

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
May 7, 2018
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
 - A. City Council Minutes –April 16, 2018
 - B. City Council Work Session Notes – April 9, 2018
 - C. Pay Request No. 27 to Gridor Construction for the Wastewater Treatment Improvements
 - D. Annual Recycling Agreement with Anoka County for 2018
 - E. TNT Fireworks – Retail Sale of MN State Approved Fireworks @ SF City Centre 6/20-7/05
 - F. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 239, Second Series; Conveying Surplus Property to Anoka County per the Terms of Bridge Street Joint Powers Agreement (Second Reading)
 - B. Pick Up Truck Replacement
 - C. Setting Work Session Date
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
11. REPORTS
 - A. Police Department – Quarterly Report
 - B. Community Development Director – Quarterly Report
 - C. Councilmember Reports -
 - D. Upcoming Events –
 - May 5 Pet Clinic @ 4058 St. Francis Blvd – Police/Public Works Facility
9 am to noon (NEW LOCATION)
 - May 7 City Council Meeting @ ISD #15 Central Services Center 6 pm
 - May 16 Planning Comm Meeting @ ISD #15 Central Services Center 7 pm
 - May 29 2nd Annual bike Rodeo @ Police/Public Works Facility 5 pm
 - June 4 City Council Meeting @ ISD #15 Central Services Center 6 pm
 - Jun 8-10 PIONEER DAYS WEEKEND
12. ADJOURNMENT

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – May 7th, 2018 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – April 16th, 2018
- b. Work Session Notes - April 9th, 2018
- c. Pay Request – Pay Request #27 to Gridor for the WWTF.
- d. Recycling Agreement with Anoka County – This annual contract provides the city with recycling goals and funding assistance for recycling program activities.
- e. Fireworks Retail Sale – TNT Fireworks has filled out a city application to sell MN approved fireworks in the County Market parking lot. Sales will be approximately from June 20th – July 5th.
- f. Payment of Claims –

6. **Special Business:**

- A. None –

7. **PUBLIC HEARINGS**

- A. None –

8. **OLD BUSINESS**

- A. None

9. **NEW BUSINESS**

- A. Ordinance 239 Second Series – Conveying Surplus Property to Anoka County per the Terms of the Bridge Street Joint Powers Agreement (Second Reading)
- B. Pickup Truck Replacement – Scheduled replacement in 2018. City Staff attempted to get pricing on the State Bid Awarded dealership multiple times over several months. Finally, Staff obtained quotes from Main Motors and Midway Ford. Main Motors provided the low quote of **\$29,509**. This includes trade in value for the 2007 Crown Victoria and 2006 Dodge Caliber. The Midway Ford quote was **32,041**. The City has budgeted **\$40,000** for this purchase.
- B. Worksession Date – Staff would like to schedule a Worksession for either May 23rd or May 24th to discuss the East Shop Site. This would be a Wednesday or Thursday.

11. Reports:

- A.** Police Department – Quarterly Report
- B.** Community Development – Quarterly Report
- C.** Council Reports

12. Adjournment

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
APRIL 16, 2018

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers, Joe Muehlbauer, Robert Bauer and Rich Skordahl. Absent: Jerry Tveit

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt and Acct Tech/Deputy Clerk Lori Streich.

3. **APPROVAL OF AGENDA**

MOTION TO APPROVE THE REGULAR CITY COUNCIL AGENDA BY MUEHLBAUER, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

4. **CONSENT AGENDA**

- A. City Council Minutes –April 2, 2018
- B. Acknowledge receipt of Donation from Village Bank \$100 for Winning with Cops Program
- C. Economic Development Authority (EDA) – Annual Report
- D. Demolition Contract for Structure at 3757 Bridge Street
- E. Payment of Claims

MOTION TO APPROVE THE CONSENT AGENDA BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

5. **MEETING OPEN TO THE PUBLIC**

Tim Brown, 5268 Ambassador Blvd., said that he watched the last council meeting and noted that Councilmember Skordahl talked about sewer permits, which got him thinking that he should check the status of his. He contacted the city and was told that he was in compliance on his septic. He then asked to have his other permits looked at for his property and was told there weren't any other permits on file since 1987. He was concerned, so he talked to the Mayor & the City Administrator and then they were able to find a few more of his permits. Brown did further research at home over the weekend and found the dates for all of his permits for his property. His concern is that if he were to decide to sell his property, or if

something were to happen to him, because from what he understands, if they do a home inspection, the first thing they do is look for permits. If there are no permits there, it could affect him by hundreds of thousands of dollars.

There are nine documents missing. He checked in the summer of 2016 and all of the permits were in place. He understands there's been some electronic scanning of the data and maybe it got lost or misplaced. He saw on social media that a councilmember mentioned it is located in several different locations.

Brown doesn't expect it to happen overnight but he would like a timeline on knowing that his documents have been restored.

Mayor Feldman told Brown that he is currently in compliance with his septic, but the water softener company that he hired pulled a permit but then let it expire. He also mentioned that it is state law that any type of work that is done, needs a permit.

Brown said that he understands that and has gotten a permit for any work that he has had done. He's keeping up with his part of the deal, and expects the city to keep up with theirs and keep the documents safe. He wants to know when he can expect his documents will be restored?

Feldman said that as they talked about in their phone conversation, this is one of those things they talked about as "lean and mean". We are now transferring those files from paper to electronic, and that's a good thing and it's taking time. He can't say that it can be done overnight but now we have people in place to accomplish that goal.

Muehlbauer asked Brown if it was a phone call to the city back in 2016, or if he physically saw the documents.

Brown said it was just a phone call, and he doesn't think that person even works for the city any more. He would like to know when he can be expected to be restored.

Feldman said that it is a process and he won't be able to push him to the front of the line, we would do it as we do all residents, and asked Community Development Thunstrom if she could give some insight into this.

Thunstrom wasn't completely sure what the meaning of "restored" is. We are currently looking into all of our records, electronic and paper, and getting them scanned into Laserfiche. Taking the time to contact every household and figure out what was in there was not part of this process and would be a task in itself. If there's an individual that's questioning them, we can definitely take a look, but there are several places to look right now. She would ask for patience for a couple years while we make all of this transition happen.

Feldman asked Brown in the meantime to reach out to any of his contractors that he can. It's going to be a slow process that should have been done years ago, and it wasn't. There's been no ill intent here. We are on the effort to make this happen.

Thunstrom said she can accept the paperwork that Brown has in his possession and as they are going through the files can look into it.

Mike Rodger – 2770 232nd Lane, would like to thank city staff for doing a fantastic job of opening the roads back up.

Last fall, Rodger talked about the roundabouts and what an eye sore they are. With spring approaching, he thinks they should put that back onto the agenda to see if we can make the gateway to our city look appealing.

One other thing that's coming fast is the tornado season. The sirens cannot be heard over in the Turtle Run Division and wants to know where we are with that.

Another item Rodger would like to address is something that Councilmember Skordahl touched on last week about the junk in everyone's yards. He's one of those people that is particular on how his property looks and he has junk from neighbors on both sides of him and they just seem to keep adding to it. If you drive the neighborhoods, and you look in the yards, you will see boats in backyards, RVs and they are all violations of the city code. He keeps thinking about how we can be efficient with finding out about these properties without making our citizens be the bad guy in the situation.

We have a volunteer fire department that could go out and drive and just write addresses down and turn it over to our City Inspector, and some way enforce these codes a little better to clean up the city because he doesn't want to live in a town of junk. It wasn't here 20 years ago when he bought and he doesn't want to see it in the next 10 years. If this is something that we could improve on as a city, he would appreciate that.

Rodger also mentioned that one of his neighbors also has some non-domesticated animals like ducks and geese, and there's no permit for that. When we get into ducks and geese, we need the DNR involved, because they are a migratory bird. They have to have special licensing through the state and he thinks the federal government.

Feldman asked Fire Chief Schmidt what his thoughts were on this idea and if he thought it was feasible.

Schmidt stated that they need to make sure we are all speaking the same language and that they understand that they are part time and any labor would incur a cost. If the city is willing to look at how the fire department can be more utilized for the city as a whole, they would be more than willing to have that discussion.

Feldman asked Public Works Director Teicher if there may be some potential for their staff to do any of this as they are driving around the neighborhoods.

Teicher said that this is something that he thinks everyone as staff could visit. Trying to look at what our Building Inspector's work load is right now and if he would be able to take on that additional work load. He certainly wouldn't want to bury another department.

Feldman said that he's talking about where you can prioritize the ones that need to be looked at right away vs. the ones that don't need to be. When he had walked the campaign trails, he could see multiple vehicles and even semi's in driveways. We can discuss it down the road here, but he likes the idea brought up and it's a matter if we can fit it in. Our laws and

ordinances are only as good as the enforcement behind it. We need to enforce what we have. A resident brought it up and we should look into it.

Skordahl stated that this subject does bother him, but we don't have the staff to be proactive. If we are going to ask other departments to help out, beyond the fact that that's not their job, what will you have them look at? There are a lot of things that people do in this city that they should not be doing. Whether it's a second driveway that they don't have a permit for, or a pole barn that they never got a permit for, a pool that doesn't have a fence around it. They can drive around and look for eyesore buildings, but he doesn't know if that's the answer. Maybe the front page topic of the newsletter needs to be that you aren't supposed have a body shop in your pole barn unless you have a CUP or IUP, here's the number of operable vehicles you are permitted to have, etc. Maybe get some of this in front of people to get them to think, and once we have taken that step, then try to figure out a way to deal with the problem properties. Our building department is a total of one employee with 3,000 +/- properties in our city, and for a city of our size, and the staff that we have, responding to individual complaints seems to be more efficient. But we need to do something, and maybe the first step is education. Maybe people don't realize there's laws and books about this. He also doesn't like making citizens be the bad guy. He thinks that education should be first and if that doesn't work, maybe some other boots on the ground sounds like a good idea, but what are you going to ask them to look for?

Muehlbauer added that every CUP has different issues assigned to them.

Feldman said that the reason he brings up Public Works is because they are already driving around. Maybe they can just keep their eyes out for something that pops up that they normally wouldn't take note to and pass it on. He's not saying that we would need to solve this problem right away because it has been lax for quite a long time. It's just a matter of discussing it now and in a work session down the road do something because it was brought to our attention.

Skordahl agrees that maybe a work session would be a good idea. We are not the first community that has had to deal with stuff like this.

Rodger said we do have block clubs and block presidents, so that's something we could look at. But, there has to be some sort of internship for inspectors. Could we get an intern inspector in for the summer to control some of this? As it is right now, it's out of hand and getting worse. If nobody agrees, let's go for a walk. It will only take about ten minutes and you will see. He called one of the neighbors a couple of years ago, and his solution to his van being parked under his deck was to enclose his deck. It still sits there. That's not a solution, it's a code violation. He thinks it's something that a work session could be involved, but it has to be the rest of the council and staff. We have the best working blocks he's seen in a long time. We just need to use them appropriately and then we can address these issues.

