.60
1601 Muntifering, Pat	125	112	89.60
0902 Olmscheid, Brady	125	57	45.60
9104 Raymond, Jerry	125	63	50.40
0703 Rieland, James	125	54	43.20
8807 Sattler, Jim	125	92	73.60
9301 Sieben, William	125	93	74.40
9901 Weihs, Bill	125	76	60.80

Sartell Fire Department

NFPA Fire Experience Survey

01/01/2017 to 12/31/2017

Part II: MAJOR FIRES

Date	Name of Occup/Owner, Address and Property Use	Civilian Fire Deaths	Property Loss
07/03/2017	No Occupant or Owner Listed 1124 3rd ST N Residential street, road or residential driveway	0	40,000
09/20/2017	Dahl, John 32214 County Road 1 /St. Cloud, MN 56303 1 or 2 family dwelling	0	1,000
05/02/2017	No Occupant or Owner Listed 250 Riverside AVE N Manufacturing, processing	0	1

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

A. FIRES IN STRUCTURES BY FIXED PROPERTY USE	Number of Fires	Civilian Casualties Deaths	Civilian Casualties Injuries	Property Damage
1. Private Dwellings	0	0	0	0
2. Apartments	0	0	0	0
3. Hotels and Motels	0	0	0	0
4. All Other Residential	0	0	0	0
5. TOTAL RESIDENTIAL FIRES	0	0	0	0
6. Public Assembly	0	0	0	0
7. Schools and Colleges	0	0	0	0
8. Health Care/Penal	0	0	0	0
9. Stores and Offices	0	0	0	0
10. Industry/Utility	1	0	0	1
11. Storage in Structures	1	0	0	0
12. Other Structures	0	0	0	0
13. TOTAL STRUCTURE FIRES	2	0	0	1
B. OTHER FIRES AND INCIDENTS				
14a. Highway Vehicles	2	0	0	40,000
14b. Other Vehicles	0	0	0	0
15. Non-Structure/Non-Vehicle	0	0	0	0
16. Brush/Grass/Wildland	3	0	0	XXXXXXXXXXXX
17. Rubbish/Dumpsters	2	0	0	XXXXXXXXXXXX
18. All Other Fires	1	0	0	1,000
19. TOTAL FOR FIRES	10	0	0	41,001
20. Rescue/Emergency Med	18	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
21. False Alarms	34	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
22. Mutual Aid (Given)	3	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
23a. Hazmat Responses	12	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
23b. Other Hazardous Responses	7	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
24. All Other Responses	41	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
25. TOTAL FOR ALL INCIDENTS	125	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	0
13. Structure Fires (line 13 above)	1	1

Sartell Fire Department

NFPA Fire Experience Survey

01/01/2017 to 12/31/2017

Part IV: BREAKDOWN OF FALSE ALARM RESPONSES

Type of Response	Number of Incidents
1. Malicious, Mischievous False Call	0
2. System Malfunction	7
3. Unintentional	15
4. Other False Alarms	12

Part V: INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES

	Number of Fires	Civilian Casualties Deaths	Civilian 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

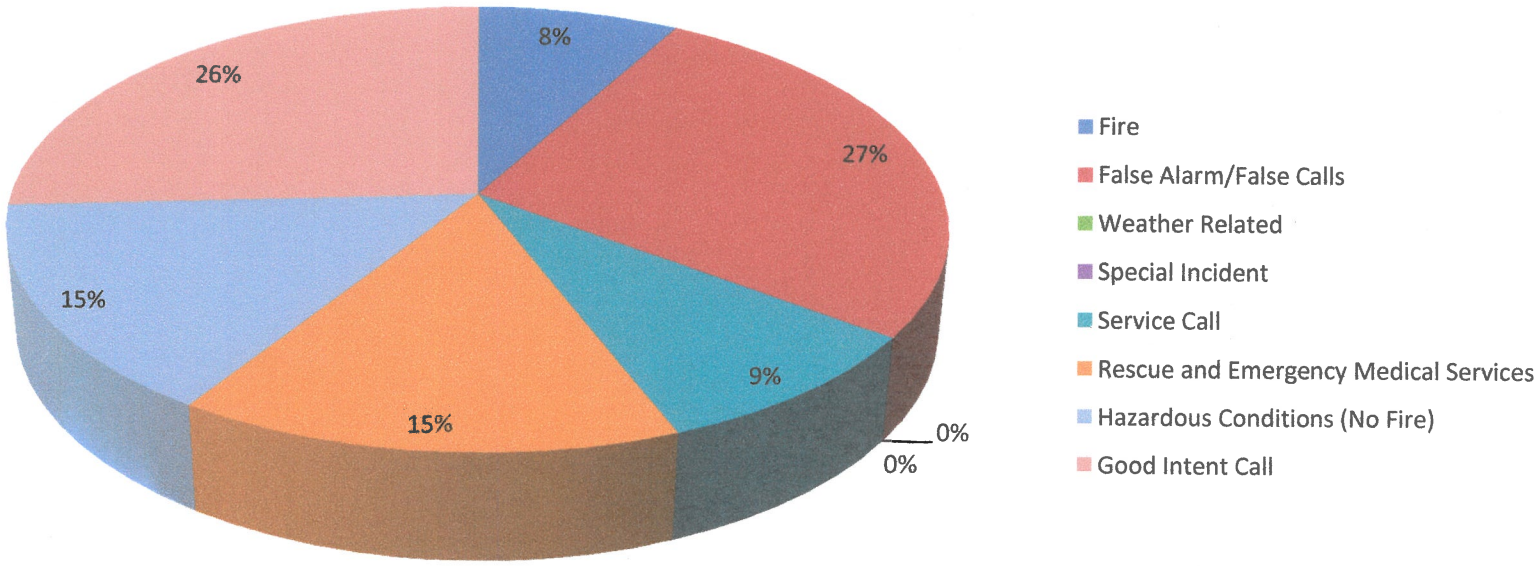
How many shifts were lost as a result of these injuries: _____

Fire Department Vehicle Accidents

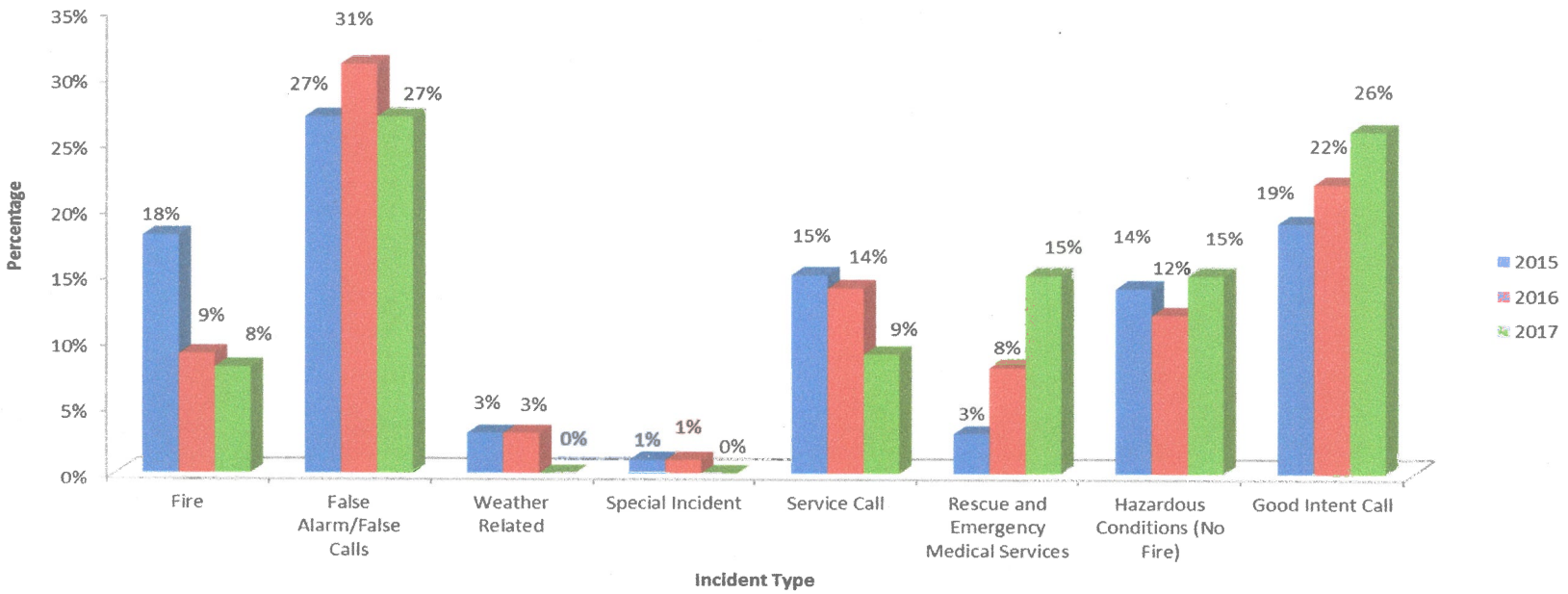
Accidents involving fire department emergency vehicles: _____ Resulting injuries: _____

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

Incident Type Summary - City of Sartell
Alarm Data 2017



Incident Type Summary - City of Sartell
Alarm Data 2015-2017



Sartell Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {12/31/2017} and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
117 Commercial Compactor fire, confined to	1	0.98%	$100,001	70.92%
131 Passenger vehicle fire	2	1.96%	$41,000	29.07%
143 Grass fire	2	1.96%	$0	0.00%
150 Outside rubbish fire, Other	1	0.98%	$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.98%	$0	0.00%
	7	**6.86%**	**$141,001**	**100.00%**
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	1.96%	$0	0.00%
311 Medical assist, assist EMS crew	2	1.96%	$0	0.00%
322 Motor vehicle accident with injuries	2	1.96%	$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.98%	$0	0.00%
350 Extrication, rescue, Other	1	0.98%	$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.98%	$0	0.00%
381 Rescue or EMS standby	2	1.96%	$0	0.00%
	11	**10.78%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	2	1.96%	$0	0.00%
412 Gas leak (natural gas or LPG)	8	7.84%	$0	0.00%
424 Carbon monoxide incident	1	0.98%	$0	0.00%
442 Overheated motor	1	0.98%	$0	0.00%
444 Power line down	3	2.94%	$0	0.00%
445 Arcing, shorted electrical equipment	1	0.98%	$0	0.00%
	16	**15.68%**	**$0**	**0.00%**
5 Service Call				
510 Person in distress, Other	1	0.98%	$0	0.00%
520 Water problem, Other	1	0.98%	$0	0.00%
531 Smoke or odor removal	3	2.94%	$0	0.00%
551 Assist police or other governmental agency	1	0.98%	$0	0.00%
555 Defective elevator, no occupants	1	0.98%	$0	0.00%
	7	**6.86%**	**$0**	**0.00%**
6 Good Intent Call				
600 Good intent call, Other	4	3.92%	$0	0.00%
611 Dispatched & cancelled en route	15	14.70%	$0	0.00%

Sartell Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {12/31/2017} and Township = "S "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
6111 Dispatched & cancelled en route by Sartell	10	9.80%	$0	0.00%
622 No Incident found on arrival at dispatch	1	0.98%	$0	0.00%
	30	**29.41%**	**$0**	**0.00%**
7 False Alarm & False Call				
700 False alarm or false call, Other	12	11.76%	$0	0.00%
730 System malfunction, Other	2	1.96%	$0	0.00%
731 Sprinkler activation due to malfunction	2	1.96%	$0	0.00%
733 Smoke detector activation due to	3	2.94%	$0	0.00%
740 Unintentional transmission of alarm, Other	4	3.92%	$0	0.00%
741 Sprinkler activation, no fire -	3	2.94%	$0	0.00%
743 Smoke detector activation, no fire -	1	0.98%	$0	0.00%
744 Detector activation, no fire -	2	1.96%	$0	0.00%
745 Alarm system activation, no fire -	2	1.96%	$0	0.00%
	31	**30.39%**	**$0**	**0.00%**

Total Incident Count: 102 **Total Est Loss:** $141,001

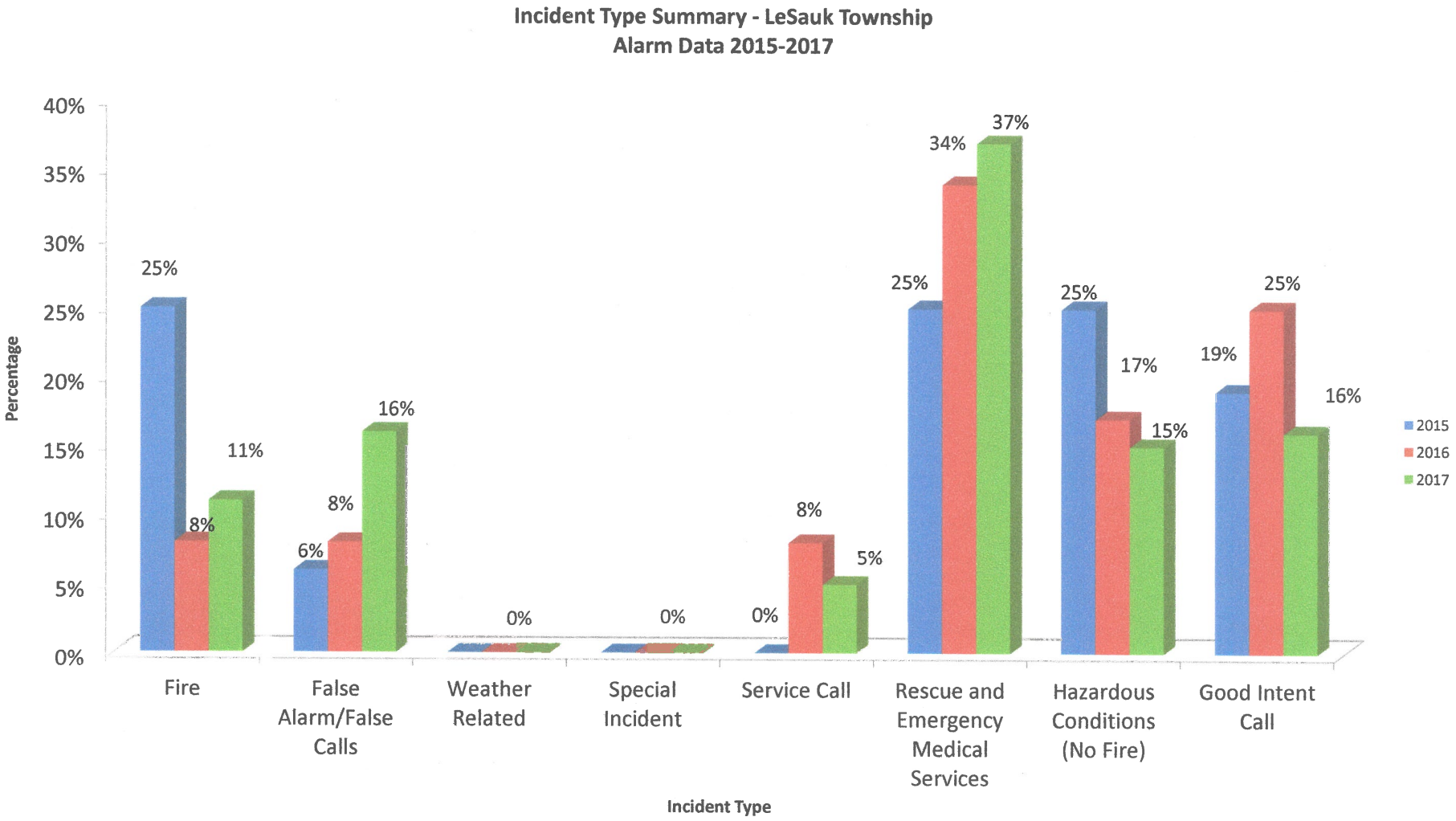
Sartell Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {12/31/2017} and Township = "LS "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	5.26%	$1,000	100.00%
142 Brush or brush-and-grass mixture fire	1	5.26%	$0	0.00%
	2	**10.52%**	**$1,000**	**100.00%**
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	10.52%	$0	0.00%
320 Emergency medical service, other	1	5.26%	$0	0.00%
322 Motor vehicle accident with injuries	2	10.52%	$0	0.00%
352 Extrication of victim(s) from vehicle	1	5.26%	$0	0.00%
365 Watercraft rescue	1	5.26%	$0	0.00%
	7	**36.84%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	5.26%	$0	0.00%
444 Power line down	2	10.52%	$0	0.00%
	3	**15.78%**	**$0**	**0.00%**
5 Service Call				
510 Person in distress, Other	1	5.26%	$0	0.00%
	1	**5.26%**	**$0**	**0.00%**
6 Good Intent Call				
6111 Dispatched & cancelled en route by Sartell	2	10.52%	$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	5.26%	$0	0.00%
	3	**15.78%**	**$0**	**0.00%**
7 False Alarm & False Call				
740 Unintentional transmission of alarm, Other	1	5.26%	$0	0.00%
743 Smoke detector activation, no fire -	2	10.52%	$0	0.00%
	3	**15.78%**	**$0**	**0.00%**