Rodger said that in regards to Brown's issue, and because there have been other inspectors working for the city, is that maybe where some of his records have gotten lost. He's always a fan of keeping everything in house. We may be paying a little more in the end, but are we saving anything if we have to have staff address these issues? We need to stop and take a look at what's going on out there right now and it's disgusting to see. There's a property that keeps adding bricks to their driveway to make it wider. He's sure there's an ordinance that

says his driveway can only be so big.

Bauer said that he has gravel on the side of his driveway. He bought the house that way. He had parked a vehicle on that gravel and within a week, an anonymous person contacted the city and the city contacted him. He put it back in the driveway. He didn't know. He moved it once he found out. There's an anonymous way to tell the city. You don't have to say your name. He doesn't know who told on him but he moved his vehicle, and now he knows that he can't park there.

Muehlbauer agrees that it's tough to have other staff trying to do all the inspections and the different requirements of CUP's and IUP's. Having people call in is probably the best idea now and a work session to figure out what else we can do is not a bad idea.

Feldman likes the idea of education, especially if the public is not aware, so that's good to start with and the work session. In the meantime, when a Public Works truck is in the area and sees four semis parked in a driveway, maybe they could write that address down. It's just like the CUP's we discussed. How do we know CUP's over the years are still in compliance? We don't, so there's accountability on both sides. The best way to start would be on our website or Facebook page and open it up into a work session.

6. SPECIAL BUSINESS

A. Street Maintenance Presentation

Kohlmann presented, in detail, the Street Maintenance Plan Overview as described in the agenda packet. No action to be considered tonight. To get the information out there and answer any questions will be the goal tonight.

Feldman opened up the discussion to the council members.

Muehlbauer had no questions. He agrees that we have to start somewhere. The franchise fee would be a better idea in his opinion and the reason for that is that he would rather pay \$7-\$10 a month, forever, than to get hit with a \$10,000 assessment. Roads need to be funded and he appreciates their work on this.

Bauer said that he does like the franchise fees, and asked Kohlmann to explain how Elk River went to a franchise fee and moved from "quit assessing me" to "when is my road going to get fixed".

Kohlmann stated that they met with Elk River prior to coming up with this plan. Bauer is correct, they went from basically dealing with protests on the assessments because that was a large amount of money to be faced with, and what they did was put the franchise fee in. To explain, when you get a bill from your electric or gas company, it's a separate line item for \$3-\$4 dollars a month, so anyone that's a utility customer pays into that and then the utility company pays the city. The City of Elk River was successful in paying cash for their road projects through franchise fees and now they say the tone has changed from protesting assessments at city council meetings to residents coming in to ask when they will be doing their road, knowing that they've already paid into that pool.

Skordahl commented that it was a good presentation, good place to start and encourages everyone to pay attention to where this goes as it will affect everyone. There's probably not a

lot of people that have had to deal with assessments. Assessments can be pretty big, so he thinks this is a good effort.

Feldman wanted to highlight that the main point is all future road improvements will be planned to be paid for by the city with cash vs. financing a bond or assessment. And of course, when financing bonds, there's always interest. How we get there between starting off with reallocating the money off the levy that we are keeping neutral and working into a franchise fee, these are good things we are doing. Looking farther out, this city has been lax in looking forward 10 or 20 years out, which is something the city needs to do. Planning and preparation gives it the best chance of success.

7. NEW BUSINESS

A. 2018 Street Project – Resolution 2018-17

City Engineer Jochum explained, in detail, the 2018 Street Project as shown in the agenda packet.

Feldman pointed out that before he was Mayor, and sat in the audience, they heard the previous engineering company had a study done on a road, and they wanted to charge \$40,000 to see if the road needed to be paved. Now he's looking at two roads and that plan for two roads is \$29,400, so we've made a good price-wise decision and we are getting more thorough work too.

Bauer said that it was his understanding that once we got into these projects we would start getting away from assessments. So, he's on board with the five year plan that Teicher put together. It looks good and to have all of our roads completed every five years, and this road looks like it needs to get done.

Skordahl had nothing more to add. He is all for this resolution and the information from the Engineer.

Muehlbauer also agreed.

MOTION TO APPROVE THE 2018 STREET PROJECT-RESOLUTION 2018-17 BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

B. Seal Coating and Crack Filling

Teicher explained that, as described in the information in tonight's agenda packet, that they would like to move forward with the consortium as mentioned by our Administrator. The consortium went out for bids on these projects for each city and the purpose of the consortium is to basically add up as many cities and quantities as we can in order to get better prices. We are involved in that bid process. Our estimates for the majority of this road work was at \$126,000, and it would appear by the bid tab that we got from the consortium that our portion would be about \$85,000 to complete the crack filling and seal coating on the roads identified in District 2.

Feldman asked Teicher if the \$40,368 would be left for the future.

Teicher said that he would like it to be applied, depending upon how much they can use, for replay on our youngest asphalt roads. Replay is a soy based sealcoat that helps maintain the flexibility of the roads so we see less cracking and need less crack filling in the future. We would also use that for additional crack filling in District 3 to alleviate any conflicts and scheduling that we may have for next year, as preventative maintenance.

Muehlbauer likes the idea of saving money and buying in bulk.

Bauer also likes the idea of the ten cities coming together and purchasing in bulk and you can actually see the savings.

Skordahl said that he feels we should move forward.

MOTION TO APPROVE THE SEAL COATING AND CRACK FILLING AS STATED BY SKORDAHL, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

C. Declaring Surplus Property – Resolution 2018-18

Teicher would like to donate our Chlorine (type "A") repair kit to the Coon Rapids Fire Department which is our hazmat team for Anoka County, who would be handling potential chlorine leaks that we may have, either at our wastewater treatment plant or at our water treatment plant as they both use the chlorine.

Our staff is not certified to handle any sort of hazmat repair or leak, as he's sure Bauer or Chief Schmidt can attest to, when it comes to hazmat training, there's extensive training that is involved with that. We would donate it to the team that needs it and would use it if they were ever to come to our city in an emergency. We would first declare it as surplus and then donate it to them. It has an estimated value of \$2500.

Skordahl is assuming this is going into a pool of equipment that this team will have available to them, no matter where they are going, they've got the right PPE. And also assume that they doing their job and are keeping tabs on their equipment and making sure it's maintained and they will have the adequate PPE to come up here and respond. He's all for it. If we can't use it, give it to the people that can.

Bauer agrees with giving this to a team that would use it in other cities as well as ours. He would hate to have it sitting on a shelf waiting for them to get here. And hopefully we can help others cities as well.

Muehlbauer thinks making it available for other cities is the right thing to do.

Feldman said it's kind of a pay it forward, and he also agrees.

MOTION TO APPROVE BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

D. Schedule Work Session in June for Riverbank Lane/Kings Highway

Work session will be held on Monday, June 11th at City Hall, beginning at 5:30 pm with code enforcement, and immediately following at the Community Center at 6:00 pm with Riverbank Lane/Kings Highway. Notifications will be mailed out to all Riverbank residents.

E. Accepting Property Transfer from Anoka County per Bridge Street JPA– Resolution 2018-16

Assistant City Attorney Schaps explained, in detail, the resolution authorizing the conveyance of Anoka County property to the City of St. Francis pursuant to Bridge Street Joint Powers Agreement as outlined in the agenda packet.

Muehlbauer didn't have any questions.

Bauer was confused on who was getting what properties.

Schaps did agree that it was confusing and they tried to clarify on the county map. The two little properties in the county right of way will go to the county. Everything else will go to the city.

Bauer said that he knows the location on #39, and wants to know if that mean the city will have the side walk plus some portion of their property, or how does that revert back to them?

Schaps answered that at this point in time, it would be in the cities right of way.

Skordahl did not have any questions.

Mayor asked Schaps if we had any choice.

Schaps answered that this was pursuant to our agreement. The city has an obligation to take properties and the county has an obligation to take properties.

MOTION TO ACCEPT THE PROPERTY TRANSFER FROM ANOKA COUNTY PER BRIDGE STREET JPA-RESOLUTION 2018-16 BY MUEHLBAUER, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

F. Ordinance 239, Second Series; Conveying Surplus Property to Anoka County per the Terms of Bridge Street Joint Powers Agreement (First Reading)

Schaps explained that the first action was the Resolution accepting the property from the County. This one is declaring the two properties as surplus.

MOTION TO APPROVE ORDINANCE 239, SECOND SERIES; CONVEYING SURPLUS PROPERTY TO ANOKA COUNTY PER THE TERMS OF BRIDGE STREET JOINT POWERS AGREEMENT (FIRST READING) BY MUEHLBAUER, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

ROLL CALL AYES: MUEHLBAUER, FELDMAN, BAUER, SKORDAHL
NAYS: NONE

8. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
NOTHING

9. REPORTS

A. Public Works – Monthly Report

Teicher explained that the monthly report for March is listed in the agenda packet, and as they can see, things continue to be quite busy for them. The snow over the weekend was challenging, but they did receive several compliments on our city road conditions from residents and busses travelling on our city roads vs. other city roads. That was nice to hear since it's not often they receive compliments so it's good that people are noticing. Staff does take pride in what they do here.

Teicher said that they continue to see pumps that are plugging and there were more again over the weekend. There was one last Thursday and staff sent Teicher some pictures that showed some items that were stuck in the pump that they had to pull out. He can't stress enough that when they have to pull a pump because it's plugged, that's time and a risk that every resident is being put into because that sewage may back up into your basement. It's important to not flush things that don't come out of you, unless it's toilet paper.

Feldman asked if we could put some hints on the website, and stated that Councilmember Bauer brings up a good point that people aren't aware of what we know. We need to let them know what we expect. They let us know what they expect of us.

Teicher said we will continue to put this information in our newsletter and on our website.

Teicher also mentioned that you may have heard on the news that folks in the construction industry and road construction industry are about a month behind because of this weather. The Public Works Department is also in that same position. They received their dust control quotes and are ready to move on that and planned on doing it the middle of May, before Pioneer Days. But with the weather, they may have to hold off on that. It's likely going to be after Pioneer Days for dust control.

Skordahl said that he understands that people don't know what they don't know, but one thing he would point out is that if a homeowner has a pump fail and stuff starts coming up through their sewer, the homeowner is responsible for cleaning that up and the cost, not the city. People need to understand that there's a price to pay if they put things in the toilet that aren't supposed to be there, and a pump fails because it's clogged, there will be ramifications for a lot of people in that neighborhood.

Bauer wanted to emphasize that there are many on city sewer and water. Please do not flush it if it doesn't belong. It isn't magic, it doesn't just disappear. We, as residents, are the only ones that are paying to get these pumps fixed.

Muehlbauer thanked Public Works for plowing and keeping the streets cleared and stated that they did a fantastic job.

B. Councilmember Reports -

Feldman asked City Engineer Jochum about the report that he would be putting together for the study on the two roads, and wanted to be clear on the authorization for change orders. He brings this up because we did have this issue before and it was a six figure issue. We don't want that to happen again.

Kohlmann explained that Hakanson Anderson will prepare plans and specifications and prior to any construction being started at all, we will hash out the correct procedure for change orders. Kohlmann and Teicher are listed for approval of change orders, and if necessary, the city council. Kohlmann said that he thinks a lot of time, they are relatively minor, but can be major. It's getting a handle on that and making sure all proper channels are followed before any change order is approved

Feldman asked Thunstrom about the EDA numbers and whether they were final numbers or projected numbers.

Thunstrom said these numbers come from the Finance Department and that may be why they are identified as unaudited.

Muehlbauer mentioned that he attended an EDA meeting prior to this meeting. The EDA direction is looking towards the plan we've set forth with the improvement and development of the city, and he sees some things changing for the better.

Skordahl stated that he would like to thank the Public Works Department that did a good job this weekend, the Police force was out on the roads, and the Fire Department for it's staffing. He saw on Facebook over the weekend that the City of Blaine would be out at 3 am and that they had already done one pass earlier in the day and wouldn't come out again until 3 am. And then all of the people complaining and commenting things like "When will they get to my street", "What are we paying our taxes for", and "If I had an emergency, how would anyone get to me"? Skordahl thinks it's pretty safe to say that if a person were to dial 911, a first responder will get to them. Whether the plows go out in the afternoon and not again until 3 am, first responders are going to get to people that need it. That's one thing people need to remember. Just because your little Honda can't get through these snow storms, doesn't mean the trucks cant. There's only so many resources we have to plow streets. They will get to you if the need arises. He thinks our staff did a phenomenal job in a pretty nasty snow storm. Thank you to all of you.

Bauer said that's basically what he was also going to say, and thanked the emergency responders and Public Works. The roads look great.

Feldman also thanked Police, Fire, and Public Works Departments for a good job. He was told that out of the top 20 storms, this was rated 19. It just shows you the resilience of the state and the city and nothing stops us. He agrees with Skordahl, that people need to know that if they have an emergency, we will get there.

Feldman also wanted to bring up the fact that we kept the rates the same and are taking advantage of the market forces that are out there. Which, as he said before, on a \$166,000 valued home, your property taxes will increase \$50.00. But that \$50.00 will now be pulled, as

was shown in the presentation by the City Administrator, about the roads by doing away with assessments long term. That is a good goal. He also wanted to share some information that was given to him by City Clerk Held about the City of St. Cloud. It says that the growth is in new construction and an increase in market value. It was quoted by Mayor Kleis, "That's been the policy, the way of looking at meeting the demands of increased service and growth with the growth rather than putting the burden on the property tax payers." That was our whole goal here so we didn't add to the property tax. Not from the city but from the market forces out there. If your property value went up, you should be happy in that regard, and that will increase your property taxes a little bit. This underfunding of roads over the past years has shown us that a need is there for it to be funded. Another example would be Otsego. In Otsego, their tax rate is projected to go down. Ours went down slightly too. They are on the same idea and Otsego is actually a bigger city than we are. Forest Lake did the same thing that we are doing by keeping the rate flattened using the market forces out there, and they say, because of higher property values and some new tax base development, Forest Lake's tax rate is projected to drop next year even though the levy will likely rise. Feldman's point is that the city has not raised rates, it has not raised taxes, what it's doing is learning how to prepare our planning better for a better outcome success wise, and we are learning to allocate the money better. That's the whole key to it is taking the money and using it in the right place. For road improvement, for equipment to plow the roads properly, to do what needs to be done here. One of his complaints, as well as a few other councilmembers, as we used to sit in the audience, was some of the expenditures that they saw were not as good as they thought it could have been for the majority of the city residents. That's why when they are looking at the Capital Improvement Plan through Plan-it Software, that looks out 10-20 years to give us ideas of what we will need and how to prepare for that expenditure so we don't wait until the end of the day with a large hike. We can never allow the City to ever do anything like that again. As Skordahl asked at one meeting what we can learn from this, the one Feldman keeps saying and will say again and again, is that from a mistake you have two choices. You cannot learn from a mistake and repeat it or you can learn from a mistake and don't repeat it. And he chooses the latter of the two. He wants residents to know that council is working good with staff and hope the residents will continue working with council to make this city better. He is thinking long term with the blinders off for good, long term, reputable development will get us out of these water rates or stabilize these water rates, and as he's mentioned before they don't leave any question unanswered. You can bring up your concern to them, they will address it to the best of their ability. It may not be the answer you want to hear but you will know they did the due diligence and the research necessary to give you a truthful and honest answer.

C. Upcoming Events –

Apr 18 ~~Planning Comm Meeting @ ISD #15 Central Services Center 7 pm~~ CANCELLED
Apr 28 Recycling Day @ Public Works 4020 St. Francis Blvd 8 am to 2 pm
May 5 Pet Clinic @ 4058 St. Francis Blvd – Police/Public Works Facility 9 am to noon
(NEW LOCATION)
May 7 City Council Meeting @ ISD #15 Central Services Center 6 pm

10. ADJOURNMENT

Meeting adjourned at 7:25 pm

Lori Streich, Acct Tech/Deputy Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION NOTES

APRIL 9, 2018

Mayor Steve Feldman called the Work Session to order at 5:31 pm

Members present were; Mayor Steve Feldman, Council members Jerry Tveit, Rich Skordahl, Joe Muehlbauer, and Robert Bauer. Also present were City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Public Works Director Paul Teicher

1) East Shop Site - St. Francis Forward Plan

Community Development Director Thunstrom reported that this property has been on the market for 18 months with no strong leads. She explained that there are a couple decision making points in the packet. The first would be to continue to maintain for sale letting the market drive the property. Second option is to pursue the project identified in the St. Francis Forward Redevelopment plan or another use as determined by the City Council.

Mayor Feldman does not think that the price of \$150,000 for this property is out of line, but wonders if the current realtor is marketing it well. His thought is to give a local realtor the opportunity to come in and market it.

Thunstrom explained that the current realtor is based out of White Bear Lake but the main reasons they went with them is their extensive experience in working with cities and counties and they have a very wide base of commercial development. There are not a lot of realtors that are local that have that commercial piece.

Feldman thinks if they get a consensus maybe they could put out some RFP's and focus on the commercial end and see what they can come up with.

Kohlmann suggested that if the city is leaning towards option #2 with RFPs, we can just let the current real estate contract terminate and get one when or if they get to that point again.

Tveit agrees with Feldman that with the way that the market is he feels that this lot is reasonably priced. He's a big advocate of the market and if the market is there for a restaurant and there's money to be made in the market, someone is going to come up here and put a restaurant there. Right now it's just a waiting game and it's just a matter of time.

Feldman asked if they want to just focus on a restaurant. There had been talk at one time about a recreational facility.

Skordahl said that we only have so much frontage on that river. It's our chance to try and guide that property. He also agrees with Tveit and if the market will bear a restaurant, then someone will open a restaurant. He would like to try to shape it into something that would blend in with what they think the rest of Bridge Street is going to look like.

Kohlmann said that City staff can market it to whatever they would like there. Part of that is to get a market study to find that particular use, ensure that it comes back favorable and say that's a viable business and then we would take that market study and the land information and contact developers directly. That way you can cut out the realtor. So the question is whether we let it sit on the market and see who knocks on the door, or have staff actively pursue one or two particular uses and then shop that around to specific developers.

Muehlbauer thinks they should target certain areas. He doesn't have an issue with anything going in there for the most part. He would like it to generate some tax revenue. If there are people knocking on the door and it doesn't fit the plan, he doesn't think that's a good idea.

Bauer is leaning towards a restaurant or brew pub, something of that nature. He gets the retail but that side of town is like a ghost town. Nobody is going to walk over there. The layout is hard to get to.

Feldman listed in order of preference what was agreed upon. First being a restaurant, second a recreational facility, third a retail business, and fourth a brew pub.

Thunstrom stated that they won't extend their agreement with the realtor, and they will do a market study and try to handle this directly with an RFP, which will provide more control.

2) Street Maintenance Financing

City Administrator Kohlmann gave an overview of the Comprehensive Street Improvement Plan and explained that staff inventoried all of the roads and laid out the conditions, along with a five year snap shot on the maintenance that will need to be done on these roads. Seal coating, crack filling, reconstruction, mill and overlay, everything has been costed out and put together in a reasonable time frame that it could be paid for in cash.

Kohlmann explained the three options in order to pay for these projects in cash.

Muehlbauer is a fan of the franchise fee. It's going to come out one way or another out of people's pockets. He's tried to explain that on Facebook. If it comes out of a bill as \$10.00 or so per month, as long as people understand it, and eventually they may not even notice it.

Tveit said that there's an advantage to putting this on your property taxes so you can use it as a write off.

Feldman said that he actually looked into that because a resident had contacted him about it. He found that the downside to having it added to your property taxes is that the taxes go by assessed value, you could actually be paying more than \$60 on the MS4. You can't put a flat \$60 on there.

Bauer said he is pro Franchise Fee and for adding the MS4 and the roads into our Finance Franchise Fee.

Kohlmann said the tax levy is probably the most flexible option.

Skordahl votes for the 2% out of the levy, and feels that's the fairest way to fund this. He does not want to do assessments.

Teicher asked permission to request Hakanson Anderson to prepare plans and specs and do an agenda memo for Monday night's meeting which would come at a fee. The focus this year is District 2. With Council's guidance, he will let the street consortium know that they are going to continue to participate and move this project forward.

It was agreed that they would get moving with this and re-evaluate at a later date. They would bring some information on the franchise fee to a future meeting.

3) City Buildings Assessment

Kohlmann explained that they received a quote from the company that designed the police and public works facility. The quote starts off with a space needs study, then step two would be the test fit & suitability of existing facility. We would need a full scale assessment before moving on to step 3, stay or go.

Tveit said that the police and public works facility, and salt storage and trap rock shed space needs study was just done in 2012, and they are only about 6 years old, so if they need substantial maintenance we should go back to the builder.

Teicher said that where this plan comes into play and where it's important that we consider is the waste water treatment facility or the police and public works facility is just identifying that test fit and suitability of existence that he calls out. It will look at those rooms and those spaces that are at police and public works.

Skordahl said that basically you are looking at the inventory of everything we've got, and does it fit our needs going forward. You can't exclude a building.

Tveit said we don't want to spend money on something that we already paid for when we can just bring the data back in.

Kohlmann is asking if council is on board with this plan as a concept and using the old space needs study in combination with the new and totaling it all together. We can eventually get a second quote and bring it to council. As far as how to handle the building assets, getting the studies, and in his opinion, getting the test fit step 1 and step 2. Step 2 is kind of the key component of studying the integrity of the buildings.

Consensus was that they are under budget on the City Buildings Assessment and all thought it was necessary to get done.

4) Riverbank/Kings Highway update and next steps

Feldman said that they did apply for the grant but due to the competitive nature of the grant applicant pool, we were not awarded grant funds. His thoughts are that if you pave the road it does three things for the residents. It will be plowed better, better property value, and makes their home more "sellable". He would like to get a consensus from the neighborhood on an assessment.