Total Incident Count: 19 **Total Est Loss:** $1,000


Incident Type Summary - LeSauk Township
Alarm Data 2015-2017
Percentage
40%
35%
30%
25%
20%
15%
10%
5%
0%
25%
8%
11%
6%
8%
16%
0%
0%
0%
8%
5%
25%
34%
37%
25%
17%
15%
19%
25%
16%
Fire
False Alarm/False Calls
Weather Related
Special Incident
Service Call
Rescue and Emergency Medical Services
Hazardous Conditions (No Fire)
Good Intent Call
Incident Type
2015
2016
2017

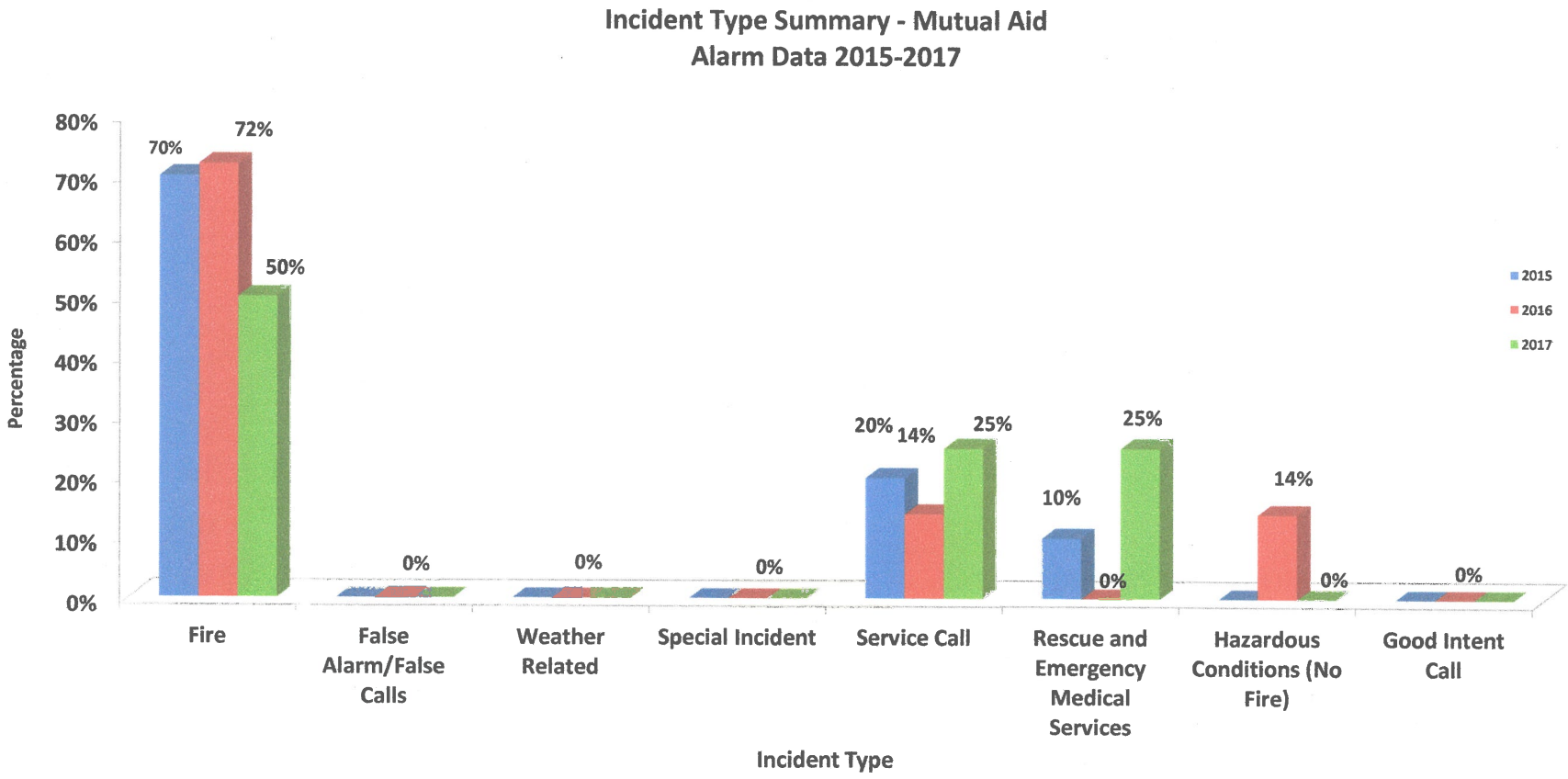
Sartell Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {12/31/2017} and Township = "MA "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	50.00%	$0	0.00%
	2	**50.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident				
363 Swift water rescue	1	25.00%	$0	0.00%
	1	**25.00%**	**$0**	**0.00%**
5 Service Call				
571 Cover assignment, standby, moveup	1	25.00%	$0	0.00%
	1	**25.00%**	**$0**	**0.00%**

Total Incident Count: 4 **Total Est Loss:** $0


Incident Type Summary - Mutual Aid
Alarm Data 2015-2017
Percentage
80%
70%
60%
50%
40%
30%
20%
10%
0%
70%
72%
50%
0%
0%
0%
20%
14%
25%
10%
0%
25%
14%
0%
0%
2015
2016
2017
Fire
False Alarm/False Calls
Weather Related
Special Incident
Service Call
Rescue and Emergency Medical Services
Hazardous Conditions (No Fire)
Good Intent Call
Incident Type

Sartell Fire Department

Aid Responses by Department

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
STCFD-V St. Cloud Fire Department - Vol							
17-0000067	07/19/2017	3 Mutual aid given	#Personnel	0	0	0	0
		Response Time: 00:09:00	#Appartus	0	0	1	0
Subtotal Responses:	**1**		**Average Response Time for Dept:**				**00:09:00**
STJFD St Joseph Fire Department							
17-0000102	10/13/2017	3 Mutual aid given	#Personnel	0	0	0	0
		Response Time: 00:06:00	#Appartus	0	0	0	0
Subtotal Responses:	**1**		**Average Response Time for Dept:**				**00:06:00**
STSFD St. Stephen Fire Department							
17-0000034	04/24/2017	3 Mutual aid given	#Personnel	0	0	0	0
		Response Time: 00:15:00	#Appartus	0	0	0	0
Subtotal Responses:	**1**		**Average Response Time for Dept:**				**00:15:00**
WPFD Waite Park Fire Department							
17-0000003	01/26/2017	3 Mutual aid given	#Personnel	23	0	0	0
		Response Time: 00:13:00	#Appartus	4	0	0	0
Subtotal Responses:	**1**		**Average Response Time for Dept:**				**00:13:00**

Response time calculated from time notified to arrival.

Sartell Fire Department

Average Turnout per Incident

Alarm Date Between {01/01/2017} And {12/31/2017}

Total Number of Incidents	125	Total Number of Responding Personnel	2492
Average Turnout per Incident	20		

Sartell Fire Department

Alarm Time Analysis

Alarm Date Between {01/01/2017} And {12/31/2017}

Alarm Hour	Count	Percent
00:00	1	0.80%
01:00	3	2.40%
02:00	2	1.60%
03:00	2	1.60%
04:00	2	1.60%
05:00	4	3.20%
06:00	1	0.80%
07:00	6	4.80%
08:00	4	3.20%
09:00	7	5.60%
10:00	7	5.60%
11:00	10	8.00%
12:00	10	8.00%
13:00	7	5.60%
14:00	3	2.40%
15:00	3	2.40%
16:00	11	8.80%
17:00	9	7.20%
18:00	8	6.40%
19:00	5	4.00%
20:00	8	6.40%
21:00	5	4.00%
22:00	3	2.40%
23:00	4	3.20%

Sartell Fire Department

Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
100 Fire, Other						
17-0000093	09/20/2017 03:12:00	09/20/2017 03:25:00	SSD SOUTH OF	1		00:13:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:13:00**
111 Building fire						
17-0000003	01/26/2017 11:56:00	01/26/2017 12:09:00	SSD SOUTH OF	1		00:13:00
17-0000102	10/13/2017 12:44:00	10/13/2017 12:50:00	SSD SOUTH OF	1		00:06:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:09:30**
117 Commercial Compactor fire, confined to rubbish						
17-0000037	05/02/2017 15:58:00	05/02/2017 16:05:00	NSD North of	1		00:07:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:07:00**
131 Passenger vehicle fire						
17-0000062	07/03/2017 17:43:00	07/03/2017 17:57:00	SSD SOUTH OF	1		00:14:00
17-0000086	09/09/2017 10:17:00	09/09/2017 10:24:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:10:30**
142 Brush or brush-and-grass mixture fire						
17-0000046	06/02/2017 22:42:00	06/02/2017 22:59:00	SSD SOUTH OF	1		00:17:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:17:00**
143 Grass fire						
17-0000022	03/20/2017 12:49:00	03/20/2017 12:54:00	SSD SOUTH OF	1		00:05:00
17-0000076	08/06/2017 17:04:00	08/06/2017 17:11:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:06:00**
150 Outside rubbish fire, Other						
17-0000047	06/03/2017 23:15:00	06/03/2017 23:22:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:07:00**
154 Dumpster or other outside trash receptacle fire						
17-0000065	07/18/2017 23:29:00	07/18/2017 23:39:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:10:00**
300 Rescue, EMS incident, other						
17-0000095	09/21/2017 07:38:00	09/21/2017 07:42:00	SSD SOUTH OF	1		00:04:00

Sartell Fire Department

Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
300 Rescue, EMS incident, other						
17-0000107	10/29/2017 16:00:00	10/29/2017 16:02:00	SSD SOUTH OF	1		00:02:00
17-0000115	12/05/2017 08:28:53	12/05/2017 08:34:00	SSD SOUTH OF	1		00:05:07
17-0000117	12/21/2017 16:53:00	12/21/2017 16:53:00	SSD SOUTH OF	1		00:00:00
Subtotal Count 4		**Average Response Time for Incident Type**				**00:02:47**
311 Medical assist, assist EMS crew						
17-0000004	01/27/2017 09:00:00	01/27/2017 09:10:00	ESD EAST OF	1		00:10:00
17-0000014	03/07/2017 05:25:00	03/07/2017 05:33:00	ESD EAST OF	1		00:08:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:09:00**
320 Emergency medical service, other						
17-0000058	06/22/2017 18:34:00	06/22/2017 18:44:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:10:00**
322 Motor vehicle accident with injuries						
17-0000018	03/18/2017 05:57:00	03/18/2017 06:06:00	SSD SOUTH OF	1		00:09:00
17-0000090	09/18/2017 09:36:00	09/18/2017 09:39:00	SSD SOUTH OF	1		00:03:00
17-0000109	11/06/2017 16:04:00	11/06/2017 16:06:00	SSD SOUTH OF	1		00:02:00
17-0000113	11/27/2017 20:08:00	11/27/2017 20:13:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 4		**Average Response Time for Incident Type**				**00:04:45**
324 Motor Vehicle Accident with no injuries						
17-0000099	09/29/2017 16:25:00	09/29/2017 16:30:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:05:00**
350 Extrication, rescue, Other						
17-0000082	08/18/2017 17:55:00	08/18/2017 18:05:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:10:00**
352 Extrication of victim(s) from vehicle						
17-0000048	06/05/2017 11:51:00	06/05/2017 11:57:00	ESD EAST OF	1		00:06:00
17-0000111	11/07/2017 17:59:00	11/07/2017 18:04:00	WSD WEST OF	1		00:05:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:05:30**
363 Swift water rescue						
17-0000067	07/19/2017 20:28:00	07/19/2017 20:37:00	SSD SOUTH OF	1		00:09:00

Sartell Fire Department

Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
363 Swift water rescue						
Subtotal Count 1		**Average Response Time for Incident Type**				**00:09:00**
365 Watercraft rescue						
17-0000061	07/02/2017 16:13:00	07/02/2017 16:22:00	SSD SOUTH OF	1		00:09:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:09:00**
381 Rescue or EMS standby						
17-0000010	02/22/2017 09:01:00	02/22/2017 09:03:00	NSD North of	1		00:02:00
17-0000094	09/21/2017 07:25:00	09/21/2017 07:30:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:03:30**
411 Gasoline or other flammable liquid spill						
17-0000077	08/08/2017 13:44:00	08/08/2017 13:47:00	WSD WEST OF	1		00:03:00
17-0000081	08/19/2017 13:12:33	08/19/2017 13:19:00	SSD SOUTH OF	1		00:06:27
Subtotal Count 2		**Average Response Time for Incident Type**				**00:04:44**
412 Gas leak (natural gas or LPG)						
17-0000008	02/15/2017 08:37:00	02/15/2017 08:49:00	NSD North of	1		00:12:00
17-0000038	05/06/2017 15:44:00	05/06/2017 15:59:00	NSD North of	1		00:15:00
17-0000049	06/07/2017 10:15:00	06/07/2017 10:25:00	NSD North of	1		00:10:00
17-0000056	06/14/2017 12:41:00	06/14/2017 12:47:00	NSD North of	1		00:06:00
17-0000079	08/09/2017 11:55:00	08/09/2017 11:59:00	NSD North of	1		00:04:00
17-0000084	09/06/2017 22:35:00	09/06/2017 22:42:00	SSD SOUTH OF	1		00:07:00
17-0000085	09/07/2017 05:50:00	09/07/2017 06:00:00	SSD SOUTH OF	1		00:10:00
17-0000100	10/10/2017 23:00:00	10/10/2017 23:06:00	WSD WEST OF	1		00:06:00
17-0000108	11/06/2017 15:54:00	11/06/2017 15:59:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 9		**Average Response Time for Incident Type**				**00:08:20**
424 Carbon monoxide incident						
17-0000118	12/22/2017 12:56:04	12/22/2017 13:04:04	WSD WEST OF	1		00:08:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:08:00**
442 Overheated motor						
17-0000121	12/26/2017 02:59:00	12/26/2017 03:09:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:10:00**
444 Power line down						