All agreed that this road needs to be paved. A date for a work session will be scheduled at the next Council Meeting.

5) Other Business

Kohlmann spoke about the complaints for the \$20 septic record fee, and suggested that the city get their septic records up to date, and waive the fees initially. Once the city's records are in order we can charge if necessary.

Council discussed making the septic hauler responsible for that \$20 fee if they haven't provided the information and not have it fall onto the homeowner.

Bauer asked Feldman about where he's at with the water rate study.

Feldman said he's been working on it and has met with Abdo and Finance Director Mulvihill on the water part and he doesn't really have anything to bring to them yet other than that he's looking at doing a couple of low tiers. They talked about leaving the commercial end the same, and then doing some lower tiers. People on a fixed income (ex. 62 years old and up, couples income of \$40,000 or single \$20,000) would receive a senior discount or flat rate.

Kohlmann said that Abdo took a snapshot of today, and said that we need to raise water 3%. Feldman is trying to give a supplemental approach and with the snapshot of today, and forecasting the future with development, what other options do you have than the 3% increase.

With no further discussion, Feldman adjourned the work session at 8:32 pm.

Respectfully submitted by,

Lori M. Streich, Acct Tec/Deputy Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 20, 2018

City of St. Francis
Attn: Joe Kohlmann
City Administrator
23340 Cree St. NW
St. Francis, MN 55070-9390

RE: Pay Request No. 27
Wastewater Treatment Improvements
St. Francis, Minnesota
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 27 for the above referenced project. This pay request is primarily for pond demolition and final grading. The requested and certified amount is \$125,982.00.

If you have any questions do not hesitate to call me at 612-840-6068.

Sincerely,

Bolton & Menk, Inc.

Paul Saffert, P. E.
Project Manager

PS/jo

cc: Paul Teicher, City of St. Francis

Enclosures (3 copies, signed Pay Request No. 27)

TRANSMITTAL FORM
GRIDOR CONSTR., INC.



3990 27th Street SE
Buffalo, MN 55313

(763) 746-9075
(Fax) 559-3736

To BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
RAMSEY, MN 55303

Attn PAUL SAFFERT

Date April 19, 2018
Job W.T.F.I.
Location ST. FRANCIS, MN
Your Number _____
Transmittal Number _____
Spec Section _____

We are sending by:

Enclosed ☐ Separate Cover ☐

For: Approval ☒ Fabrication ☐ Field & Files ☐ Other ☐

Drawings as follows:

NO. PRINTS	SUBMITTAL NO.	DESCRIPTION
3		PAY ESTIMATE #27

Remarks: _____

NOTICE: If for Approval, kindly have same checked and return 1 copies to us with your written approval or correction as soon as possible.

GRIDOR CONSTR., INC.

Gregg Schreiner

EQUAL OPPORTUNITY EMPLOYER

TRANSMIT.XLS 4/19/2018

APPLICATION AND CERTIFICATE FOR PAYMENT

O:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\Pay Estimate #27.xls Summary Page

TO OWNER:	City of St. Francis 4058 St. Francis Blvd. NW St. Francis, MN 55070	PROJECT:	Wastewater Treatment Facility Improvements	APPLICATION NO.:	27
				PERIOD TO:	8/26/17 to 4/17/18
				PROJECT NO.:	R21.109015
CONTRACTOR:	Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	ENGINEER:	Bolton & Menk, Inc. 7533 Sunwood Drive N.W. Ramsey, MN 55303	SUBSTANTIAL CONTRACT DATE:	03/20/17
				FINAL CONTRACT DATE:	05/19/17
CONTACT:	Gregg Schreiner	CONTACT:	Paul Saffert		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM.....	\$21,832,300.00
2. Net change by Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + Line 2).....	\$21,832,300.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$21,364,499.00
5. RETAINAGE: Securities in Lieu of Retainage	
A. 0% of Completed to Date	\$0.00
B. 0% of Stored Materials	\$0.00
Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE.....	\$21,364,499.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$21,238,517.00
(Line 6 from prior payment)	
8. CURRENT PAYMENT DUE.....	\$125,982.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$467,801.00
(Line 3 less Line 5)	

CHANGE ORDER SUMMARY

ADDITIONS

DEDUCTIONS

Total changes approved in previous months
by Owner: COs
Total approved this month:

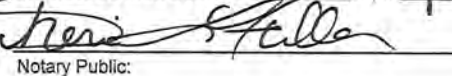
TOTALS:	\$0.00	\$0.00	\$0.00
NET CHANGES by Change Order:			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: 
State of Minnesota

Subscribed and sworn to before me this 19th day of April, 2018

Notary Public: 



1/31/2020
Commission Expiration

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$125,982.00

ENGINEER: Bolton & Menk, Inc.

By: 

Date: 4/20/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Item No.	B Description of Work	C Scheduled Value	D From Previous Application	E Work Completed		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
				This Period					
				Percent	Amount				
Division 1									
1000.000	Mobilization Insurance & Bonds	\$360,000	\$360,000			\$0	\$360,000	100.0%	\$0
1020.001	General Construction - Allowance	\$250,000	\$470,811	26%	\$65,720	\$0	\$536,531	214.6%	-\$286,531
1020.002	Utility Service - Allowance	\$25,000	\$19,197			\$0	\$19,197	76.8%	\$5,803
1020.003	Building Permit - Allowance	\$150,000	\$24,901	0%	\$262	\$0	\$25,163	16.8%	\$124,837
Subtotal for	Division 1	\$785,000	\$874,909		\$65,982	\$0	\$940,891	119.9%	-\$155,891
check							\$940,891		
Division 2									
2020.000	Biosolids Site Reclamation	\$550,000	\$236,500	10.91%	\$60,000	\$0	\$296,500	53.9%	\$253,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000	\$40,000			\$0	\$40,000	100.0%	\$0
2100.000	Site Preparation	\$50,000	\$50,000			\$0	\$50,000	100.0%	\$0
2110.000	Column Foundation Systems - Allowance	\$2,450,000	\$2,158,824			\$0	\$2,158,824	88.1%	\$291,176
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					\$0	\$0	0.0%	\$0
2210.000	Finish Grading	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
2220.000	Excavating & Backfill	\$1,100,000	\$1,100,000			\$0	\$1,100,000	100.0%	\$0
2221.000	Removing Pavement & Miscellaneous Structures	\$20,000	\$20,000			\$0	\$20,000	100.0%	\$0
2330.000	Excavation & Embankment - Roadway & Pavement	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
2370.000	Storm Water Pollution Prevention Plan (SWPP)	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
2550.000	Site Utilities	\$1,000,000	\$1,000,000			\$0	\$1,000,000	100.0%	\$0
2600.000	Roads, Walks & Curbs	\$150,000	\$150,000			\$0	\$150,000	100.0%	\$0
2813.000	Design Build Irrigation System - Allowance	\$150,000	\$102,430			\$0	\$102,430	68.3%	\$47,570
2830.000	Chain Link Fence & Gates	\$15,000	\$15,000			\$0	\$15,000	100.0%	\$0
2835.000	Modular Block Retaining Wall	\$10,000	\$10,000			\$0	\$10,000	100.0%	\$0
2920.000	Soil Preparation, Seeding & Sodding	\$40,000	\$40,000			\$0	\$40,000	100.0%	\$0
2921.000	Prairie Restoration	\$10,000	\$10,000			\$0	\$10,000	100.0%	\$0
Subtotal for	Division 2	\$5,675,000	\$5,022,754.00		\$60,000	\$0	\$5,082,754	89.56%	\$592,246
check							Check	\$5,082,754	
Division 3									
3200.000	Concrete Reinforcement - 760 ton	\$1,520,000	\$1,520,000			\$0	\$1,520,000	100.0%	\$0
3300.000	Cast in Place Concrete - 8600 cy	\$3,440,000	\$3,440,000			\$0	\$3,440,000	100.0%	\$0
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	\$1,630,000	\$1,630,000			\$0	\$1,630,000	100.0%	\$0
Subtotal for	Division 3	\$6,590,000	\$6,590,000.00		\$0	\$0	\$6,590,000	100.00%	\$0
check							Check	\$6,590,000	

Item No.	B Description of Work	C Scheduled Value	D	E		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Work Completed This Period					
				Percent	Amount				
Division 4									
4810.000	Unit Masonry Assemblies	\$0				\$0	\$0	0.0%	\$0
Subtotal for	Division 4	\$0	\$0.00		\$0	\$0	\$0	0.00%	\$0
check			Check			\$0			
Division 5									
5100.000	Structural Metal	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
5500.000	Miscellaneous Metal Work	\$140,000	\$140,000			\$0	\$140,000	100.0%	\$0
5520.000	Handrails & Railings	\$50,000	\$50,000			\$0	\$50,000	100.0%	\$0
5521.000	Roof Hatches	\$6,000	\$6,000			\$0	\$6,000	100.0%	\$0
Subtotal for	Division 5	\$226,000	\$226,000.00		\$0	\$0	\$226,000	100.00%	\$0
check			Check			\$226,000			
Division 6									
6100.000	Rough Carpentry	\$10,000	\$10,000			\$0	\$10,000	100.0%	\$0
6200.000	Finish Carpentry	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0
6400.000	Interior Architectural Woodwork	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0
6410.000	Solids Surface Sills & Thresholds	\$3,000	\$3,000			\$0	\$3,000	100.0%	\$0
Subtotal for	Division 6	\$15,000	\$15,000.00		\$0	\$0	\$15,000	100.00%	\$0
check			Check			\$15,000			
Division 7									
7150.000	Dampproofing	\$5,000	\$5,000			\$0	\$5,000	100.0%	\$0
7190.000	Vapor Barrier	\$5,000	\$5,000			\$0	\$5,000	100.0%	\$0
7210.000	Building Insulation	\$20,000	\$20,000			\$0	\$20,000	100.0%	\$0
7535.000	Fully Adhered Membrane Roof System	\$170,000	\$170,000			\$0	\$170,000	100.0%	\$0
7600.000	Flashing & Sheet Metal Work	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
7900.000	Caulking & Sealants	\$20,000	\$20,000			\$0	\$20,000	100.0%	\$0
Subtotal for	Division 7	\$250,000	\$250,000.00		\$0	\$0	\$250,000	100.00%	\$0
check			Check			\$250,000			
Division 8									
8110.000	Doors & Frames	\$50,000	\$50,000			\$0	\$50,000	100.0%	\$0
8360.000	Upward Acting Sectional Doors	\$15,000	\$15,000			\$0	\$15,000	100.0%	\$0
8700.000	Hardware	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
8800.000	Glass & Glazing	\$6,000	\$6,000			\$0	\$6,000	100.0%	\$0
Subtotal for	Division 8	\$101,000	\$101,000.00		\$0	\$0	\$101,000	100.00%	\$0
check			Check			\$101,000			

Item No.	B Description of Work	C Scheduled Value	D	E Work Completed		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
				From Previous Application	This Period					
					Percent					Amount
(D+E+F)										
Division 9										
9111.000	Non-Load Bearing Steel Framing	\$15,000	\$15,000			\$0	\$15,000	100.0%	\$0	
9250.000	Gypsum Drywall	\$25,000	\$25,000			\$0	\$25,000	100.0%	\$0	
9310.000	Ceramic Tile	\$8,000	\$8,000			\$0	\$8,000	100.0%	\$0	
9500.000	Acoustical Ceiling System	\$6,000	\$6,000			\$0	\$6,000	100.0%	\$0	
9900.000	Wastewater Treatment Facility Painting	\$350,000	\$350,000			\$0	\$350,000	100.0%	\$0	
9930.000	Concrete Staining	\$15,000	\$15,000			\$0	\$15,000	100.0%	\$0	
Subtotal for	Division 9	\$419,000	\$419,000.00		\$0	\$0	\$419,000	100.00%	\$0	
check				Check \$419,000						
Division 10										
10110.000	Marker Board	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0	
10155.000	Toilet Compartment	\$2,300	\$2,300			\$0	\$2,300	100.0%	\$0	
10250.000	Safety Devices	\$4,000	\$4,000			\$0	\$4,000	100.0%	\$0	
10260.000	Wall Surface Protection	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0	
10400.000	Identifying Devices	\$6,000	\$6,000			\$0	\$6,000	100.0%	\$0	
10800.000	Toilet Accessories	\$2,000	\$2,000			\$0	\$2,000	100.0%	\$0	
Subtotal for	Division 10	\$16,300	\$16,300.00		\$0	\$0	\$16,300	100.00%	\$0	
check				Check \$16,300						

Item No.	B Description of Work	C Scheduled Value	D	E		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Work Completed This Period					
				Percent	Amount				
Division 11 & 12									
11214.000	Vertical Turbine Pumps	\$160,000	\$160,000			\$0	\$160,000	100.0%	\$0
11245.000	Polymer Mix/ Feed System - Allowance	\$235,000	\$235,000			\$0	\$235,000	100.0%	\$0
11246.000	Carbon Feed System - Allowance					\$0	\$0	0.0%	\$0
11248.000	Ferric Chloride Feed System - Allowance					\$0	\$0	0.0%	\$0
11265.000	Ultraviolet Disinfection - Allowance	\$635,000	\$635,000			\$0	\$635,000	100.0%	\$0
11280.000	Hydraulic Gates	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
11310.000	Centrifugal Wastewater Pumps	\$120,000	\$120,000			\$0	\$120,000	100.0%	\$0
11311.000	Submersible Centrifugal Pumps	\$110,000	\$110,000			\$0	\$110,000	100.0%	\$0
11312.000	Recessed Impeller Vortex Pump	\$25,000	\$25,000			\$0	\$25,000	100.0%	\$0
11318.000	Screw Impeller Centrifugal Pumps	\$25,000	\$25,000			\$0	\$25,000	100.0%	\$0
11320.000	Grit Removal System	\$54,000	\$54,000			\$0	\$54,000	100.0%	\$0
11321.000	Grit Separation System	\$35,000	\$35,000			\$0	\$35,000	100.0%	\$0
11335.000	Fine Screen	\$90,000	\$90,000			\$0	\$90,000	100.0%	\$0
11345.000	Chlorination/ Dechlorination Equipment - Allowance					\$0	\$0	0.0%	\$0
11351.000	Clarifier Equipment - Suction Type Clarifier	\$200,000	\$200,000			\$0	\$200,000	100.0%	\$0
11373.000	Blower System (PD w/ Enclosure)	\$290,000	\$290,000			\$0	\$290,000	100.0%	\$0
11374.000	Fine Pore Membrane Aeration Equipment	\$85,000	\$85,000			\$0	\$85,000	100.0%	\$0
11385.000	Coarse Bubble Aearation System	\$85,000	\$85,000			\$0	\$85,000	100.0%	\$0
11386.000	Rapid Mixers	\$13,000	\$13,000			\$0	\$13,000	100.0%	\$0
11387.000	Submersible Mixers	\$55,000	\$55,000			\$0	\$55,000	100.0%	\$0
11600.001	Laboratory Equipment	\$46,000	\$46,000			\$0	\$46,000	100.0%	\$0
11600.002	Laboratory Equipment - Allowance	\$25,000	\$1,836			\$0	\$1,836	7.3%	\$23,164
11630.000	Automatic Sampler	\$39,000	\$39,000			\$0	\$39,000	100.0%	\$0
12300.000	Furnishings - Allowance	\$25,000	\$12,632			\$0	\$12,632	50.5%	\$12,368
12346.000	Casework	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
Subtotal for	Division 11 & 12	\$2,412,000	\$2,376,468.00		\$0	\$0	\$2,376,468	98.53%	\$35,532
check									
Division 13									
13126.000	Circular Tank Covers	\$290,000	\$290,000			\$0	\$290,000	100.0%	\$0
13211.000	Water Storage Tank Disinfection	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0
13222.000	Filter Underdrain System	\$90,000	\$90,000			\$0	\$90,000	100.0%	\$0
13226.000	Filter Media & Gravel	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
13228.000	Filter Washwater Troughs	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
13852.000	Grating	\$30,000	\$30,000			\$0	\$30,000	100.0%	\$0
Subtotal for	Division 13	\$471,000	\$471,000.00		\$0	\$0	\$471,000	100.00%	\$0
check									
Check \$471,000									

Item No.	B Description of Work	C Scheduled Value	D	E		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Work Completed This Period					
				Percent	Amount				
Division 14									
14300.000	Hoisting Equipment	\$12,000	\$12,000			\$0	\$12,000	100.0%	\$0
14620.000	Portable Hoist	\$4,000	\$4,000			\$0	\$4,000	100.0%	\$0
Subtotal for	Division 14	\$16,000	\$16,000.00		\$0	\$0	\$16,000	100.00%	\$0
check									
Division 15									
15050.000	Industrial Hose & Fittings	\$6,000	\$6,000			\$0	\$6,000	100.0%	\$0
15060.000	Process Pipe & Pipe Fittings	\$855,000	\$855,000			\$0	\$855,000	100.0%	\$0
15100.000	Valves	\$400,000	\$400,000			\$0	\$400,000	100.0%	\$0
15101.000	Electric Valve Actuators					\$0	\$0	0.0%	\$0
15102.000	Pneumatic Valve Actuators					\$0	\$0	0.0%	\$0
15130.000	Gauges	\$20,000	\$20,000			\$0	\$20,000	100.0%	\$0
15140.000	Supports & Anchors	\$90,000	\$90,000			\$0	\$90,000	100.0%	\$0
15250.000	Mechanical Insulation	\$40,000	\$40,000			\$0	\$40,000	100.0%	\$0
15400.000	Plumbing	\$440,000	\$440,000			\$0	\$440,000	100.0%	\$0
15500.000	Heating/ Ventilating & Air Conditioning	\$530,000	\$530,000			\$0	\$530,000	100.0%	\$0
15510.000	Hydronic Heating Systems	\$300,000	\$300,000			\$0	\$300,000	100.0%	\$0
15950.000	HVAC Controls	\$50,000	\$50,000			\$0	\$50,000	100.0%	\$0
15990.000	TAB	\$5,000	\$5,000			\$0	\$5,000	100.0%	\$0
Subtotal for	Division 15	\$2,736,000	\$2,736,000.00		\$0	\$0	\$2,736,000	100.00%	\$0
check Check \$2,736,000									
Division 16									
16010.000	Electrical General Provisions	\$50,000	\$50,000			\$0	\$50,000	100.0%	\$0
16100.000	Basic Materials & Methods	\$220,000	\$220,000			\$0	\$220,000	100.0%	\$0
16200.000	Power Generation System	\$200,000	\$200,000			\$0	\$200,000	100.0%	\$0
16400.000	Electrical Distribution	\$250,000	\$250,000			\$0	\$250,000	100.0%	\$0
16500.000	Lighting	\$80,000	\$80,000			\$0	\$80,000	100.0%	\$0
16700.000	Special Systems	\$20,000	\$20,000			\$0	\$20,000	100.0%	\$0
16900.000	Starters & Motor Control	\$250,000	\$250,000			\$0	\$250,000	100.0%	\$0
16950.001	Instrumentation & Control	\$1,000,000	\$1,000,000			\$0	\$1,000,000	100.0%	\$0
16950.002	Computer - Allowance	\$50,000	\$54,086			\$0	\$54,086	108.2%	-\$4,086
Subtotal for	Division 16	\$2,120,000	\$2,124,086.00		\$0	\$0	\$2,124,086	100.19%	-\$4,086
check Check \$2,124,086									
Grand Total		\$21,832,300	\$21,238,517		\$125,982	\$0	21,364,499	97.86%	\$467,801

W.T.F.I. - St. Francis, MN

Stored Materials & Equipment Summary

Order Constr., Inc.
3390 27th Street SE
Buffalo, MN 55313



Pay Req. No. 27
Period Ending: 4/17/2018

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous installed to date	installed this month	Total installed to date	Amount Remaining in Storage
Grand Totals		\$21,832,300								
1000.000	Mobilization Insurance & Bonds	\$360,000								
1020.001	General Construction - Allowance	\$250,000	\$39,427			\$39,427	\$39,427		\$39,427	
1020.002	Utility Service - Allowance	\$25,000								
1020.003	Building Permit - Allowance	\$150,000								
Subtotal for	Division 1	\$785,000	\$39,427	\$0		\$39,427	\$39,427	\$0	\$39,427	\$0

Division 2										
2020.000	Biosolids Site Reclamation	\$550,000								
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000								
2100.000	Site Preparation	\$50,000								
2110.000	Column Foundation Systems - Allowance	\$2,450,000	\$159,030			\$159,030	\$159,030		\$159,030	
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance									
2210.000	Finish Grading	\$30,000								
2220.000	Excavating & Backfill	\$1,100,000								
2221.000	Removing Pavement & Miscellaneous Structures	\$20,000								
2330.000	Excavation & Embankment - Roadway & Pavement	\$30,000								
2370.000	Storm Water Pollution Prevention Plan (SWPP)	\$30,000								
2550.000	Site Utilities	\$1,000,000	\$560,675			\$560,675	\$560,675		\$560,675	
2600.000	Roads, Walks & Curbs	\$150,000								
2813.000	Design Build Irrigation System - Allowance	\$150,000	\$280			\$280	\$280		\$280	
2830.000	Chain Link Fence & Gates	\$15,000								
2835.000	Modular Block Retaining Wall	\$10,000								
2920.000	Soil Preparation, Seeding & Sodding	\$40,000								
2921.000	Prairie Restoration	\$10,000								
Subtotal for	Division 2	\$5,675,000	\$719,985	\$0		\$719,985	\$719,985	\$0	\$719,985	\$0

Division 3										
3200.000	Concrete Reinforcement - 760 ton	\$1,520,000	\$836,494			\$836,494	\$836,494		\$836,494	
3300.000	Cast in Place Concrete - 6600 cy	\$3,440,000								
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	\$1,630,000	\$1,299,056			\$1,299,056	\$1,299,056		\$1,299,056	
Subtotal for	Division 3	\$6,590,000	\$2,135,550	\$0		\$2,135,550	\$2,135,550	\$0	\$2,135,550	\$0