Sartell Fire Department

Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
444 Power line down						
17-0000032	04/15/2017 19:29:00	04/15/2017 19:42:00	NSD North of	1		00:13:00
17-0000051	06/11/2017 08:38:00	06/11/2017 08:47:00	SSD SOUTH OF	1		00:09:00
17-0000052	06/11/2017 08:52:00	06/11/2017 08:53:00	SSD SOUTH OF	1		00:01:00
17-0000053	06/11/2017 09:20:00	06/11/2017 09:24:00	SSD SOUTH OF	1		00:04:00
17-0000120	12/23/2017 11:50:00	12/23/2017 11:59:00	NSD North of	1		00:09:00
Subtotal Count 5		**Average Response Time for Incident Type**				**00:07:12**
445 Arcing, shorted electrical equipment						
17-0000043	05/23/2017 07:25:00	05/23/2017 07:30:00	NSD North of	1		00:05:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:05:00**
510 Person in distress, Other						
17-0000006	02/07/2017 06:59:00	02/07/2017 07:10:00	NSD North of	1		00:11:00
17-0000007	02/07/2017 20:43:00	02/07/2017 20:50:00	SSD SOUTH OF	1		00:07:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:09:00**
520 Water problem, Other						
17-0000002	01/15/2017 21:51:00	01/15/2017 21:59:00	ESD EAST OF	1		00:08:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:08:00**
531 Smoke or odor removal						
17-0000005	02/04/2017 10:55:00	02/04/2017 11:05:00	NSD North of	1		00:10:00
17-0000009	02/17/2017 10:35:00	02/17/2017 10:41:00	SSD SOUTH OF	1		00:06:00
17-0000042	05/21/2017 19:19:00	05/21/2017 19:25:00	ESD EAST OF	1		00:06:00
Subtotal Count 3		**Average Response Time for Incident Type**				**00:07:20**
551 Assist police or other governmental agency						
17-0000026	04/02/2017 04:51:00	04/02/2017 04:59:00	SSD SOUTH OF	1		00:08:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:08:00**
555 Defective elevator, no occupants						
17-0000011	03/01/2017 14:40:00	03/01/2017 14:51:00	SSD SOUTH OF	1		00:11:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:11:00**
571 Cover assignment, standby, moveup						
17-0000034	04/24/2017 17:15:00	04/24/2017 17:30:00	SSD SOUTH OF	1		00:15:00

Sartell Fire Department

Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
571 Cover assignment, standby, moveup						
Subtotal Count 1		**Average Response Time for Incident Type**				**00:15:00**
600 Good intent call, Other						
17-0000021	03/20/2017 01:19:00	03/20/2017 01:29:00	SSD SOUTH OF	1		00:10:00
17-0000023	03/20/2017 17:18:00	03/20/2017 17:20:00	SSD SOUTH OF	1		00:02:00
17-0000028	04/10/2017 16:56:00	04/10/2017 17:05:00	SSD SOUTH OF	1		00:09:00
17-0000033	04/22/2017 20:35:19	04/22/2017 20:47:00	NSD North of	1		00:11:41
Subtotal Count 4		**Average Response Time for Incident Type**				**00:08:10**
622 No Incident found on arrival at dispatch address						
17-0000050	06/08/2017 22:53:00	06/08/2017 22:58:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:05:00**
652 Steam, vapor, fog or dust thought to be smoke						
17-0000030	04/12/2017 23:11:00	04/12/2017 23:17:00	WSD WEST OF	1		00:06:00
Subtotal Count 1		**Average Response Time for Incident Type**				**00:06:00**
700 False alarm or false call, Other						
17-0000012	03/02/2017 05:41:00	03/02/2017 05:50:00	NSD North of	1		00:09:00
17-0000044	05/31/2017 11:07:00	05/31/2017 11:17:00	SSD SOUTH OF	1		00:10:00
17-0000045	06/01/2017 07:24:00	06/01/2017 07:28:00	SSD SOUTH OF	1		00:04:00
17-0000057	06/20/2017 18:06:00	06/20/2017 18:14:00	NSD North of	1		00:08:00
17-0000059	06/28/2017 02:07:00	06/28/2017 02:14:00	SSD SOUTH OF	1		00:07:00
17-0000060	07/01/2017 13:10:00	07/01/2017 13:16:00	SSD SOUTH OF	1		00:06:00
17-0000075	08/01/2017 16:33:57	08/01/2017 16:40:00	SSD SOUTH OF	1		00:06:03
17-0000105	10/23/2017 04:11:00	10/23/2017 04:22:00	SSD SOUTH OF	1		00:11:00
17-0000106	10/24/2017 16:57:00	10/24/2017 16:59:00	NWD Northwest	1		00:02:00
17-0000114	11/29/2017 01:30:00	11/29/2017 01:42:00	SSD SOUTH OF	1		00:12:00
17-0000124	12/28/2017 16:32:00	12/28/2017 16:42:00	SSD SOUTH OF	1		00:10:00
17-0000125	12/29/2017 17:48:40	12/29/2017 17:55:00	NSD North of	1		00:06:20
Subtotal Count 12		**Average Response Time for Incident Type**				**00:07:37**
730 System malfunction, Other						
17-0000041	05/19/2017 21:21:00	05/19/2017 21:21:00	ESD EAST OF	1		00:00:00
17-0000097	09/23/2017 20:23:00	09/23/2017 20:29:00	ESD EAST OF	1		00:06:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:03:00**
731 Sprinkler activation due to malfunction						

Sartell Fire Department

Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
731 Sprinkler activation due to malfunction						
17-0000112	11/10/2017 03:08:00	11/10/2017 03:14:00	SSD SOUTH OF	1		00:06:00
17-0000116	12/19/2017 19:40:00	12/19/2017 19:44:00	SSD SOUTH OF	1		00:04:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:05:00**
733 Smoke detector activation due to malfunction						
17-0000096	09/23/2017 12:23:00	09/23/2017 12:28:00	SSD SOUTH OF	1		00:05:00
17-0000122	12/27/2017 18:51:00	12/27/2017 18:57:00	SSD SOUTH OF	1		00:06:00
17-0000123	12/28/2017 07:19:00	12/28/2017 07:30:00	WSD WEST OF	1		00:11:00
Subtotal Count 3		**Average Response Time for Incident Type**				**00:07:20**
740 Unintentional transmission of alarm, Other						
17-0000031	04/13/2017 20:35:00	04/13/2017 20:45:00	WSD WEST OF	1		00:10:00
17-0000039	05/09/2017 07:36:00	05/09/2017 07:47:00	SSD SOUTH OF	1		00:11:00
17-0000068	07/19/2017 20:28:00	07/19/2017 20:37:00	SSD SOUTH OF	1		00:09:00
17-0000083	08/28/2017 18:18:00	08/28/2017 18:25:00	NSD North of	1		00:07:00
17-0000119	12/22/2017 16:33:00	12/22/2017 16:43:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 5		**Average Response Time for Incident Type**				**00:09:24**
741 Sprinkler activation, no fire - unintentional						
17-0000013	03/04/2017 17:32:00	03/04/2017 17:39:00	NSD North of	1		00:07:00
17-0000016	03/10/2017 21:11:00	03/10/2017 21:18:00	NSD North of	1		00:07:00
17-0000054	06/11/2017 12:30:00	06/11/2017 12:35:00	SSD SOUTH OF	1		00:05:00
Subtotal Count 3		**Average Response Time for Incident Type**				**00:06:20**
743 Smoke detector activation, no fire - unintentional						
17-0000019	03/18/2017 10:46:00	03/18/2017 10:56:00	SSD SOUTH OF	1		00:10:00
17-0000029	04/12/2017 09:22:00	04/12/2017 09:29:00	SSD SOUTH OF	1		00:07:00
17-0000035	04/28/2017 18:58:00	04/28/2017 19:08:00	SSD SOUTH OF	1		00:10:00
Subtotal Count 3		**Average Response Time for Incident Type**				**00:09:00**
744 Detector activation, no fire - unintentional						
17-0000015	03/09/2017 12:23:00	03/09/2017 12:23:00	NSD North of	1		00:00:00
17-0000070	07/23/2017 10:10:00	07/23/2017 10:19:00	ESD EAST OF	1		00:09:00
Subtotal Count 2		**Average Response Time for Incident Type**				**00:04:30**
745 Alarm system activation, no fire - unintentional						
17-0000001	01/04/2017 11:35:25	01/04/2017 11:50:00	NSD North of	1		00:14:35
17-0000017	03/11/2017 20:02:00	03/11/2017 20:10:00	SSD SOUTH OF	1		00:08:00

Sartell Fire Department

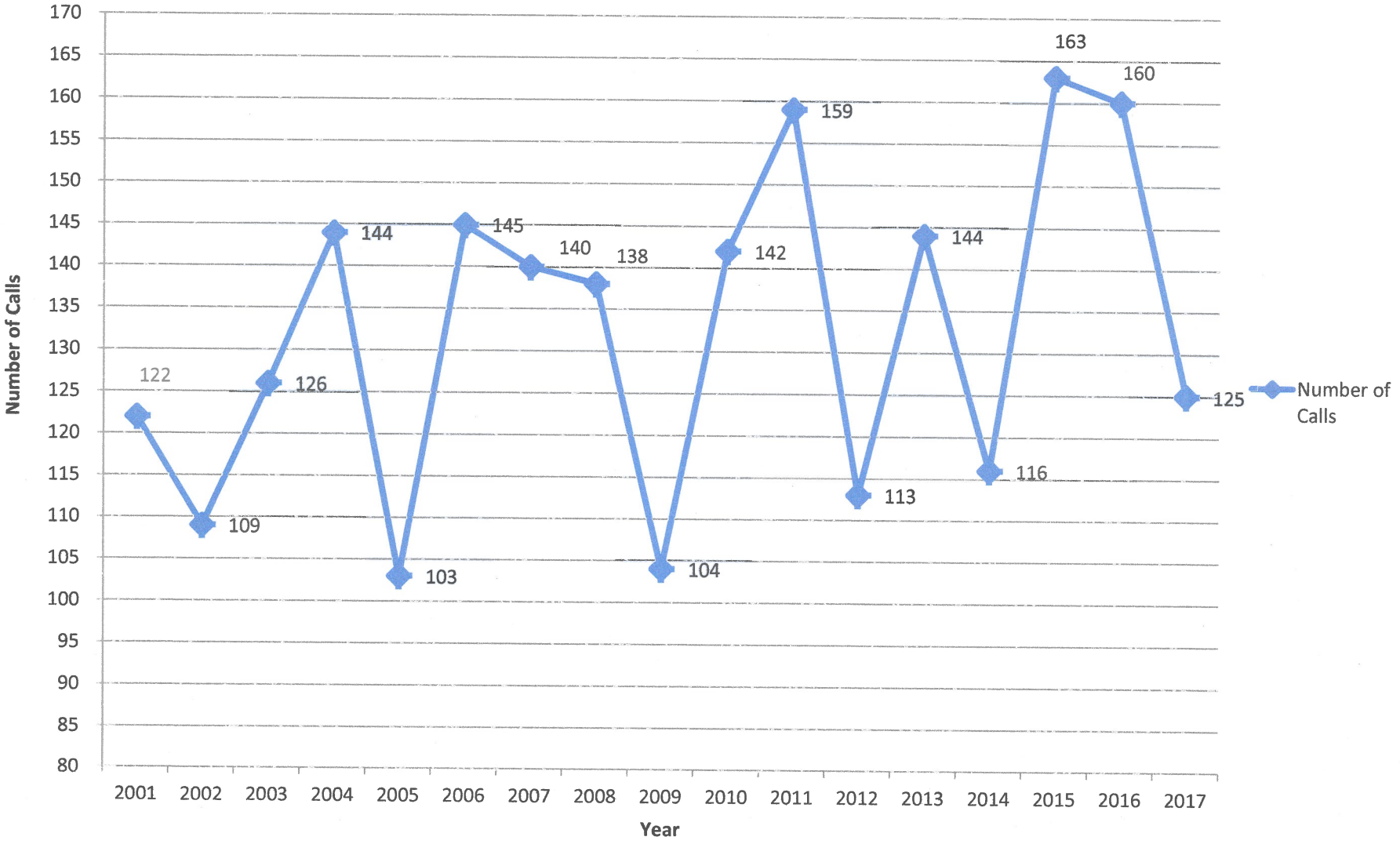
Average Response Time by Incident Type

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident	Alarm Date & Time	Arrival Date & Time	District	Stn	Shift	Response
745 Alarm system activation, no fire - unintentional						
Subtotal Count 2			Average Response Time for Incident Type			00:11:18

Total Incident Count: 98 Overall Average Response Time: 00:07:32

2000 - 2017 Call Volume
City of Sartell, LeSauk Township, and Mutual Aid



Sartell Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.80%	$1,000	0.70%
111 Building fire	2	1.60%	$0	0.00%
117 Commercial Compactor fire, confined to	1	0.80%	$100,001	70.42%
131 Passenger vehicle fire	2	1.60%	$41,000	28.87%
142 Brush or brush-and-grass mixture fire	1	0.80%	$0	0.00%
143 Grass fire	2	1.60%	$0	0.00%
150 Outside rubbish fire, Other	1	0.80%	$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.80%	$0	0.00%
	11	**8.80%**	**$142,001**	**99.99%**
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	4	3.20%	$0	0.00%
311 Medical assist, assist EMS crew	2	1.60%	$0	0.00%
320 Emergency medical service, other	1	0.80%	$0	0.00%
322 Motor vehicle accident with injuries	4	3.20%	$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.80%	$0	0.00%
350 Extrication, rescue, Other	1	0.80%	$0	0.00%
352 Extrication of victim(s) from vehicle	2	1.60%	$0	0.00%
363 Swift water rescue	1	0.80%	$0	0.00%
365 Watercraft rescue	1	0.80%	$0	0.00%
381 Rescue or EMS standby	2	1.60%	$0	0.00%
	19	**15.20%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	2	1.60%	$0	0.00%
412 Gas leak (natural gas or LPG)	9	7.20%	$0	0.00%
424 Carbon monoxide incident	1	0.80%	$0	0.00%
442 Overheated motor	1	0.80%	$0	0.00%
444 Power line down	5	4.00%	$0	0.00%
445 Arcing, shorted electrical equipment	1	0.80%	$0	0.00%
	19	**15.20%**	**$0**	**0.00%**
5 Service Call				
510 Person in distress, Other	2	1.60%	$0	0.00%
520 Water problem, Other	1	0.80%	$0	0.00%
531 Smoke or odor removal	3	2.40%	$0	0.00%
551 Assist police or other governmental agency	1	0.80%	$0	0.00%
555 Defective elevator, no occupants	1	0.80%	$0	0.00%
571 Cover assignment, standby, moveup	1	0.80%	$0	0.00%

Sartell Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2017} And {12/31/2017}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call				
	9	**7.20%**	**$0**	**0.00%**
6 Good Intent Call				
600 Good intent call, Other	4	3.20%	$0	0.00%
611 Dispatched & cancelled en route	15	12.00%	$0	0.00%
6111 Dispatched & cancelled en route by Sartell	12	9.60%	$0	0.00%
622 No Incident found on arrival at dispatch	1	0.80%	$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	0.80%	$0	0.00%
	33	**26.40%**	**$0**	**0.00%**
7 False Alarm & False Call				
700 False alarm or false call, Other	12	9.60%	$0	0.00%
730 System malfunction, Other	2	1.60%	$0	0.00%
731 Sprinkler activation due to malfunction	2	1.60%	$0	0.00%
733 Smoke detector activation due to	3	2.40%	$0	0.00%
740 Unintentional transmission of alarm, Other	5	4.00%	$0	0.00%
741 Sprinkler activation, no fire -	3	2.40%	$0	0.00%
743 Smoke detector activation, no fire -	3	2.40%	$0	0.00%
744 Detector activation, no fire -	2	1.60%	$0	0.00%
745 Alarm system activation, no fire -	2	1.60%	$0	0.00%
	34	**27.20%**	**$0**	**0.00%**

Total Incident Count: 125 **Total Est Loss:** $142,001

Sartell Fire & Rescue

Memo

To: Chief Jim Sattler

From: Training Officer Ben Kockler

Date: 3/12/2018

Re: 2017 Annual Training Recap

Total training hours, Fire, EMS and Hazmat:

2017: 1,995

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

Attached you will find the 2017 training recap which breaks down the training attended by each firefighter on our department. We completed 12 monthly drills, 3 make-up drills, and 4 EMR refresher classes.