Division 4										
4810.000	Unit Masonry Assemblies	\$0								
Subtotal for	Division 4	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 5										
5100.000	Structural Metal	\$30,000	\$5,000			\$5,000	\$5,000		\$5,000	
5520.000	Miscellaneous Metal Work	\$140,000	\$117,655			\$117,655	\$117,655		\$117,655	
5520.000	Handrails & Railings	\$50,000	\$49,828			\$49,828	\$49,828		\$49,828	
5521.000	Roof Hatches	\$6,000	\$5,140			\$5,140	\$5,140		\$5,140	
Subtotal for	Division 5	\$226,000	\$177,623	\$0		\$177,623	\$177,623	\$0	\$177,623	\$0

Division 6										
6100.000	Rough Carpentry	\$10,000								
6200.000	Finish Carpentry	\$1,000								
6400.000	Interior Architectural Woodwork	\$1,000	\$500			\$500	\$500		\$500	
6410.000	Solids Surface Sills & Thresholds	\$3,000	\$2,500			\$2,500	\$2,500		\$2,500	
Subtotal for	Division 6	\$15,000	\$3,000	\$0		\$3,000	\$3,000	\$0	\$3,000	\$0

W.T.F.I. - St. Francis, MN

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 27
Period Ending: 4/17/2018

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 7										
7150.000	Dampproofing	\$5,000								
7190.000	Vapor Barrier	\$5,000								
7210.000	Building Insulation	\$20,000								
7535.000	Fully Adhered Membrane Roof System	\$170,000								
7600.000	Flashing & Sheet Metal Work	\$30,000								
7900.000	Caulking & Sealants	\$20,000								
Subtotal for	Division 7	\$250,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 8										
8110.000	Doors & Frames	\$50,000	\$41,000			\$41,000	\$41,000		\$41,000	
8360.000	Upward Acting Sectional Doors	\$15,000								
8700.000	Hardware	\$30,000	\$16,900			\$16,900	\$16,900		\$16,900	
8800.000	Glass & Glazing	\$6,000								
Subtotal for	Division 8	\$101,000	\$57,900	\$0		\$57,900	\$57,900	\$0	\$57,900	\$0
Division 9										
9111.000	Non-Load Bearing Steel Framing	\$15,000								
9250.000	Gypsum Drywall	\$25,000								
9310.000	Ceramic Tile	\$8,000								
9500.000	Acoustical Ceiling System	\$6,000								
9900.000	Wastewater Treatment Facility Painting	\$350,000								
9930.000	Concrete Staining	\$15,000								
Subtotal for	Division 9	\$419,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 10										
10110.000	Marker Board	\$1,000								
10155.000	Toilet Compartment	\$2,300	\$1,329			\$1,329	\$1,329		\$1,329	
10250.000	Safety Devices	\$4,000								
10260.000	Wall Surface Protection	\$1,000								
10400.000	Identifying Devices	\$8,000	\$1,037			\$1,037	\$1,037		\$1,037	
10800.000	Toilet Accessories	\$2,000								
Subtotal for	Division 10	\$16,300	\$2,366	\$0		\$2,366	\$2,366	\$0	\$2,366	\$0
Division 11 & 12										
11214.000	Vertical Turbine Pumps	\$160,000	\$149,975			\$149,975	\$149,975		\$149,975	
11245.000	Polymer Mix/ Feed System - Allowance	\$235,000	\$235,000			\$235,000	\$235,000		\$235,000	
11246.000	Carbon Feed System - Allowance									
11248.000	Ferric Chloride Feed System - Allowance									
11265.000	Ultraviolet Disinfection - Allowance	\$635,000	\$632,052			\$632,052	\$632,052		\$632,052	
11280.000	Hydraulic Gates	\$30,000	\$21,457			\$21,457	\$21,457		\$21,457	
11310.000	Centrifugal Wastewater Pumps	\$120,000								
11311.000	Submersible Centrifugal Pumps	\$110,000	\$103,284			\$103,284	\$103,284		\$103,284	
11312.000	Recessed Impeller Vortex Pump	\$25,000	\$21,792			\$21,792	\$21,792		\$21,792	
11318.000	Screw Impeller Centrifugal Pumps	\$25,000								
11320.000	Grit Removal System	\$54,000	\$37,406			\$37,406	\$37,406		\$37,406	
11321.000	Grit Separation System	\$35,000	\$20,000			\$20,000	\$20,000		\$20,000	
11335.000	Fine Screen	\$90,000	\$78,469			\$78,469	\$78,469		\$78,469	
11345.000	Chlorination/ Dechlorination Equipment - Allowance									
11351.000	Clarifier Equipment - Suction Type Clarifier	\$200,000	\$167,535			\$167,535	\$167,535		\$167,535	
11373.000	Blower System (PD w/ Enclosure)	\$290,000	\$285,000			\$285,000	\$285,000		\$285,000	
11374.000	Fine Pore Membrane Aeration Equipment	\$85,000	\$66,407			\$66,407	\$66,407		\$66,407	
11385.000	Coarse Bubble Aeration System	\$85,000	\$61,407			\$61,407	\$61,407		\$61,407	
11386.000	Rapid Mixers	\$13,000	\$12,000			\$12,000	\$12,000		\$12,000	
11387.000	Submersible Mixers	\$55,000	\$48,581			\$48,581	\$48,581		\$48,581	
11600.001	Laboratory Equipment	\$46,000								
11600.002	Laboratory Equipment - Allowance	\$25,000								
11630.000	Automatic Sampler	\$39,000	\$23,701			\$23,701	\$23,701		\$23,701	
12300.000	Furnishings - Allowance	\$25,000								
12346.000	Casework	\$30,000								
Subtotal for	Division 11 & 12	\$2,412,000	\$1,964,066	\$0		\$1,964,066	\$1,964,066	\$0	\$1,964,066	\$0

W.T.F.I. - St. Francis, MN

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3890 27th Street SE
Buffalo, MN 56313



Pay Req. No. 27
Period Ending: 4/17/2018

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 13										
13126.000	Circular Tank Covers	\$290,000	\$178,516			\$178,516	\$178,516		\$178,516	
13211.000	Water Storage Tank Disinfection	\$1,000								
13222.000	Filter Underdrain System	\$90,000	\$80,000			\$80,000	\$80,000		\$80,000	
13228.000	Filter Media & Gravel	\$30,000								
13228.000	Filter Washwater Troughs	\$30,000	\$27,359			\$27,359	\$27,359		\$27,359	
13852.000	Grating	\$30,000								
Subtotal for	Division 13	\$471,000	\$285,875	\$0		\$285,875	\$285,875	\$0	\$285,875	\$0
Division 14										
14300.000	Hoisting Equipment	\$12,000	\$9,264			\$9,264	\$9,264		\$9,264	
14620.000	Portable Hoist	\$4,000								
Subtotal for	Division 14	\$16,000	\$9,264	\$0		\$9,264	\$9,264	\$0	\$9,264	\$0
Division 15										
15050.000	Industrial Hose & Fittings	\$6,000								
15060.000	Process Pipe & Pipe Fittings	\$855,000	\$600,072			\$600,072	\$600,072		\$600,072	
15100.000	Valves	\$400,000	\$339,180			\$339,180	\$339,180		\$339,180	
15101.000	Electrical Valve Actuators									
15102.000	Pneumatic Valve Actuators									
15130.000	Gauges	\$20,000								
15140.000	Supports & Anchors	\$90,000	\$11,771			\$11,771	\$11,771		\$11,771	
15250.000	Mechanical Insulation	\$40,000								
15400.000	Plumbing	\$440,000	\$15,000			\$15,000	\$15,000		\$15,000	
15500.000	Heating/ Ventilating & Air Conditioning	\$530,000	\$171,663			\$171,663	\$171,663		\$171,663	
15510.000	Hydronic Heating Systems	\$300,000								
15950.000	HVAC Controls	\$50,000								
15990.000	TAB	\$5,000								
Subtotal for	Division 15	\$2,736,000	\$1,137,686	\$0		\$1,137,686	\$1,137,686	\$0	\$1,137,686	\$0
Division 16										
16010.000	Electrical General Provisions	\$50,000								
16100.000	Basic Materials & Methods	\$220,000								
16200.000	Power Generation System	\$200,000								
16400.000	Electrical Distribution	\$250,000								
16500.000	Lighting	\$80,000	\$70,715			\$70,715	\$70,715		\$70,715	
16700.000	Special Systems	\$20,000								
16900.000	Starters & Motor Control	\$250,000								
16950.001	Instrumentation & Control	\$1,000,000	\$60,000			\$60,000	\$60,000		\$60,000	
16950.002	Computer - Allowance	\$50,000								
Subtotal for	Division 16	\$2,120,000	\$60,000	\$0		\$60,000	\$60,000	\$0	\$60,000	\$0
Grand Totals		\$21,832,300	\$6,592,742	\$0		\$6,592,742	\$6,592,742	\$0	\$6,592,742	\$0



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Routine Recycling Agreement
DATE: 5/07/2018

OVERVIEW:

Annual contract with Anoka County to receive SCORE (Select Committee On Recycling and the Environment) funds to be used for recycling activities. Anoka County sets a tonnage goal for St. Francis that coincides with the state recycling goal. The 2018 residential recycling goal is 751 tons.

ACTION TO BE CONSIDERED:

Renewing the recycling contract with Anoka County.

BUDGET IMPLICATION:

The City receives SCORE funds from Anoka County to implement the City recycling program to ensure recycling goals are met.

Attachments:

1. 2018 Agreement for Residential Recycling Program Contract



Anoka County

HUMAN SERVICES DIVISION

Community Health & Environmental Services

Correctional
Health

Environmental
Services

Recycling &
Resource Solutions

Public Health
Nursing

Women, Infants
& Children (WIC)

Date: April 5, 2018

To: Municipal Recycling Coordinators

From: Sue Doll, Solid Waste Specialist

Regarding: Municipal Contracts for 2018, Funding and Goals

The 2018 Residential Recycling Agreements include a fixed base of \$10,000 for each municipality and \$5.00 per household (HH). In addition, targeted program funds are available for specific program areas and funds may be used for problem materials and yard waste/organics. The household count is based on the latest population and household estimate available from the Metropolitan Council. This funding allocation is not dependent upon the receipt of the second SCORE allocation. The county will use reserve funds if the second grant payment is not received in the spring of 2018.

The 2018 funding includes enhancement funds for the following program areas:

Monthly/Quarterly Drop-off Events – \$10,000 or \$15,000 depending on HH's

General Enhancement Grant \$1/HH

Organics Collection \$0.50/HH if no organics drop-off or curbside program

Organics Collection \$1/HH if there is an organics drop-off or curbside program

Additional Grant Request up to \$30,000

The 2018 municipal recycling goal is 210 pounds per person for single family households (up to 4 units) and 160 pounds per person for multi-unit households (5 units or more). This goal reflects the estimated tonnage needed to assist the county in achieving its recycling goal as established by the State of Minnesota. The goals have been set to reflect the differences between single family and multi-unit housing.

One copy of the contract has been enclosed for signature by your municipality. Please obtain the necessary signatures. The funding amounts you requested on Attachment B and the final funding award, Attachment C, are included as part of this contract.

Mail the signed copy back to our department and we will obtain remaining signatures. We will return the original to you once fully-executed. We will not be able to reimburse any expenditures until we have a signed contract returned by your municipality.

Thank you for your cooperation and efforts to reduce waste and increase the amount of material recycled in our county. Please do not hesitate to contact me if you have any questions regarding this information.

Prevent, Promote, Protect.

Field Operations Building x 1530 Bunker Lake Boulevard NW x Andover, MN 55304 x www.anokacounty.us
763-324-3400 x FAX: 763-324-3410

Affirmative Action / Equal Opportunity Employer

2018 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January, 2018, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2018; and

WHEREAS, pursuant to legislation a portion of the SCORE funds must be used to encourage recycling of source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2018; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,551,029; and

WHEREAS, the County Solid Waste Master Plan 2012 (Master Plan 2012) and MPCA Metropolitan Solid Waste Management Policy Plan 2010-2030 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2012 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, in 2017, the County engaged in a process of drafting an updated Master Plan which will be submitted to the MPCA for review and approval in 2018. The anticipated Master Plan 2018 will supersede the current Master Plan 2012 upon approval. The Master Plan 2018 has been developed with the participation of a representative from the Municipality staff, and the Municipality will be required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan.
2. **TERM.** The term of this Agreement is from January 1, 2018 through December 31, 2018, unless earlier terminated as provided herein.
3. **DEFINITIONS.**
 - a. "Eligible Expenses" means those expenses for recycling projects/programs and education and outreach and for priority issue activities that assist the municipality in collecting additional tons to help meet its recycling goal. Such expenses may include administration, but only to the extent of salary and legal costs of personnel who are directly working on the planning, implementation and promotion of eligible activities as detailed in this definition.
 - b. "Full Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source-separated compostable materials, electronics, etc.
 - c. "Mixed municipal solid waste" (MSW) shall have the meaning set forth in Minn. Stat. §115A.03, Subd. 21.
 - d. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
 - e. "Opportunity to Recycle" means providing recycling and curbside pickup or collection centers for recyclable materials for residents, including single and multi-family dwellings, as required by Minn. Stat. § 115A.552. Subd. 1.
 - f. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 24a.
 - g. "Public entity waste" shall have the meaning set forth in Minn. Stat. § 115A.471 (b).
 - h. "Quasi-Municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
 - i. "Recyclable materials" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 25a.
 - j. "Recycling" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 25b.
 - k. "Refuse-derived fuel" (RDF) as defined by Minn. Stat. § 115A.03, Subd. 25d., or other material that is destroyed by incineration is not a recyclable material.
 - l. "Source-separated compostable materials" (commonly called "organics") shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 32a.
 - m. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 38.

4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 751 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
- a. The Municipal recycling program shall include the following components:
- i. Each household (including multi-unit households) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:
 - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;
 - (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
 - (3) Two community outreach activities at Municipal or Quasi-Municipal events to inform residents about recycling opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle within the Municipality. The Municipality shall incorporate Rethink Recycling images and use the toolkits provided when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials for review prior to publication to ensure accuracy.
 - v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings per year.
 - vi. The Municipality shall offer one or two spring and fall cleanup/recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described in 4.b.i below, the spring/fall cleanup/recycling drop-off events may be included within that program.

- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
 - i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored and if feasible, implemented as an enhancement to the waste abatement program.
 - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-Municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
 - iv. Organize and manage a Full Service Recycling Drop-off Center.
 - v. Develop enhanced recycling promotion and assistance for multi-units.
 - vi. Develop additional opportunities for Source-Separated Compostable Materials collection.
 - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, carpet, electronics, mattresses and scrap metal) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility.¹ Minn. Stat. §§ 115A.46, 115A.471 and 473.848.

¹ See pages 44-45 of the 2012 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.

- f. Pursuant to Minn. Stat. §§ 115A.46, 115A.471 and 473.848, all waste generated by city/township government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for city/townships that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Grant Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.²

5. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than July 20, 2018 and January 10, 2019.

- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
- b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.
- c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.
- d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

- 6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than July 20, 2018 and January 10, 2019. Costs not billed by January 10, 2019 may not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
- 7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up

² *Ibid.*

to the project maximum as computed below, which shall not exceed \$37,049.50. The project maximum for eligible expenses shall be computed as follows:

- a. A base amount of \$10,000 and \$5 per household for recycling activities only;
- b. Enhancement activities as provided according to the schedule in Attachment A and the applications in Attachment B for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly/Quarterly Drop-off Events; Municipal Park Recycling; Community Event Recycling; Special Curbside Pickup Events; Multi-unit Recycling; and Organics Collection;
- c. After considering the 2018 Municipal Funding Request applications (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year; and
- d. Including an additional change order contingency of up to 10% of the total of the total base funding, Monthly/Quarterly Drop-offs, and General Enhancement grants.

For the Municipality's convenience in determining the amounts for the 2018 Municipal Funding Request, a work plan is included with the Packet. Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B. The County also reserves the ability to assess the programs and reallocate unused SCORE and LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
10. **GENERAL PROVISIONS.**
 - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement.

In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan, and shall participate in the preparation of the successor Master Plans.

- b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.
 - c. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
 - d. It is understood and agreed that the entire agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
 - e. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
 - f. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
 - g. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
 - h. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide copies of all promotional materials funded by SCORE funds.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

IN WITNESS WHEREOF, the parties hereunto set their hands as of the dates first written above:

CITY OF ST. FRANCIS

COUNTY OF ANOKA

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

Date: _____

By: _____

Municipality's Clerk

Date: _____

By: _____

Jerry Soma
County Administrator

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____

Date: _____

By: _____

Kathryn M. Timm
Assistant County Attorney

Date: _____

Attachment A

2018 Funding for Municipal Waste Abatement Programs

Municipality	2018 Base Funding and Goals						2018 Additional Enhancement Funds Available*							
							Monthly /Quarterly Drop-off Events		General Enhancement Grant \$1/HH	Organics Grant \$0.50/HH	Organics Grant \$1/HH	Additional Grant Program	Total Funds Available for Base + Drop-off, General Enhancement and Organics Enhancement Funds	
	Base Funding: \$10,000 + \$5 Per HH (Household)						Up to 4,999 households	5,000 + households	All municipalities are eligible equally	Municipalities that do not have curbside or drop-off programs	Municipalities that have curbside or drop-off programs	If awarded, amount will be added to total funds available		
	Contract Number	Total Pop	HH	\$10,000 Base	\$5.00/HH	Total	Goals: 160 PP MF+ 210 PP SF	\$10,000	\$15,000					up to \$30,000
Andover	C0006176	32,335	10,391	\$ 10,000.00	\$ 51,955.00	\$ 61,955.00	3,371		\$ 15,000	\$ 10,391	\$ 5,195.50			\$ 92,541.50
Anoka	C0006177	17,995	7,436	\$ 10,000.00	\$ 37,180.00	\$ 47,180.00	1,726		\$ 15,000	\$ 7,436	\$ 3,718.00			\$ 73,334.00
Bethel	C0006178	461	174	\$ 10,000.00	\$ 870.00	\$ 10,870.00	48	\$ 10,000		\$ 174	\$ 87.00			\$ 21,131.00
Blaine	C0006179	64,188	23,586	\$ 10,000.00	\$ 117,930.00	\$ 127,930.00	6,488		\$ 15,000	\$ 23,586	\$ 11,793.00			\$ 178,309.00
Centerville	C0006180	3,958	1,351	\$ 10,000.00	\$ 6,755.00	\$ 16,755.00	409	\$ 10,000		\$ 1,351	\$ 675.50			\$ 28,781.50
Circle Pines	C0006181	4,909	2,021	\$ 10,000.00	\$ 10,105.00	\$ 20,105.00	502	\$ 10,000		\$ 2,021	\$ 1,010.50			\$ 33,136.50
Columbia Heights	C0006182	20,158	8,155	\$ 10,000.00	\$ 40,775.00	\$ 50,775.00	2,030		\$ 15,000	\$ 8,155		\$ 8,155		\$ 82,085.00
Columbus	C0006183	3,870	1,425	\$ 10,000.00	\$ 7,125.00	\$ 17,125.00	406	\$ 10,000		\$ 1,425		\$ 1,425		\$ 29,975.00
Coon Rapids	C0006184	62,726	24,235	\$ 10,000.00	\$ 121,175.00	\$ 131,175.00	6,330		\$ 15,000	\$ 24,235		\$ 24,235		\$ 194,645.00
East Bethel	C0006185	11,788	4,155	\$ 10,000.00	\$ 20,775.00	\$ 30,775.00	1,219	\$ 10,000		\$ 4,155	\$ 2,077.50			\$ 47,007.50
Fridley	C0006186	28,631	11,578	\$ 10,000.00	\$ 57,890.00	\$ 67,890.00	2,770		\$ 15,000	\$ 11,578	\$ 5,789.00			\$ 100,257.00
Ham Lake	C0006187	15,891	5,406	\$ 10,000.00	\$ 27,030.00	\$ 37,030.00	1,642		\$ 15,000	\$ 5,406		\$ 5,406		\$ 62,842.00
Hilltop	C0006188	784	394	\$ 10,000.00	\$ 1,970.00	\$ 11,970.00	68	\$ 10,000		\$ 394	\$ 197.00			\$ 22,561.00
Lexington	C0006189	2,018	782	\$ 10,000.00	\$ 3,910.00	\$ 13,910.00	200	\$ 10,000		\$ 782	\$ 391.00			\$ 25,083.00
Lino Lakes	C0006190	20,803	6,529	\$ 10,000.00	\$ 32,645.00	\$ 42,645.00	2,158		\$ 15,000	\$ 6,529		\$ 6,529		\$ 70,703.00
Linwood Township	C0006191	5,359	1,959	\$ 10,000.00	\$ 9,795.00	\$ 19,795.00	558	\$ 10,000		\$ 1,959		\$ 1,959		\$ 33,713.00
Nowthen	C0006192	4,548	1,494	\$ 10,000.00	\$ 7,470.00	\$ 17,470.00	477	\$ 10,000		\$ 1,494	\$ 747.00			\$ 29,711.00
Oak Grove	C0006193	8,360	2,861	\$ 10,000.00	\$ 14,305.00	\$ 24,305.00	874	\$ 10,000		\$ 2,861	\$ 1,430.50			\$ 38,596.50
Ramsey	C0006194	26,251	8,973	\$ 10,000.00	\$ 44,865.00	\$ 54,865.00	2,696	\$ 15,000		\$ 8,973		\$ 8,973		\$ 87,811.00
Spring Lake Park	C0006195	6,219	2,607	\$ 10,000.00	\$ 13,035.00	\$ 23,035.00	622	\$ 10,000		\$ 2,607		\$ 2,607		\$ 38,249.00
St. Francis	C0006196	7,400	2,623	\$ 10,000.00	\$ 13,115.00	\$ 23,115.00	751	\$ 10,000		\$ 2,623	\$ 1,311.50			\$ 37,049.50
		348,652	128,135	\$ 210,000.00	\$ 640,675.00	\$ 850,675.00	35,347	\$ 120,000	\$ 135,000	\$ 128,135	\$ 34,423.00	\$ 59,289	\$ 210,000	\$ 1,537,522.00

2018 Total Allocation includes state SCORE and LRDG funds and additional budgeted program funding.

Population and Household Counts are based on 2016 Met Council Estimates

Goals are based on 210 pounds/person/year single family home up to 4 units and 160 pounds/person/year multi-units 5 units or more

*For all enhancement funds, municipalities must complete Attachment B and qualify.