Training Grant Recaps:

Minnesota Board of Fire Training Grant: $3,692.50

In 2017 we had 4 new firefighters complete Fire I, Fire II, Hazmat Operations, and ICS 100, 200, and 700. We also had two firefighters complete the EMR initial training with Gold Cross.

In 2017 we started using Gold Cross for our EMR refresher which will now be done on a biannual basis.

Our tentative training plan for 2018 is attached which we will work on together with officers input.

Sartell Fire Rescue 2018 Training Plan

Date	Day	Time	Training Type	Training
16-Jan-18	Tuesday	6-10 pm	Fire/Rescue	Search & Rescue, RIT, Mayday
05-Feb-18	Monday	6-10 pm	EMS	CPR and EMS Refresher
20-Feb-18	Tuesday	6-10 pm	Fire/Rescue	SCBA, Self Rescue, Mayday (Customized Fire & Rescue Training)
3/1 Thru 3/31			Squad Drill	Fit Test/SCBA/Turnout Gear
20-Mar-18	Tuesday	6-10 pm	Fire/Rescue	Cold Water Rescue
17-Apr-18	Tuesday	6-10 pm	Fire/Rescue	OSHA/Right to Know/Radios
5/1 Thru 5/30			Squad Drill	Boats/Open Water Rescue
15-May-18	Tuesday	6-10 pm	Fire Rescue	Pump Operations with senerios and roll-ups
19-Jun-18	Tuesday	6-10 pm	Rescue	Vehicle Extrication
17-Jul-18	Tuesday	6-10 pm	Fire/Rescue	Pump Operations/Nozzles/Hand Lines (Water ball Drill)
21-Aug-18	Tuesday	6-10 pm	Pre Plan	Hydro Plant Tour
9/1 Thru 9/30			Squad Drill	Small Group Pumping Drill with senerios
18-Sep-18	Tuesday	6-10 pm	Fire	Car Fire/Propane Grill (State Fire Marshall Prop)
16-Oct-18	Tuesday	6-10 pm	Hazmat	Hazmat/ERG Refresher
11/1 Thru 11/30			Squad Drill	Units 20 & 29 Equipment and Operations
18-Nov-16	Tuesday	6-10 pm	Fire/Rescue	Fire Behavior/Flow Path
18-Dec-18	Tuesday	6-10 pm	Fire Rescue	NIMS/ICS Refresher (Jerry Raymond)

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
8101 Dingmann, Claude G				
AT Active Threat - Rescue Team Training	1	20.00%	3.00	61.85 %
TRUCK CK Truck Check	4	80.00%	1.85	38.14 %
Totals for Staff:	**5**		**4.85**	
0501 Dingmann, Lucas G				
20 Truck Check	4	19.04%	4.00	5.40 %
3 Burn Simulator	1	4.76%	4.00	5.40 %
ARMER ARMER Radio Training	1	4.76%	3.00	4.05 %
AT Active Threat - Rescue Team Training	2	9.52%	6.00	8.10 %
DRIVE Apparatus Driving Course	1	4.76%	3.00	4.05 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.76%	3.00	4.05 %
HYBRID Hybrid and Electric Vehicles	1	4.76%	3.00	4.05 %
N-1 New Construction Tours	1	4.76%	3.00	4.05 %
PRSBI Prevention and Response to Suicide Bombing	1	4.76%	36.00	48.61 %
PT Pumper / Tanker	1	4.76%	3.00	4.05 %
TRUCK CK Truck Check	6	28.57%	3.05	4.11 %
W1 Water Rescue	1	4.76%	3.00	4.05 %
Totals for Staff:	**21**		**74.05**	
1101 Eagle, Chris				
AT Active Threat - Rescue Team Training	1	25.00%	3.00	60.00 %
TRUCK CK Truck Check	3	75.00%	2.00	40.00 %
Totals for Staff:	**4**		**5.00**	
1602 Eggert, Cory				
20 Truck Check	4	18.18%	4.00	5.47 %
3 Burn Simulator	1	4.54%	4.00	5.47 %
ARMER ARMER Radio Training	1	4.54%	3.00	4.10 %
AT Active Threat - Rescue Team Training	2	9.09%	6.00	8.21 %
DRIVE Apparatus Driving Course	1	4.54%	3.00	4.10 %
FF2 Firefighter 2	1	4.54%	32.00	43.80 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.54%	3.00	4.10 %
HYBRID Hybrid and Electric Vehicles	1	4.54%	3.00	4.10 %
N-1 New Construction Tours	1	4.54%	3.00	4.10 %
PT Pumper / Tanker	2	9.09%	6.00	8.21 %
PUMP Basic Fire Pumps	1	4.54%	1.00	1.36 %
TRUCK CK Truck Check	5	22.72%	2.05	2.80 %
W1 Water Rescue	1	4.54%	3.00	4.10 %
Totals for Staff:	**22**		**73.05**	

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
1703 Elness, Tim				
20 Truck Check	6	25.00%	6.00	3.29 %
3 Burn Simulator	1	4.16%	4.00	2.19 %
ARMER ARMER Radio Training	1	4.16%	3.00	1.64 %
AT Active Threat - Rescue Team Training	2	8.33%	6.00	3.29 %
DRIVE Apparatus Driving Course	1	4.16%	3.00	1.64 %
FF1-A Fire Fighter 1 Block A	1	4.16%	30.00	16.48 %
FF1-B Fire Fighter 1 Block B	1	4.16%	30.00	16.48 %
FF1-C Fire Fighter 1 Block C	1	4.16%	30.00	16.48 %
FF2 Firefighter 2	1	4.16%	32.00	17.58 %
HAZ-OPS Hazmat Operations	1	4.16%	24.00	13.18 %
HYBRID Hybrid and Electric Vehicles	1	4.16%	3.00	1.64 %
N-1 New Construction Tours	1	4.16%	3.00	1.64 %
PT Pumper / Tanker	1	4.16%	3.00	1.64 %
TRUCK CK Truck Check	4	16.66%	2.00	1.09 %
W1 Water Rescue	1	4.16%	3.00	1.64 %
Totals for Staff:	**24**		**182.00**	
9703 Ertl, Dennis J				
20 Truck Check	3	15.00%	3.00	7.72 %
3 Burn Simulator	1	5.00%	4.00	10.29 %
ARMER ARMER Radio Training	1	5.00%	3.00	7.72 %
AT Active Threat - Rescue Team Training	2	10.00%	6.00	15.44 %
DRIVE Apparatus Driving Course	1	5.00%	3.00	7.72 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.00%	3.00	7.72 %
N-1 New Construction Tours	1	5.00%	3.00	7.72 %
PT Pumper / Tanker	2	10.00%	6.00	15.44 %
TRUCK CK Truck Check	7	35.00%	4.85	12.48 %
W1 Water Rescue	1	5.00%	3.00	7.72 %
Totals for Staff:	**20**		**38.85**	
0803 Fitzthum, Ryan				
1003 C.P.R. RECERT.	1	5.00%	4.00	10.51 %
20 Truck Check	3	15.00%	3.00	7.88 %
3 Burn Simulator	1	5.00%	4.00	10.51 %
AT Active Threat - Rescue Team Training	2	10.00%	6.00	15.76 %
DRIVE Apparatus Driving Course	1	5.00%	3.00	7.88 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.00%	3.00	7.88 %
HYBRID Hybrid and Electric Vehicles	1	5.00%	3.00	7.88 %
PT Pumper / Tanker	2	10.00%	6.00	15.76 %
TRUCK CK Truck Check	7	35.00%	3.05	8.01 %
W1 Water Rescue	1	5.00%	3.00	7.88 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
0803 Fitzthum, Ryan				
Totals for Staff:	**20**		**38.05**	
1402 Fox, Matt				
1003 C.P.R. RECERT.	1	5.55%	4.00	9.52 %
20 Truck Check	5	27.77%	5.00	11.90 %
3 Burn Simulator	1	5.55%	4.00	9.52 %
ARMER ARMER Radio Training	1	5.55%	3.00	7.14 %
AT Active Threat - Rescue Team Training	1	5.55%	3.00	7.14 %
DRIVE Apparatus Driving Course	1	5.55%	3.00	7.14 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.55%	3.00	7.14 %
HYBRID Hybrid and Electric Vehicles	1	5.55%	3.00	7.14 %
N-1 New Construction Tours	1	5.55%	3.00	7.14 %
PT Pumper / Tanker	2	11.11%	6.00	14.28 %
TRUCK CK Truck Check	2	11.11%	2.00	4.76 %
W1 Water Rescue	1	5.55%	3.00	7.14 %
Totals for Staff:	**18**		**42.00**	
9603 Giles, Randy O				
20 Truck Check	4	22.22%	4.00	9.52 %
3 Burn Simulator	1	5.55%	4.00	9.52 %
ARMER ARMER Radio Training	1	5.55%	3.00	7.14 %
AT Active Threat - Rescue Team Training	2	11.11%	6.00	14.28 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.55%	3.00	7.14 %
HYBRID Hybrid and Electric Vehicles	1	5.55%	3.00	7.14 %
N-1 New Construction Tours	1	5.55%	3.00	7.14 %
PT Pumper / Tanker	2	11.11%	6.00	14.28 %
RRFS Riding in the Right Front Seat	1	5.55%	4.00	9.52 %
TRUCK CK Truck Check	3	16.66%	3.00	7.14 %
W1 Water Rescue	1	5.55%	3.00	7.14 %
Totals for Staff:	**18**		**42.00**	
1104 Grundhoefer, Todd				
1003 C.P.R. RECERT.	1	6.66%	4.00	10.25 %
20 Truck Check	2	13.33%	2.00	5.12 %
3 Burn Simulator	1	6.66%	4.00	10.25 %
ARMER ARMER Radio Training	1	6.66%	3.00	7.69 %
AT Active Threat - Rescue Team Training	2	13.33%	6.00	15.38 %
DRIVE Apparatus Driving Course	1	6.66%	3.00	7.69 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	6.66%	3.00	7.69 %
HYBRID Hybrid and Electric Vehicles	1	6.66%	3.00	7.69 %
N-1 New Construction Tours	1	6.66%	3.00	7.69 %
PT Pumper / Tanker	1	6.66%	3.00	7.69 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
1104 Grundhoefer, Todd				
TRUCK CK Truck Check	2	13.33%	2.00	5.12 %
W1 Water Rescue	1	6.66%	3.00	7.69 %
Totals for Staff:	**15**		**39.00**	
1701 Guggenberger, Austin				
20 Truck Check	4	14.81%	4.00	2.04 %
3 Burn Simulator	1	3.70%	4.00	2.04 %
ARMER ARMER Radio Training	1	3.70%	3.00	1.53 %
AT Active Threat - Rescue Team Training	2	7.40%	6.00	3.06 %
DRIVE Apparatus Driving Course	1	3.70%	3.00	1.53 %
FF1-A Fire Fighter 1 Block A	1	3.70%	30.00	15.30 %
FF1-B Fire Fighter 1 Block B	1	3.70%	30.00	15.30 %
FF1-C Fire Fighter 1 Block C	1	3.70%	30.00	15.30 %
FF2 Firefighter 2	1	3.70%	32.00	16.32 %
HAZ-OPS Hazmat Operations	1	3.70%	24.00	12.24 %
HYBRID Hybrid and Electric Vehicles	1	3.70%	3.00	1.53 %
N-1 New Construction Tours	1	3.70%	3.00	1.53 %
PT Pumper / Tanker	2	7.40%	6.00	3.06 %
PUMP Basic Fire Pumps	3	11.11%	12.00	6.12 %
TRUCK CK Truck Check	5	18.51%	3.00	1.53 %
W1 Water Rescue	1	3.70%	3.00	1.53 %
Totals for Staff:	**27**		**196.00**	
9201 Guggenberger, Mark				
20 Truck Check	3	17.64%	3.00	8.82 %
3 Burn Simulator	1	5.88%	4.00	11.76 %
ARMER ARMER Radio Training	1	5.88%	3.00	8.82 %
AT Active Threat - Rescue Team Training	2	11.76%	6.00	17.64 %
DRIVE Apparatus Driving Course	1	5.88%	3.00	8.82 %
HYBRID Hybrid and Electric Vehicles	1	5.88%	3.00	8.82 %
N-1 New Construction Tours	1	5.88%	3.00	8.82 %
PT Pumper / Tanker	1	5.88%	3.00	8.82 %
TRUCK CK Truck Check	5	29.41%	3.00	8.82 %
W1 Water Rescue	1	5.88%	3.00	8.82 %
Totals for Staff:	**17**		**34.00**	
0201 Harrison, Wayne Joseph				
1003 C.P.R. RECERT.	1	11.11%	4.00	23.73 %
AT Active Threat - Rescue Team Training	1	11.11%	3.00	17.80 %
L-28 Lader 28 Operations	1	11.11%	3.00	17.80 %
LL Lessons Learned	1	11.11%	4.00	23.73 %
TRUCK CK Truck Check	5	55.55%	2.85	16.91 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
0201 Harrison, Wayne Joseph				
Totals for Staff:	**9**		**16.85**	
1202 Heim, Brian				
20 Truck Check	3	17.64%	3.00	5.00 %
3 Burn Simulator	1	5.88%	4.00	6.66 %
ARMER ARMER Radio Training	1	5.88%	3.00	5.00 %
AT Active Threat - Rescue Team Training	2	11.76%	6.00	10.00 %
DRIVE Apparatus Driving Course	1	5.88%	3.00	5.00 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.88%	3.00	5.00 %
HYBRID Hybrid and Electric Vehicles	1	5.88%	3.00	5.00 %
MLTE MOTIVATIONAL LEADERSHIP IN A TACTICAL ENVIRONMENT	1	5.88%	12.00	20.00 %
N-1 New Construction Tours	1	5.88%	3.00	5.00 %
PT Pumper / Tanker	2	11.76%	6.00	10.00 %
PUMP Basic Fire Pumps	1	5.88%	10.00	16.66 %
TRUCK CK Truck Check	1	5.88%	1.00	1.66 %
W1 Water Rescue	1	5.88%	3.00	5.00 %
Totals for Staff:	**17**		**60.00**	
0901 Heinen, Mark				
1003 C.P.R. RECERT.	1	4.34%	4.00	8.74 %
20 Truck Check	5	21.73%	5.00	10.92 %
3 Burn Simulator	1	4.34%	4.00	8.74 %
ARMER ARMER Radio Training	1	4.34%	3.00	6.55 %
AT Active Threat - Rescue Team Training	2	8.69%	6.00	13.11 %
DRIVE Apparatus Driving Course	1	4.34%	3.00	6.55 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.34%	3.00	6.55 %
HYBRID Hybrid and Electric Vehicles	1	4.34%	3.00	6.55 %
N-1 New Construction Tours	1	4.34%	3.00	6.55 %
PT Pumper / Tanker	2	8.69%	6.00	13.11 %
TRUCK CK Truck Check	6	26.08%	2.75	6.01 %
W1 Water Rescue	1	4.34%	3.00	6.55 %
Totals for Staff:	**23**		**45.75**	
0202 Hemmesch, Kellan				
20 Truck Check	1	5.88%	1.00	3.07 %
3 Burn Simulator	1	5.88%	4.00	12.28 %
ARMER ARMER Radio Training	1	5.88%	3.00	9.21 %
AT Active Threat - Rescue Team Training	1	5.88%	3.00	9.21 %
DRIVE Apparatus Driving Course	1	5.88%	3.00	9.21 %
L-28 Lader 28 Operations	1	5.88%	3.00	9.21 %
N-1 New Construction Tours	1	5.88%	3.00	9.21 %
PT Pumper / Tanker	2	11.76%	6.00	18.43 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
0202 Hemmesch, Kellan				
TRUCK CK Truck Check	7	41.17%	3.55	10.90 %
W1 Water Rescue	1	5.88%	3.00	9.21 %
Totals for Staff:	**17**		**32.55**	
1102 Hengel, David				
1003 C.P.R. RECERT.	1	4.16%	4.00	8.59 %
20 Truck Check	5	20.83%	5.00	10.74 %
3 Burn Simulator	1	4.16%	4.00	8.59 %
ARMER ARMER Radio Training	1	4.16%	3.00	6.44 %
AT Active Threat - Rescue Team Training	2	8.33%	6.00	12.88 %
DRIVE Apparatus Driving Course	1	4.16%	3.00	6.44 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.16%	3.00	6.44 %
HYBRID Hybrid and Electric Vehicles	1	4.16%	3.00	6.44 %
N-1 New Construction Tours	1	4.16%	3.00	6.44 %
PT Pumper / Tanker	2	8.33%	6.00	12.88 %
TRUCK CK Truck Check	7	29.16%	3.55	7.62 %
W1 Water Rescue	1	4.16%	3.00	6.44 %
Totals for Staff:	**24**		**46.55**	
1401 Imholte, Adam				
1003 C.P.R. RECERT.	1	4.00%	4.00	8.04 %
20 Truck Check	6	24.00%	6.00	12.07 %
3 Burn Simulator	1	4.00%	4.00	8.04 %
ARMER ARMER Radio Training	1	4.00%	3.00	6.03 %
AT Active Threat - Rescue Team Training	2	8.00%	6.00	12.07 %
DRIVE Apparatus Driving Course	1	4.00%	3.00	6.03 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.00%	3.00	6.03 %
HYBRID Hybrid and Electric Vehicles	1	4.00%	3.00	6.03 %
N-1 New Construction Tours	1	4.00%	3.00	6.03 %
PT Pumper / Tanker	2	8.00%	6.00	12.07 %
PUMP Basic Fire Pumps	2	8.00%	2.00	4.02 %
TRUCK CK Truck Check	5	20.00%	3.70	7.44 %
W1 Water Rescue	1	4.00%	3.00	6.03 %
Totals for Staff:	**25**		**49.70**	
1501 Johnson, Lucas				
1003 C.P.R. RECERT.	1	4.76%	4.00	9.33 %
20 Truck Check	5	23.80%	5.00	11.66 %
3 Burn Simulator	1	4.76%	4.00	9.33 %
AT Active Threat - Rescue Team Training	1	4.76%	3.00	7.00 %
DRIVE Apparatus Driving Course	1	4.76%	3.00	7.00 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.76%	3.00	7.00 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
1501 Johnson, Lucas				
HYBRID Hybrid and Electric Vehicles	1	4.76%	3.00	7.00 %
L-28 Lader 28 Operations	1	4.76%	3.00	7.00 %
N-1 New Construction Tours	1	4.76%	3.00	7.00 %
PT Pumper / Tanker	2	9.52%	6.00	14.00 %
TRUCK CK Truck Check	5	23.80%	2.85	6.65 %
W1 Water Rescue	1	4.76%	3.00	7.00 %
Totals for Staff:	**21**		**42.85**	
1502 Keehr, Thomas				
20 Truck Check	3	15.00%	3.00	4.85 %
3 Burn Simulator	1	5.00%	4.00	6.46 %
AT Active Threat - Rescue Team Training	2	10.00%	6.00	9.70 %
DRIVE Apparatus Driving Course	2	10.00%	7.00	11.31 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.00%	3.00	4.85 %
HYBRID Hybrid and Electric Vehicles	1	5.00%	3.00	4.85 %
N-1 New Construction Tours	1	5.00%	3.00	4.85 %
PT Pumper / Tanker	2	10.00%	6.00	9.70 %
PUMP Basic Fire Pumps	1	5.00%	10.00	16.16 %
SFMW State Fire Marshal's Workshop	1	5.00%	12.00	19.40 %
TRUCK CK Truck Check	4	20.00%	1.85	2.99 %
W1 Water Rescue	1	5.00%	3.00	4.85 %
Totals for Staff:	**20**		**61.85**	
0802 Kockler, Ben				
1003 C.P.R. RECERT.	1	5.26%	4.00	9.19 %
20 Truck Check	3	15.78%	3.00	6.89 %
3 Burn Simulator	1	5.26%	4.00	9.19 %
ARMER ARMER Radio Training	1	5.26%	3.00	6.89 %
AT Active Threat - Rescue Team Training	2	10.52%	6.00	13.79 %
DRIVE Apparatus Driving Course	1	5.26%	3.00	6.89 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.26%	3.00	6.89 %
HYBRID Hybrid and Electric Vehicles	1	5.26%	3.00	6.89 %
N-1 New Construction Tours	1	5.26%	3.00	6.89 %
PT Pumper / Tanker	2	10.52%	6.00	13.79 %
TRUCK CK Truck Check	4	21.05%	2.50	5.74 %
W1 Water Rescue	1	5.26%	3.00	6.89 %
Totals for Staff:	**19**		**43.50**	
1103 Kockler, Mitch				
1003 C.P.R. RECERT.	1	4.34%	4.00	9.12 %
20 Truck Check	4	17.39%	4.00	9.12 %
3 Burn Simulator	1	4.34%	4.00	9.12 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
1103 Kockler, Mitch				
ARMER ARMER Radio Training	1	4.34%	3.00	6.84 %
AT Active Threat - Rescue Team Training	2	8.69%	6.00	13.68 %
DRIVE Apparatus Driving Course	1	4.34%	3.00	6.84 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	4.34%	3.00	6.84 %
HYBRID Hybrid and Electric Vehicles	1	4.34%	3.00	6.84 %
PT Pumper / Tanker	2	8.69%	6.00	13.68 %
TRUCK CK Truck Check	8	34.78%	4.85	11.06 %
W1 Water Rescue	1	4.34%	3.00	6.84 %
Totals for Staff:	**23**		**43.85**	
1702 Laabs, Kyle				
20 Truck Check	5	20.00%	5.00	2.60 %
3 Burn Simulator	1	4.00%	4.00	2.08 %
ARMER ARMER Radio Training	1	4.00%	3.00	1.56 %
AT Active Threat - Rescue Team Training	1	4.00%	3.00	1.56 %
DRIVE Apparatus Driving Course	1	4.00%	3.00	1.56 %
FF1-A Fire Fighter 1 Block A	1	4.00%	30.00	15.63 %
FF1-B Fire Fighter 1 Block B	1	4.00%	30.00	15.63 %
FF1-C Fire Fighter 1 Block C	1	4.00%	30.00	15.63 %
FF2 Firefighter 2	1	4.00%	32.00	16.67 %
HAZ-OPS Hazmat Operations	1	4.00%	24.00	12.50 %
L-28 Lader 28 Operations	1	4.00%	3.00	1.56 %
N-1 New Construction Tours	1	4.00%	3.00	1.56 %
PT Pumper / Tanker	2	8.00%	6.00	3.12 %
PUMP Basic Fire Pumps	1	4.00%	10.00	5.21 %
TRUCK CK Truck Check	5	20.00%	2.85	1.48 %
W1 Water Rescue	1	4.00%	3.00	1.56 %
Totals for Staff:	**25**		**191.85**	
1201 Lyon, Rick				
1003 C.P.R. RECERT.	1	3.70%	4.00	4.26 %
20 Truck Check	4	14.81%	4.00	4.26 %
3 Burn Simulator	1	3.70%	4.00	4.26 %
ARMER ARMER Radio Training	1	3.70%	3.00	3.20 %
AT Active Threat - Rescue Team Training	2	7.40%	6.00	6.40 %
DRIVE Apparatus Driving Course	1	3.70%	3.00	3.20 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	3.70%	3.00	3.20 %
HYBRID Hybrid and Electric Vehicles	1	3.70%	3.00	3.20 %
IS-300 ICS	1	3.70%	18.00	19.21 %
ML Motivational Leadership	1	3.70%	12.00	12.80 %
MLTE MOTIVATIONAL LEADERSHIP IN A TACTICAL ENVIRONMENT	1	3.70%	12.00	12.80 %
N-1 New Construction Tours	1	3.70%	3.00	3.20 %
PT Pumper / Tanker	2	7.40%	6.00	6.40 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
1201 Lyon, Rick				
PUMP Basic Fire Pumps	2	7.40%	2.00	2.13 %
RRFS Riding in the Right Front Seat	1	3.70%	4.00	4.26 %
TRUCK CK Truck Check	5	18.51%	3.70	3.94 %
W1 Water Rescue	1	3.70%	3.00	3.20 %
Totals for Staff:	**27**		**93.70**	
1704 Morse, Chris				
20 Truck Check	2	6.66%	2.00	1.05 %
3 Burn Simulator	1	3.33%	4.00	2.11 %
ARMER ARMER Radio Training	1	3.33%	3.00	1.58 %
AT Active Threat - Rescue Team Training	2	6.66%	6.00	3.17 %
DRIVE Apparatus Driving Course	1	3.33%	3.00	1.58 %
FF1-A Fire Fighter 1 Block A	1	3.33%	30.00	15.85 %
FF1-B Fire Fighter 1 Block B	1	3.33%	30.00	15.85 %
FF1-C Fire Fighter 1 Block C	1	3.33%	30.00	15.85 %
FF2 Firefighter 2	1	3.33%	32.00	16.90 %
HAZ-OPS Hazmat Operations	1	3.33%	24.00	12.68 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	3.33%	3.00	1.58 %
HYBRID Hybrid and Electric Vehicles	1	3.33%	3.00	1.58 %
N-1 New Construction Tours	1	3.33%	3.00	1.58 %
PT Pumper / Tanker	2	6.66%	6.00	3.17 %
PUMP Basic Fire Pumps	2	6.66%	2.00	1.05 %
TRUCK CK Truck Check	10	33.33%	5.25	2.77 %
W1 Water Rescue	1	3.33%	3.00	1.58 %
Totals for Staff:	**30**		**189.25**	
1601 Muntifering, Pat				
20 Truck Check	5	18.51%	5.00	5.97 %
3 Burn Simulator	1	3.70%	4.00	4.77 %
AT Active Threat - Rescue Team Training	2	7.40%	6.00	7.16 %
DRIVE Apparatus Driving Course	1	3.70%	3.00	3.58 %
FF2 Firefighter 2	1	3.70%	32.00	38.23 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	3.70%	3.00	3.58 %
HYBRID Hybrid and Electric Vehicles	1	3.70%	3.00	3.58 %
N-1 New Construction Tours	1	3.70%	3.00	3.58 %
PT Pumper / Tanker	2	7.40%	6.00	7.16 %
PUMP Basic Fire Pumps	3	11.11%	12.00	14.33 %
TRUCK CK Truck Check	8	29.62%	3.70	4.42 %
W1 Water Rescue	1	3.70%	3.00	3.58 %
Totals for Staff:	**27**		**83.70**	

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
0902 Olmscheid, Brady				
1003 C.P.R. RECERT.	1	5.55%	4.00	9.52 %
20 Truck Check	4	22.22%	4.00	9.52 %
3 Burn Simulator	1	5.55%	4.00	9.52 %
AT Active Threat - Rescue Team Training	2	11.11%	6.00	14.28 %
DRIVE Apparatus Driving Course	1	5.55%	3.00	7.14 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.55%	3.00	7.14 %
HYBRID Hybrid and Electric Vehicles	1	5.55%	3.00	7.14 %
N-1 New Construction Tours	1	5.55%	3.00	7.14 %
PT Pumper / Tanker	2	11.11%	6.00	14.28 %
TRUCK CK Truck Check	3	16.66%	3.00	7.14 %
W1 Water Rescue	1	5.55%	3.00	7.14 %
Totals for Staff:	**18**		**42.00**	
9104 Raymond, Jerry				
20 Truck Check	4	23.52%	4.00	13.33 %
ARMER ARMER Radio Training	1	5.88%	3.00	10.00 %
DRIVE Apparatus Driving Course	1	5.88%	3.00	10.00 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.88%	3.00	10.00 %
HYBRID Hybrid and Electric Vehicles	1	5.88%	3.00	10.00 %
N-1 New Construction Tours	1	5.88%	3.00	10.00 %
PT Pumper / Tanker	1	5.88%	3.00	10.00 %
PUMP Basic Fire Pumps	2	11.76%	2.00	6.66 %
TRUCK CK Truck Check	4	23.52%	3.00	10.00 %
W1 Water Rescue	1	5.88%	3.00	10.00 %
Totals for Staff:	**17**		**30.00**	
0703 Rieland, James				
20 Truck Check	3	20.00%	3.00	8.33 %
3 Burn Simulator	1	6.66%	4.00	11.11 %
ARMER ARMER Radio Training	1	6.66%	3.00	8.33 %
AT Active Threat - Rescue Team Training	2	13.33%	6.00	16.66 %
DRIVE Apparatus Driving Course	1	6.66%	3.00	8.33 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	6.66%	3.00	8.33 %
HYBRID Hybrid and Electric Vehicles	1	6.66%	3.00	8.33 %
N-1 New Construction Tours	1	6.66%	3.00	8.33 %
PT Pumper / Tanker	1	6.66%	3.00	8.33 %
TRUCK CK Truck Check	2	13.33%	2.00	5.55 %
W1 Water Rescue	1	6.66%	3.00	8.33 %
Totals for Staff:	**15**		**36.00**	
8807 Sattler, Jim				
1003 C.P.R. RECERT.	1	8.33%	4.00	10.52 %

Sartell Fire Department

Training Analysis by Staff

Class Date Between {01/01/2017} And {12/31/2017}

Category	# Classes	Pct of Classes	Hours	Pct of Hours
8807 Sattler, Jim				
3 Burn Simulator	1	8.33%	4.00	10.52 %
ARMER ARMER Radio Training	1	8.33%	3.00	7.89 %
AT Active Threat - Rescue Team Training	2	16.66%	6.00	15.78 %
DRIVE Apparatus Driving Course	1	8.33%	3.00	7.89 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	8.33%	3.00	7.89 %
HYBRID Hybrid and Electric Vehicles	1	8.33%	3.00	7.89 %
N-1 New Construction Tours	1	8.33%	3.00	7.89 %
PT Pumper / Tanker	2	16.66%	6.00	15.78 %
W1 Water Rescue	1	8.33%	3.00	7.89 %
Totals for Staff:	**12**		**38.00**	
9301 Sieben, William				
1003 C.P.R. RECERT.	1	5.88%	4.00	9.75 %
20 Truck Check	4	23.52%	4.00	9.75 %
3 Burn Simulator	1	5.88%	4.00	9.75 %
ARMER ARMER Radio Training	1	5.88%	3.00	7.31 %
AT Active Threat - Rescue Team Training	1	5.88%	3.00	7.31 %
DRIVE Apparatus Driving Course	1	5.88%	3.00	7.31 %
HEALTH Cancer Awarness, Phjysical Health, Mental Health	1	5.88%	3.00	7.31 %
HYBRID Hybrid and Electric Vehicles	1	5.88%	3.00	7.31 %
N-1 New Construction Tours	1	5.88%	3.00	7.31 %
PT Pumper / Tanker	2	11.76%	6.00	14.63 %
TRUCK CK Truck Check	2	11.76%	2.00	4.87 %
W1 Water Rescue	1	5.88%	3.00	7.31 %
Totals for Staff:	**17**		**41.00**	
9901 Weihs, Bill				
1003 C.P.R. RECERT.	1	5.26%	4.00	10.51 %
20 Truck Check	3	15.78%	3.00	7.88 %
3 Burn Simulator	1	5.26%	4.00	10.51 %
ARMER ARMER Radio Training	1	5.26%	3.00	7.88 %
AT Active Threat - Rescue Team Training	2	10.52%	6.00	15.76 %
HYBRID Hybrid and Electric Vehicles	1	5.26%	3.00	7.88 %
N-1 New Construction Tours	1	5.26%	3.00	7.88 %
PT Pumper / Tanker	2	10.52%	6.00	15.76 %
TRUCK CK Truck Check	6	31.57%	3.05	8.01 %
W1 Water Rescue	1	5.26%	3.00	7.88 %
Totals for Staff:	**19**		**38.05**	
Grand Totals:	**616**		**1,995.85**	

2017 Annual Engineering & Public Works Report

Sartell, Minnesota

April 9, 2018



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

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Building a Better World for All of Us®

April 9, 2018

RE: 2017 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 2017 Annual Engineering Report for your review and use. In conjunction with John Kothenbeutel and Jeff Bemboom, we have summarized the infrastructure construction and public works activities completed in 2017.

Our first year as your City Engineer included the construction of 4th Avenue South, several developer projects, two preservation projects, finalizing projects that were initiated in 2016. In addition to delivering successful projects in 2017, another critical element was to get to know your staff and community better as we transitioned into the City Engineering role. City Staff's support, assistance, and knowledge were critical to SEH in successfully transitioning into the City Engineering role.

We look forward to the City of Sartell continuing to build momentum in 2018 with the construction of Pinecone Road North, County Road 29 Utility Improvements, several developer driven residential subdivisions, and planning for future improvements to the East Side and County Road 1 Utilities.

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.

Sincerely,

Jon Halter, PE
City Engineer

April Ryan, PE
Asst. City Engineer

jmh/mrb
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SEH is a registered trademark of Short Elliott Hendrickson Inc.

Engineering



Sartell Core Team for 2017



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Dan Landrus, PE 320.229.4326 dlandrus@sehinc.com	Ryan Haehn 320.229.4387 rhaehn@sehinc.com

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

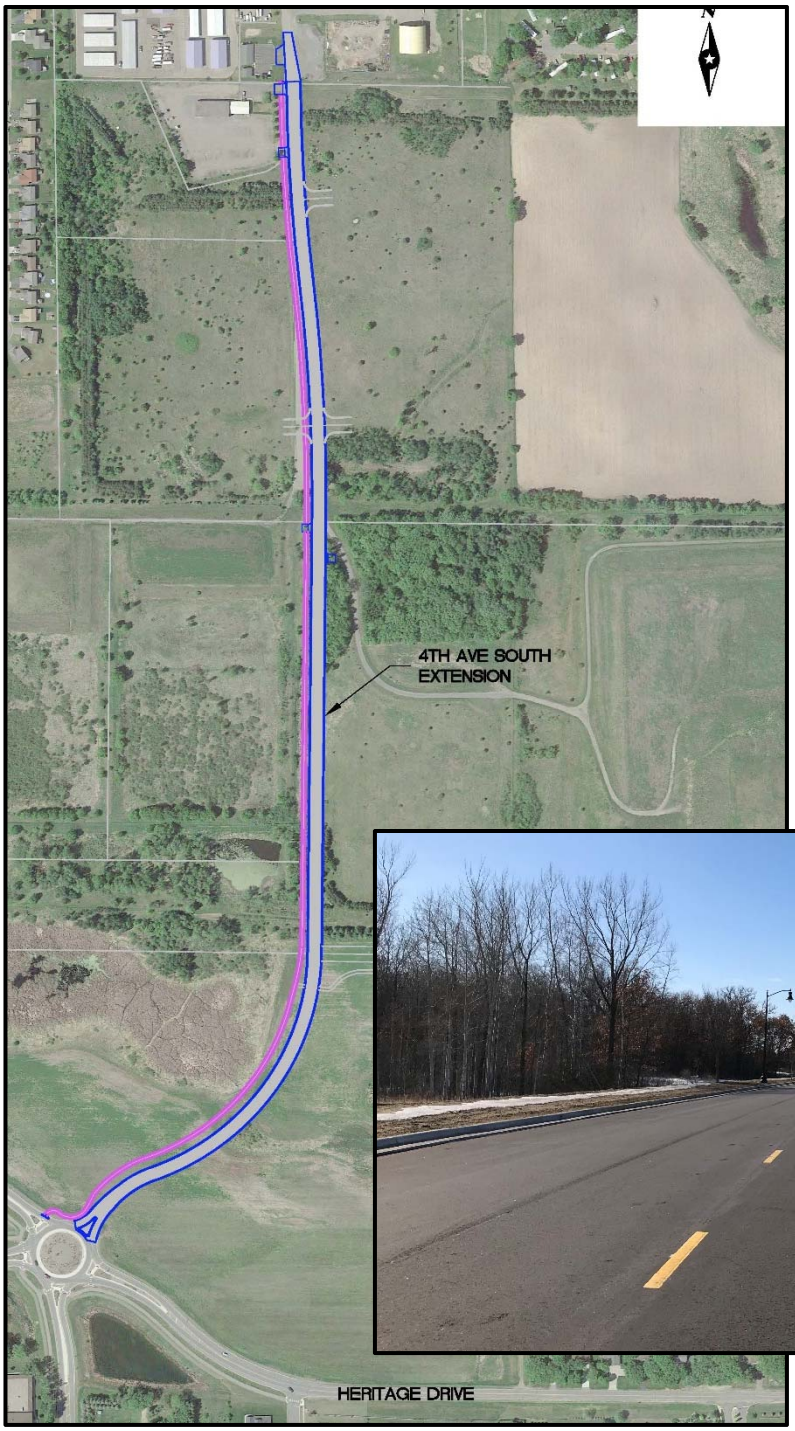
Together with City Staff, SEH is involved in every aspect of the infrastructure projects in the City of Sartell. SEH's project design focuses on infrastructure needs, construction costs, life cycle costs, and ongoing maintenance costs.



City Improvement Projects

4th Avenue South

Street and utility extension of 4th Avenue South connecting Heritage Drive to the existing dead end of 4th Avenue South. This project included construction of a 3-lane roadway, 12-inch water main, 8-inch gravity sewer, drainage improvements, a trail on the west side, and street lighting. This new roadway will provide better connectivity in your transportation system as well as open up a significant area of undeveloped property. The project has some punch list items and wearing course to be completed in 2018. The final estimated construction cost for the infrastructure improvements on this project is $2,475,000.







27th Street North

This project included reclaiming, widening the road to 32 feet wide, and paving of 27th Street North from Pinecone Road North to County Road 1. The roadway remained a rural section roadway and did not include any utility improvements beyond driveway culvert replacements. The project has some punch list items and wearing course to be completed in 2018. The final estimated construction cost for the infrastructure improvements on this project is $380,000.





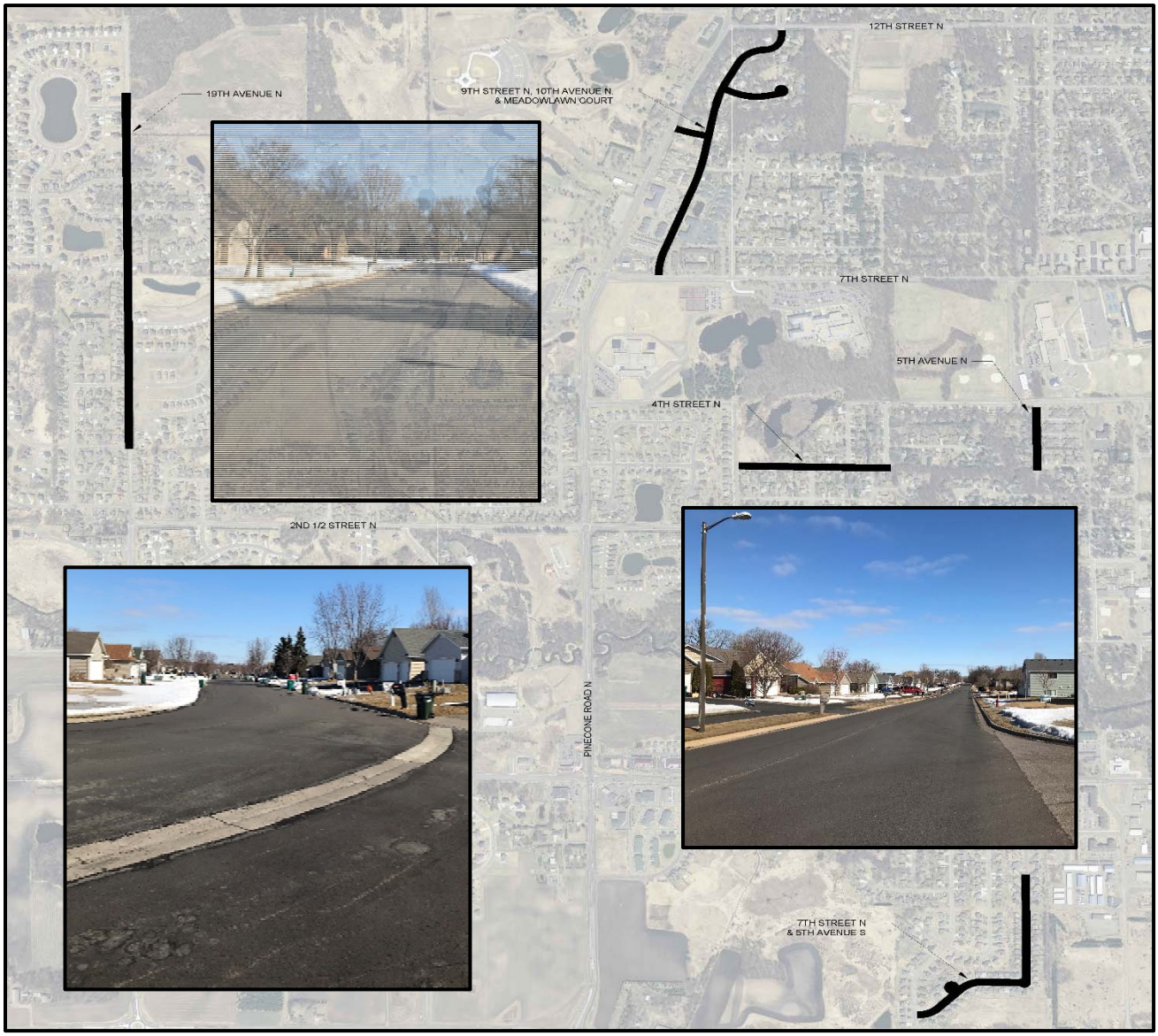


2017 Overlay Improvements

This project included edge milling and overlaying the following roadways:

- 9th Street North
- 10th Avenue North
- Meadowlawn Court
- 4th Street North
- 5th Avenue North
- 7th Street South
- 5th Avenue South
- 19th Avenue North

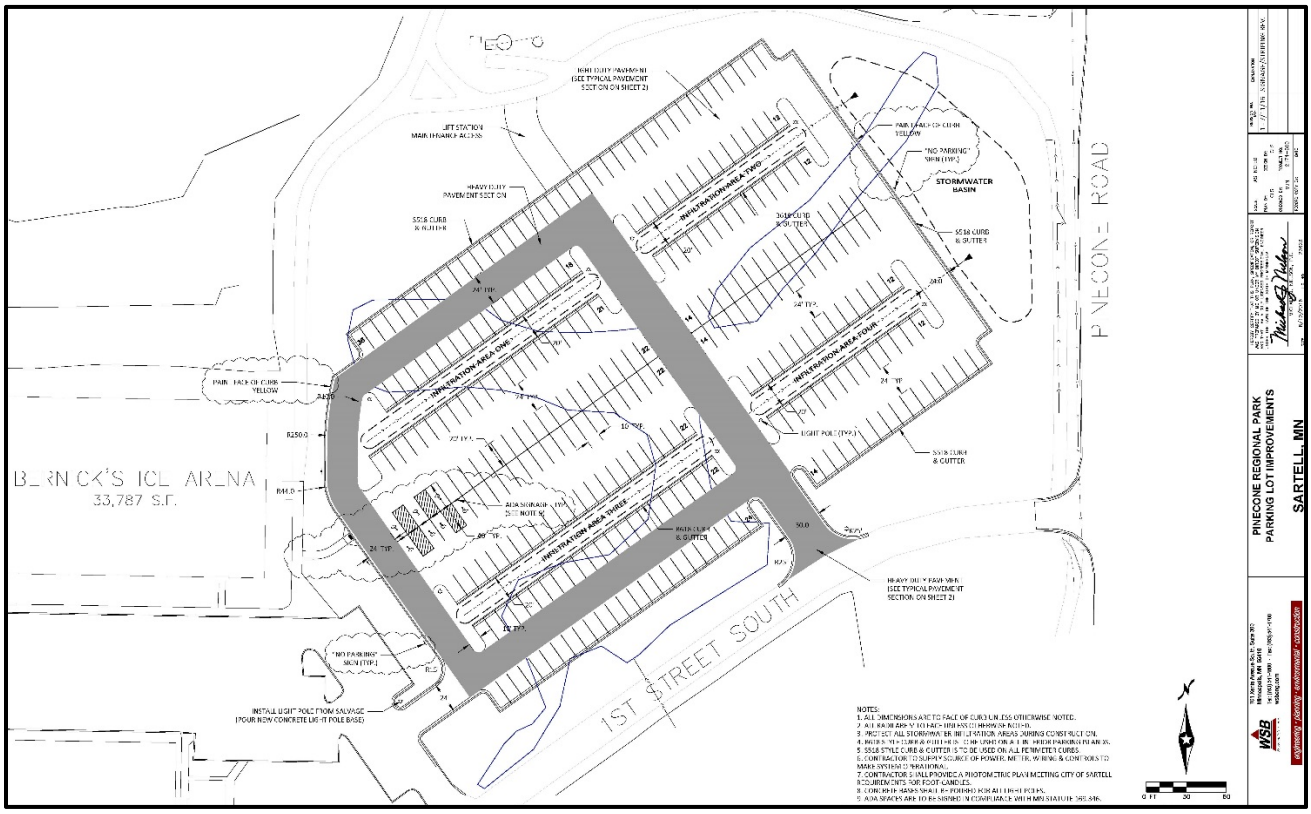
The improvements also included pedestrian ramp replacements, addition of drain tile in some areas, and concrete curb replacements as needed. The project has some punch list items and wearing course to be completed in 2018. The final estimated construction cost for the infrastructure improvements on this project is $825,000.



Bernick's Parking Lot

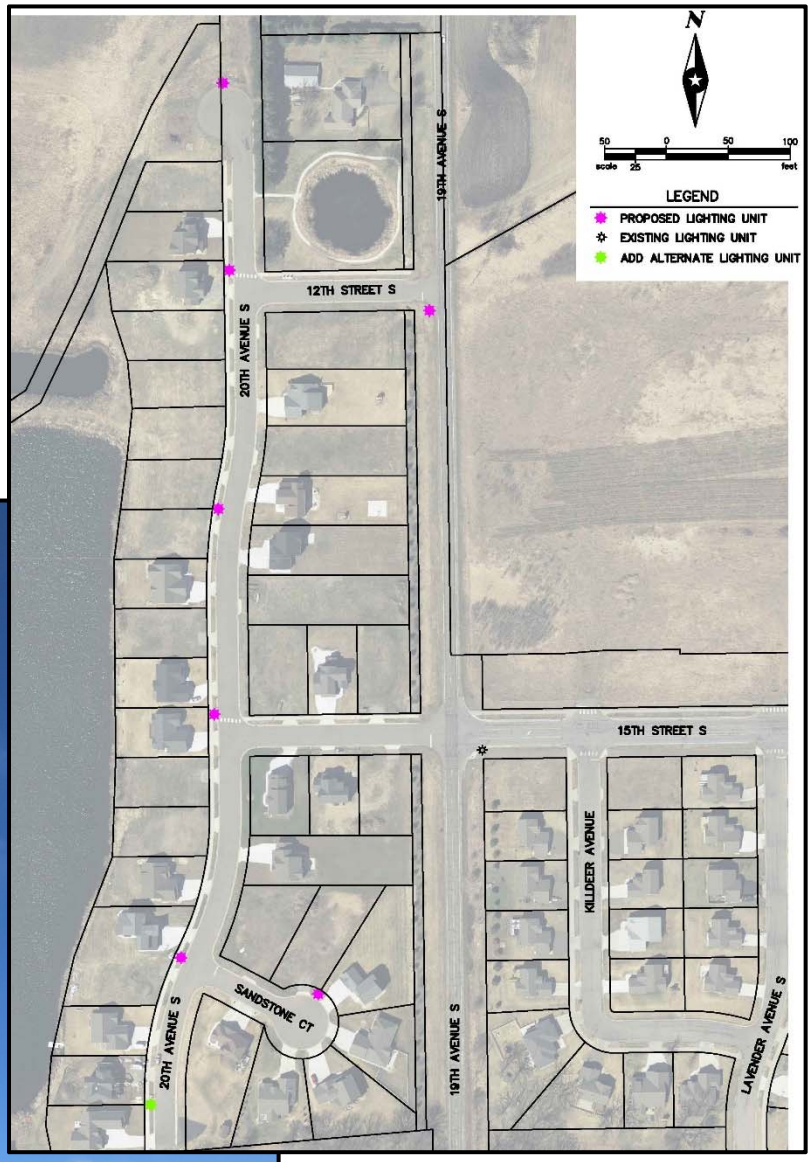
This project included the addition of a 279 stall parking lot at Bernick's Ice Arena. The project was completed 2017, and had a final construction cost of $718,000.





Daybreak Lighting

This project included the seven light poles to this existing residential neighborhood. The project has some punch list items to be completed in 2018. The final construction cost for the lighting improvements is $52,000.





Developer Initiated Improvement Projects

Eagle Ridge 2

This project include a street and utility extension of 12th Avenue North to serve 21 new residential lots. The project also included an expansion of the existing pond to treat the drainage from the new roadway and residential lots. The project has some punch list items and wearing course to be completed in 2018. The final estimated construction cost for the infrastructure improvements on this project is $520,000.

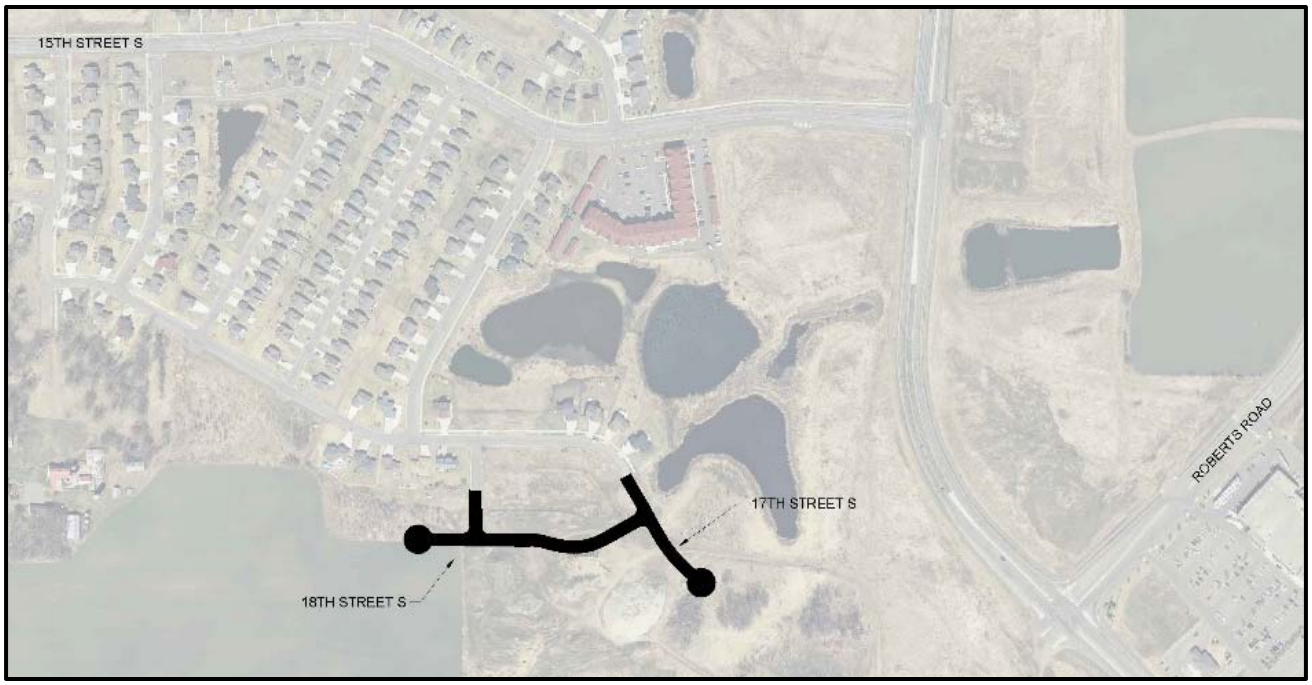






Pine Lakes Plat 3

Improvements for Plat 3 of the Pine Lakes residential subdivision were substantially completed in 2017. The improvements included street and utility extensions to serve 16 new residential lots. The project has some punch list items and wearing course to be completed in 2018.





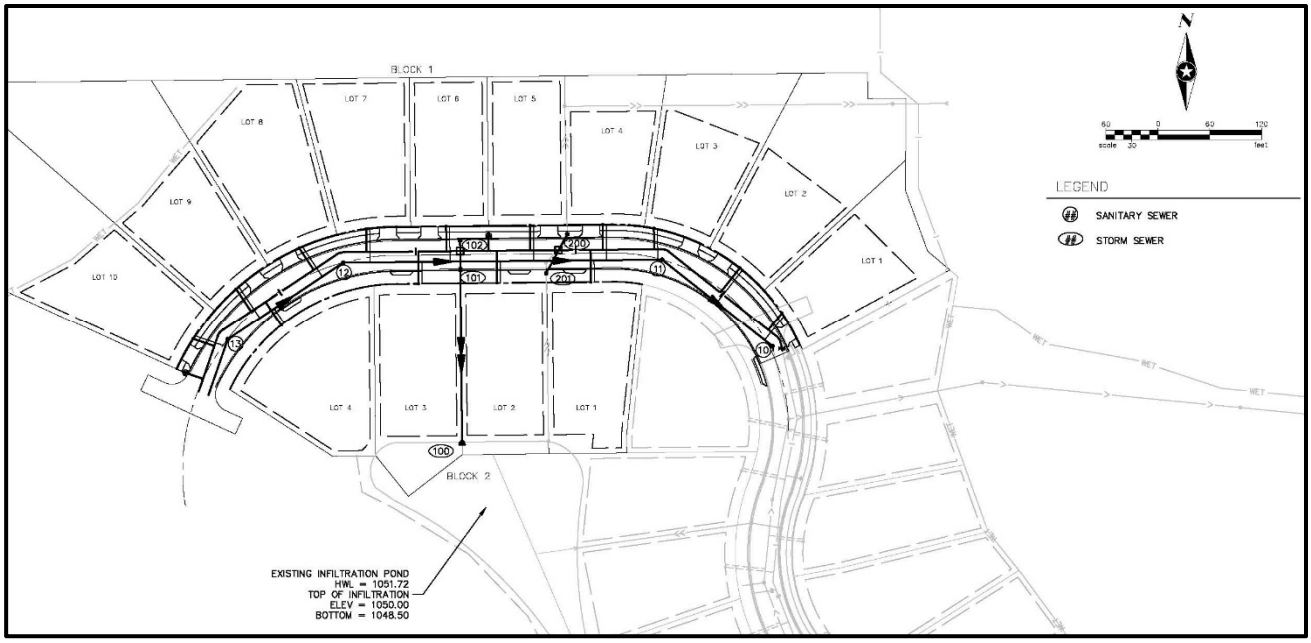
Blackberry West

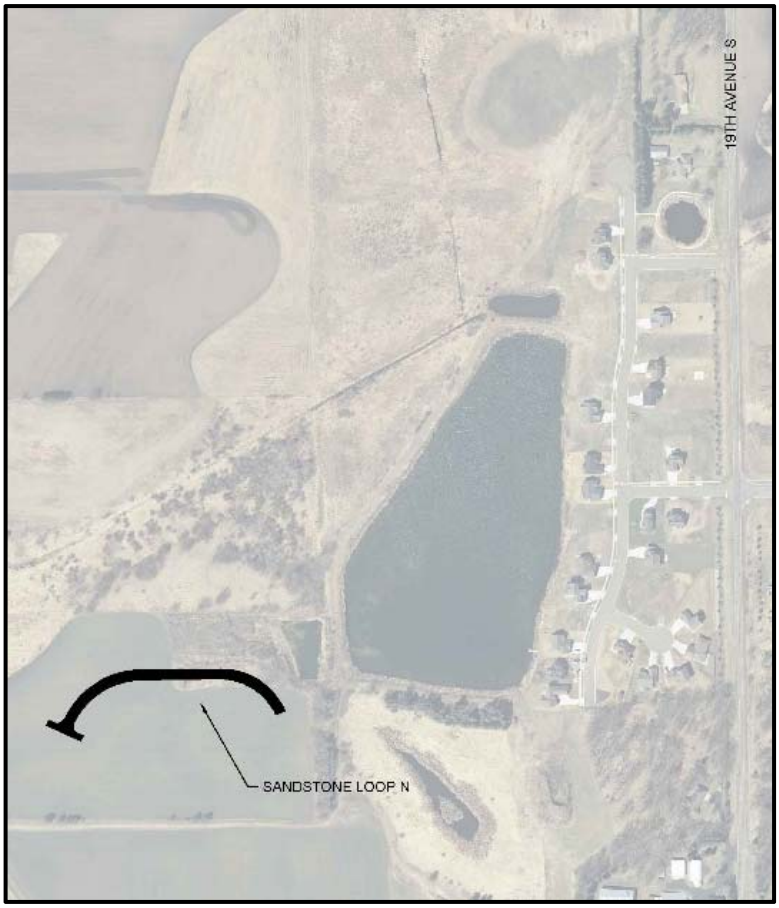
This project included the construction of a cul-de-sac and short utility extension at the end of 34th Street North. The plat serves one existing home, and created 3 new residential lots. The project has some punch list items and wearing course to be completed in 2018. The final estimated construction cost for the infrastructure improvements on this project is $140,000.



Arbor Trails 2nd Addition

Improvements for the 2nd Addition of the Arbor Trails residential subdivision were started completed in 2017. The sanitary sewer and water main extensions were completed in the fall of 2017 with plans to construct the road extension in the spring of 2018. The improvements include street and utility extensions to serve 14 new residential lots. The final estimated construction cost (after the 2018 road construction) for the infrastructure improvements on this project is $370,000.





2016 Projects that were finalized in 2017 include:

- 19th Street South
- Providence Plat 1
- Arbor Trails Phase 2
- 2016 Safe Routes to School
- 2015 Pinecone Road North concrete warrantee work

Design / Project Development Efforts for 2018 Construction Projects Include:

- Pinecone Road North Feasibility Study and Design
- County Road 29 Utility Improvement Feasibility and Design
- Ditch 50 Feasibility Study
- Providence Plat 2 design
- Champion Baseball Field improvements design
- Pinecone Central Park – Design of 2 new baseball fields

Public Works Department



Prepared By:
John Kothenbeutel
Public Works Director

Streets

Personnel

- 4.5 full-time employees
- 4 seasonal employees

Mileage

Street Miles					
	2014	2015	2016	2017	Net Change
Street Miles	96.0	96.3	97.2	98.5	1.3
Private Street Miles	5.6	5.6	5.6	5.6	0.0
Total Street Miles	101.6	101.9	102.8	104.1	1.3

Alley Miles					
	2014	2015	2016	2017	Net Change
Alley Miles	4.0	4.0	4.0	4.0	0.0

Cul-de-sacs					
	2014	2015	2016	2017	Net Change
Cul-de-sacs	95	96	98	98	0
Private Cul-de-sacs	5	5	5	5	0
Total Cul-de-sacs	100	101	103	103	0

Street Maintenance Activities				
	2014	2015	2016	2017
Seal Coating (Sq. Yd.)	132,567	92,000	87,542	0
Overlays (Lin Ft.)	0	0	0	11,500

Storm Sewer

Storm Sewer					
	2014	2015	2016	2017	Net Change
Storm Sewer Miles	67.0	67.2	68.1	69.3	1.2
Rain Gardens	85	85	85	85	0
Stormwater Ponds	98	98	100	104	4

Compost Site

Hours

Spring and Summer	Fall
Sunday 4:00 pm – 7:00	Sunday 2:00 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
2017	2052	326

Parks

Personnel

- 3 Fulltime employees
- 4 seasonal summer employees

Park, and Trail Sidewalk Mileage				
	2015	2016	2017	Net Change
Number of Parks	41	41	41	0.0
Bituminous Trails	27.5	27.9	28.7	0.8
Concrete Sidewalks	22.6	25.2	25.8	0.6
Total	50.1	50.1	54.5	1.4

Park Rentals (Days)					
	2014	2015	2016	2017	Net Change from 2016
Watab Park	30	30	47	37	-10
Val Smith Park	40	40	73	34	-39
Northside Park	15	15	24	21	-3
Pinecone Regional Park	13	13	7	5	-2
Lion's Park	2	2	2	3	+1
Total Park Rentals	100	100	137	96	-53

- 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

- 9 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
2017	9-June	4.72 MG	1,822,000 gpd
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

Meter Connections			
	Residential	Commercial / Industrial	Total
2017	4571	224	4795
2016	4532	221	4753
2015	4430	229	4659
2014	4384	231	4615

Watermain Miles					
	2014	2015	2016	2017	Net Change
Watermain	104.4	104.6	105.1	106.6	1.5

Hydrants					
	2014	2015	2016	2017	Net Change
Hydrants	1115	1119	1125	1143	18

Watering Permits					
	2014	2015	2016	2017	Net Change
Permits	35	23	20	22	+2

Wastewater

Sanitary Sewer & Forcemain Miles					
	2014	2015	2016	2017	Net Change
Sanitary Sewer	81.8	82.0	82.4	83.4	1.0
Forcemain	9.2	9.2	9.2	9.2	0.0

- There was approximately 95,666 feet (18.1 miles) of sewer main cleaned in 2017. 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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Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

City of Sartell *2017* 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 2017. 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 20 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.

City Planner/Community Development Technician – Nate Keller
Nate has been with the city of Sartell Planning Department for three 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 eleven 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

Building Inspector - Jeff Nelson
One year ago, Jeff was hired to fill a newly created Building Inspector Position. Prior to Sartell, Jeff worked for Inspection Services of Central Minnesota, owned his own construction business and worked as a lead carpenter for several different contractors. Jeff graduated from Northwest Technical College with an AAS degree in Carpentry and also attended college at NDSU.

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 21 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/Jeff Phillipich
Tim Elness
Abby Legatt
Nathan Crowe

2017:

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

Planning Commission following staff recommendations – 33/33 Requests
City Council following planning commission recommendation – 29/32 Requests
City Council following staff recommendation – 29/32 Requests

2016:

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

Vacations

In 2017, the City Council granted 4 utility easement vacations.

1. Nystrom	Utility/Drainage Easements	Approved	(Lot Consolidation)
2. Heritage Place	Utility/Drainage Easements	Approved	(Lot Consolidation)
3. Ferche SW Plat 2	Utility and Drainage	Approved	(Lot Consolidation)
4. Knottingham Village 2	Utility and Drainage	Approved	(Replat)

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

Variances

In 2017, the City received 2 request for a variance.

1. 221 3rd Street NE			
2. Oak Ridge Commons/Crossings	Reduced Setbacks	Approved	

2016 The City received 1 request for a variance**.**
2015 The City processed no requests for variances**.**
2014 The City approved three requests for variances. They were to encroach into the wetland setback, accessory structure in the side yard and sideyard setbacks.
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

Conditional Use Permits

In 2017, the City reviewed 2 conditional use permit (CUP) requests:

1. Heritage Village II	Swimming Pool	Approved
2. Northview	Swimming Pool	Approved

2016 In 2016, the City reviewed three conditional use permit requests to allow for the Pinecone Regional Parking lot, Winners Patio and Savanna Oaks Solar Garden
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

Interim Use Permits

In 2017, there were no IUP requests submitted to the City.

2016 There were 3 IUP requests approved by the City.
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.

Zoning Permits

The planning and building department processed 91 zoning permit applications for fences, accessory structures (200 sf or smaller), patio's, retaining walls, and parking pads through administrative approval in 2017. 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.

2016
The planning department processed 94 zoning permits in 2016.

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.

Special Event Permits

Along with the police department, the Planning Department processed 12 special event permits in 2017.

Dezurik 5k
Pot O Gold 5k
Apple Duathlon
St Francis 1k,5k,10k
Summerfest
Angel of Hope Walk
Winner's Bar Outdoor Craft Sale
Arc Midstate 5k
Sartell Chamber Rock N Block Party
Sartell Youth Hockey Fundraiser outdoors concert at Bernick's Arena
Jingle Bell 1k/5k
Country Financial Lights Festival

Sign Permits

In 2017, the planning department handled 33 total sign permit applications including 18 permanent signs, 11 temporary community event signs (5K races, Summerfest, festivals) and 4 temporary on premise signs.

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

Rezoning/Zoning Establishments

In 2017, the City processed the following rezoning requests:

1. JK Secure Storage — B2 to I1 - Approved
2. Heritage 70 — Ag to PUD - Approved

2016
The City processed 4 requests for rezoning/zoning establishments (Sandstone 2 and 3, Blackberry Ridge West and Ferche SW 35).

2015
The City processed 4 requests for rezoning/zoning establishments (Providence and Arbor Trails Developments, 331 4th 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

Land Use Amendments

In 2017, the City did not process any Land Use Amendments:

2016 The City did not process any requests for 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.

Preliminary Plats

In 2017, the City processed the following Preliminary Plats.

Oak Ridge Heights (SF Residential)	3 Lots
JK Real Estate (PUD)	2 Lots
ISD School (School)	1 Lot
Jk Storage Plat 3 (Light Industrial)	2 lots
Heritage 70 (Single and Medium Density Residential)	29 SF and 7 Patio Homes

Total Apartment Lots -	**0**
Total Townhome/Medium Density -	**7**
Total Commercial Lots –	**0**
Total School -	**1**
Total Industrial -	**2**
Total Single Family -	**32**

2016 Preliminary Platted -
Over the course of 2016 the City processed 6 preliminary plat requests.
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

Final Plats

In 2017, the City Council rendered an action on the following Final Plats:

PLAT	*Lots*	*Zone*	*ACTION*
Oak Ridge Heights	3	PUD	Approved
JK Real Estate	2	I1	Approved
ISD School	1	PUD	Approved
Ferche SW 35 Plat 3	1	PUD	Approved
*West Bridgeport	26	PUD	Approved
Knottingham Village Plat 2 (replat)	13 (from 15)	PUD	Approved
Arbor Trails 2nd	14	R1	Approved
Ferche S Pinecone Plat 10	1	PUD	Approved
*Karma Estates	24	R1	Approved
Ferche SW 35 Plat 2	2	PUD	Approved
JK Secure Storage 3	2	PUD	Approved

TOTAL	**Final Plat**
Total Single Family Residential Lots –	65 lots (Knottingham Village 2 - minus 2 lots)
Total Twin/Townhome Lot -	0 lot
Total Apartment Lots -	2 lots
Total Commercial Lots -	1 lot
Total School Lots -	1 lot
Total Industrial Lots -	3 lots

*Not yet recorded (40 lots)

2016 Final Plats

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 lot

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

Site Plans

In 2017, staff approved the following Administrative Site Plans:

Site Plan	*Type/Square Footage*
Nystorm & Associates/office complex	20,244sf (two story building)
Sartell-St.Stephen High School	290,000 sf
Heritage Village Two Apts	130 units (two apt. complexes plus leasing office)
Northview Apts	70 units (two apt. complexes)
Savanna Solar Garden	3MW Solar Garden
JK Secure Storage	11 total storage buildings conducted in 3 phases – 1st phase is 5 buildings
TOTAL	**6 Site Plans**

Total Square Footage of Commercial/Office – 310,244 SF
Total Square Footage/Units Residential – 200 Units

2016 Site Plans:

Site Plan	*Purpose*	*Square Footage*
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

Site Plan	*Purpose*	*Square Footage*
Grandview Crossing	Multi-Family	124 Units
Kwik Trip	Commercial	9,000 sf

Total Square Footage of Commercial/Office – 9000 SF
Total Square Footage/Units Residential – 124 Units

2014 Site Plans

Site Plan	*Purpose*	*Square Footage*
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
Total Square Footage/Units Residential – 144,425 SF and 94 Units

2013 Site Plans

The City processed 6 requests for Site Plan Approval in 2013.
Total Square Footage of Commercial/Office – 6,490 SF

Total Square Footage of Public – 1,404 SF
Total Square Footage of Parking – 48,669 SF
Total Square Footage/Units Residential – 144,425 SF and 94 Units

FINAL PLATTED VACANT RESIDENTIAL LOTS

By year end, there was an estimated 198 vacant platted single family detached residential lots compared to 218 in 2017, 220 in 2015, 362 in 2013 and 443 in 2012.

ANNEXATIONS

2017 Annexations	Acres	Persons
389 15th Street North	.47	1

2016 Annexations	***Acres***	***Persons***
7	49.03	12
2015 Annexations	***Acres***	***Persons***
0	0	0
2014 Annexations	***Acres***	***Persons***
1	41.63	0
2013 Annexations	***Acres***	***Persons***
2	58.47	3

Planning Projects/Activities

Comprehensive Plan Implementation
See Appendix, Comprehensive Plan Annual Report

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 statue, 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 statue, 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 new sophomore was selected to serve through May 2019.

15th 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 15th Street North and Pinecone Road in the City of Sartell to Town Line Road in LeSauk Township. A Corridor Study report was prepared documenting the findings and recommendations for a preferred alignment. 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
- Short-term rental ordinance
- Accessory structure amendments
- Honey-bee amendments
- Industrial Standards.
- Small Cell/Telecommunication Towers.
- Planning Commission Requirements

Greensteps Program

Continue to enter information into our profile and get closer to becoming Step 3. Have added at least five additional best practices and updated 19 actions.

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 50th 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.

Grants
The city received a $5,500 grant to add two bike repair stations, two bike racks and bike/pedestrian signage along City trails. The signage will alert bicyclists/pedestrians to key destinations throughout the Community and how far those destinations are by bike or foot.

Fishing Opener
Planning staff particpated in the Fishing Opener planning committee.2017 Governor's Fishing Opener was held May 11-13th with multiple fishing spots in Sartell/LeSauk/Sauk Rapids Township and along the Mississippi River. An opening event will be occurring at Blackberry Ridge Golf Club with live music starting at 6 pm (this event is open to the public).

Affordable Housing Event
Staff continues to attend meetings discussing regional efforts in identifying opportunities and processes for the creation of affordable/workforce housing.

2017 Building Permits

New Single Family Homes -	45 Permits
New Single Family Value –	$11,990,500.00
Single Family Alterations -	301
Single Family Alterations Value	$2,199,795.00
New Multi-Family Housing -	3
Existing Multi-Family Housing Alterations -	8
New Multi-Family Value -	$21,361,790.00
New Commercial-	68
New Commercial Value -	$68,145,200.00
Commercial Expansions/Alterations -	24
Commercial Expansions/Alterations Value	$5,948,516.00
Education	$30,000,000.00
Combined Permit Total (mechanical and plumbing)	542
	$2,169,745.00
Fire Protection Permit Total -	35, $344,520.00
Total Building Permit Valuation Totals	$112,319,078.90

Average Valuation for Single Family (construction) - $266,455.56

Plumbing Permits	258	$1,088,891.00
Mechanical Permits	284	$1,080,854.50
Total combined permits	**542**	**$2,169,745.50**
Fire Alarm Permits	5	$92,680.00
Fire Sprinkler Permits	29	$251,090.00
Ansul System	1	$750.00
Total Fire Protection Permits	**35**	**$344,520.00**
Zoning Permits	139	

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

2017 Building Inspections and Top Builders

	2017	2016	2015	2014	2013
Inspections					
Building & Zoning	2476	2196	2124	2180	2277
Fire Inspections					
Existing Building Safety Inspections	205	118	147	145	133
Rental Inspections					
Number of units certified	2592	2444	2362	2354	2250

TOTAL INSPECTIONS	**5273**	**4758**	**4633**	**4679**	**4660**

Active Single Family Builders

Berscheid	9	Bravo Homes	1
Custom Dream Homes	6	Elite Builders	1
Wollak Construction	6	Heritage Homes	1
Lumber One Avon	5	Howard Homes	1
Werschay	4	Journey Const	1
Infinity Homes	3	Polar Land Co	1
Avalon Homes	2	Tamm Const	1
Noble Custom Homes	2	Woodland Homes	1

For Comparison (building permits only)		
2017 Building Permits	398	$109,804,811.40
2016 Building Permits	399	$48,949,581.18
2015 Building Permits	354	$46,378,340.00
2014 Building Permits	433	$26,091,181.00
2013 Building Permits	497	$42,299,895.00
2012 Building Permits	955	$35,881,535.00
2011 Building Permits	758	$18,584,310.00
2010 Building permits	382	$22,059,167.00
2009 Building Permits	460	$66,867,053.00
2008 Building Permits	897	$32,852,276.00
2007 Building Permits	2559	$42,426,058.79

CITY OF SARTELL ECONOMIC DEVELOPMENT ACTIVITES

Economic Development Commission:
Chad Zimmerman (Chair)
Jim Illies Jr.
Dawn Loberg
Mike Schoenecker
Bruce Stainbrook
Julie Whitney
Ben Drewes
David Switzer
Jeff Kolb

The mission of the Sartell Economic Development Commission:
To promote Sartell as a viable place to start, expand, relocate or retain a business 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 affect 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. Economic Development Commission Retention Visits
The EDC made several retention visits including Partners Pub, Blackberry Ridge and St. Cloud Orthopedics. In the next month, visits will be made to Granite Logistics, and Pinecone Central. The purpose of the visits is to provide an opportunity to hear concerns or issues of the businesses, as well as provide an opportunity to extend our appreciation to them as a local business.

3. Short Term Rentals Ordinance
The EDC reviewed a number of ordnances proposals including the STR ordinance. The consensus of the commission was to allow with few restrictions. That allowing your own property appears to be a fundamental property right and that some of the same issues raised by complaints of Airbnb's (traffic, etc.) are caused by other accepted uses in single family neighborhoods (day cares, garage sales, etc.). The Council did support the final adoption of the STR ordinance.

4. Business Survey
The EDC started work on the 2018 business survey. The purpose of the survey at that time was to update employment numbers and determine the level of satisfaction with City services. The

Commission suggested that the survey be completely redesigned and that copies be mailed and emailed to all businesses to increase the rate of completion. Archambeau will bring the survey back to a future meeting.

5. Marketing Materials
The EDC is working on revised marketing materials, which can be used for various projects/areas throughout the City. Members commented that numbers on households, including percentage growth, should be displayed. Discussed embedding MnCar or some other brokering website link to display available properties in Sartell.

6. Comprehensive Economic Development Strategies Plan
Jennifer Russell of the Central Minnesota Jobs and Training Services presented the draft Ccomprehensive Economic Development Strategy (CEDS) which is locally-based, regionally-driven economic development planning process and plan. This is a plan, which is submitted to the U.S. Economic Development Administration's (EDA, but serves as a means to engage community leaders, leverage the involvement of the private sector, and establish a strategic blueprint for regional collaboration. The draft plan is out for comment until the end of September. Commission members had some questions regarding the ability to use EDA funds for redevelopment projects in Sartell. Russell said that her office would assist the City of Sartell in completing any future grants. The submission of a CEDS allows any grants from our region to be more competitive.

CITY OF SARTELL PARK COMMISSION ACTIVITIES

Park Commission:
Diane Schellinger
Rachel Lolmasteymaugh
Dennis Molitor
David Lindbloom
Mike Bruzette

Activities:

- Six meetings, which included 2 Community Conversations (Meadowlake and Sabre Oaks Park) with nearly 33 residents attending.
- Photo Contest (769 votes cast)
- Tobacco and E-Cigarette Policy passed (prohibiting Tobacco or E-Cigarette use on all City-owned property)