Attachment B

2018 Grant Funding

Applications due January 31, 2018

The City or Town of ____ St. Francis _____ is requesting the following funding for their municipal program abatement efforts in 2018.

General Instructions

Eligible Expenses:

Staffing: Salary and benefits to cover a portion of full-time or part-time recycling program staff who are directly working on the planning, implementation and promotion of waste reduction, recycling and composting programs can be covered with base funding.

Collection Costs: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The percentage of cost for the portion of a municipal newsletter dedicated to waste reduction, recycling or composting information.

Ineligible Expenses:

The following costs should not be submitted for reimbursement from dedicated waste abatement funds (SCORE, LRDG and SWMC).

General Municipal Staff: Administrative, clerical, finance and legal staff that provide general support to municipal employees at the city or town.

General Operational Costs/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the city/township, it is assumed that the general cost of space, office equipment and basic office supplies would need to be provided with or without the recycling program, therefore, these costs are not eligible for reimbursement.

Project Costs: Specific to energy or ground water protection.

Collection Costs: General waste and recycling costs for the collection of materials from municipal buildings, trash costs when accepted at a recycling/cleanup day or costs associated with road side cleanup of illegally dumped materials.

Attachment B

2018 Base Funding Grant Application Form

Since the start of SCORE (Select Committee On Recycling and the Environment) funding, a similar formula has been distributed to municipalities, \$10,000 base and \$5/household.

This amount should pay for the basic program elements including the percentage of time the recycling coordinator spends on recycling duties, regular curbside collection costs, general operations of a drop-off center, costs for spring and fall recycling days, basic promotion costs and yard waste collection costs.

BASE FUNDING REQUESTED+A35:CA35:B77		Dollar Amount
Administration		
% of time for Recycling Coordinator	8% Tom Koep	10,000
Other Staff that directly administer the recycling program		
	5% Jen Gulbrandson	3,525
Office supplies needed for recycling program		
Training/Mileage/Dues		
<i>Subtotal</i>		\$ 13,525.00
Curbside Collection		
Estimated curbside collection contract costs		
Estimated curbside collection revenue		
<i>Difference that requires funding</i>		<i>Subtotal</i> \$ -
Regular Drop-off Expenses		
Equipment - standard equipment maintenance Loader, Reg Truck		1400
Facility costs e.g. electricity, rent, supplies, trash removed from recyclables		
Service Providers/collection costs		3140
Labor		1900
Estimated revenue		
<i>Difference that requires funding</i>		<i>Subtotal</i> \$ 6,440.00
Promotion		
Printing	Newsletter, ads	1300
Postage		700
Advertising		950
Incentive products		
Contracted performances e.g. Climb, Tricia and the Toonies		
<i>Subtotal</i>		\$ 2,950.00
Yard Waste		
Special Collections for leaves/grass and tree waste		
Estimated Curbside Collection Contract Costs		
Estimated Curbside Collection Revenue		
<i>Difference that requires funding</i>		<i>Subtotal</i> \$ -
Problem Materials		
Tires		200
Oil		
Estimated revenue from oil		
<i>Difference that requires funding</i>		<i>Subtotal</i> \$ 200.00
Total Base Funding Requested		\$ 23,115.00

Attachment B

2018 Municipal Program Enhancement Grant Application

There is \$686,847 available for enhancement activities. When the county started offering additional enhancement grants, the intent was to make these funds available to collect more materials to help the county meet its 75% recycling/composting goal by 2030. This attachment is an application form. All communities must apply for these funds and explain what projects they are proposing that meet the following categories.

Monthly/Quarterly Drop-off Events Grant

- \$10,000 is available for communities with up to 4,999 households
- \$15,000 is available for communities with 5,000 or more households

Additional Drop-off Collection Programs

From the list of targeted materials, it is expected that spring and fall drop-off recycling events will accept appliances, automotive products, bicycles, carpet, confidential paper, electronics, fluorescent lamps, household batteries, mattresses and scrap metal from residents. This funding is provided for additional events beyond the regularly scheduled spring and fall recycling days.

Program Costs for Collecting the Following Targeted Materials

Examples of materials that can be collected for reuse/recycling/composting:

Standard Recyclable Materials Collected at Drop-off Events		Additional Items
Appliances	Fluorescent Bulbs	Block n Shape Polystyrene
Automotive Products	Household Batteries	Furniture*
Bicycles	Mattresses*	Small Household Goods
Carpet*	Scrap Metal	Source Separated Organics
Confidential Paper		Vinyl Siding
Electronics		Yard Waste

None of these materials should be advertised and then collected as trash, specifically those items marked with the *.

Items that should be evaluated for reuse prior to recycling:

Bicycles	Clothing	Furniture	Mattresses
----------	----------	-----------	------------

Special Monthly/Quarterly Drop-off Events	
Equipment	1,600
Service Providers/Collection Costs	
Promotional Coupon Costs	4,500
Labor - Staff/organizations	3900
Other	
Full Service Drop-off Center	
Equipment	
Service Providers/Collection Costs	
Additional staffing requirements	
Total Drop-off Program Request	\$ 10,000.00

Please describe the additional drop-off activities and how they will increase the amount of material collected for recycling.

Attachment B

General Enhancement Grant – \$1/household – all municipalities are all eligible for this regardless of size

Eligible categories are listed below. Staffing for multi-family outreach, park recycling or dedicated recycling program interns, event recycling expenses, new recycling containers and promotional materials for additional recycling opportunities are some examples of eligible expenses.

Park Recycling		
-- Recycling Containers	Price/container	200
-- Recycling Bags		
Service Providers/Collection Costs		
Labor - Staff costs needed for collection		
<i>Park Recycling Subtotal</i>		\$ 200.00
Event Recycling - Please list any organics costs in organics section.		
-- Recycling Containers	Price/container	
-- Recycling Bags		
Service Providers/Collection Costs		700
Labor - Staff costs needed for collection		1223
<i>Event Recycling Subtotal</i>		\$ 1,923.00
Special Curbside Recycling Pickups		
Collection Costs		
Subsidy to resident -- # of items collected x _____		
<i>Special Curbside Subtotal</i>		\$ -
Multi-Unit Recycling Outreach		
Equipment/Promotion		500
Staff costs		
<i>Multi-unit Enhancement Subtotal</i>		\$ 500.00
Additional Promotion Costs		
Promotion/Printing/Postage/Advertising		
<i>Promotion Subtotal</i>		\$ -
Total General Enhancement Request		\$ 2,623.00

Please describe the additional general enhancement activities and how they will increase the amount of material collected for reuse or recycling.

Organics Grant

- \$0.50/household for municipalities that do not have a permanent organics program
- \$1/household for municipalities that have a permanent organics drop-off(s) or a curbside program

Organics Program Costs		
Equipment		
-- Organics Containers/Starter Kits	Price/container	
-- Compostable Bags		
-- Compostable Serving Ware - cups/bowls/utensils		1,000
-- Container rental or collection costs		211.5
Promotional costs		100
Labor - Staff/organizations # of hours		
Total Organics Program Request		\$ 1,311.50

Please describe the additional organics activities planned and how they will increase the amount of material collected for composting.

Attachment B

Additional Grant Program Request

\$30,000 is available based on need. If more applications are received than funds available, applications will be reviewed and those projects with the greatest potential to increase materials collected for recycling will receive the funding. Eligible costs for this category are expenses that cannot be funded by all the other categories. Preference will be given to those communities that are currently spending all enhancement funding on innovative, new program ideas and need additional funds to continue to expand program opportunities throughout 2018 to meet their recycling goal.

Project Description:

Provide a brief, one page or less, project description. The project description should address:

- project scope and design;
- expected outcomes - increased materials collected, increased tons from this project;
- if the project will benefit multiple municipalities or the county;
- key individuals participating in project activities, including any project collaborators;
- overall project timeline; and
- why project is compelling and worthy of funding

Project Budget:

Tasks/Items	Costs
Total Additional Grant Program Request	\$ -

Total Funding Requested

Total Base Funding*	\$ 23,115.00
Total Enhancement Funding	
• Monthly/Quarterly Drop-off Funding*	\$ 10,000.00
• General Enhancement Funding*	\$ 2,623.00
• Organics Program Funding	\$ 1,311.50
• Additional Grant Program	\$ -
Total Funding Requested	\$ 37,049.50

* These amounts are eligible for up to 10% change order if unexpected costs exceed budgeted amounts.

Grant Funding Decision

2018 Grant Year

The City of St. Francis is eligible for a total of \$ 37,049.50 for their Municipal program abatement efforts in 2018. The City submitted a timely application for funds (Attachment B) in the amount of \$ 40,355.00. The City subsequently revised Attachment B to request \$37,049.50.

To the extent that the City requested funds in excess of the total eligible amount and the eligible amount in any category it is denied.

The approved total funding for the 2018 Residential Recycling Program based on the budgeted expenditures set out in Attachment B and the eligible amount is \$ 37,049.50.

	<u>ELIGIBLE</u>	<u>REQUESTED</u>	<u>Award/(Deny)</u>
Base Amount: (no application needed)	\$ 23,115	\$ 23,115	\$ 23,115
Monthly /Quarterly Drop off Events	10,000	10,000	10,000
General Enhancement grant	2,623	2,623	2,623
Organics Grant	1,311.50	1,311.50	1,311.50
Total	<u>\$ 37,049.50</u>	<u>\$ 37,049.50</u>	<u>\$ 37,049.50</u>

Reviewed by:


Kathryn Mmm

Assistant County Attorney

Dated:

March 30, 2018

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: **Fireworks Retail Sale**
DATE: May 7, 2018

OVERVIEW:

TNT Fireworks filled out a city application to be able to sell fireworks under a tent in the County Market parking lot. The owners of the property have given permission for the event. TNT Fireworks is the same vendor for the last several years requesting approval. A copy of the application was forwarded to the fire marshal for his comments. He will inspect the area after tent is up and before the sale to customers. They will only be allowed to sell MN approved fireworks.

ACTION TO BE CONSIDERED:

A motion would be in order to approve the TNT Fireworks License application from June 20 to July 5th.

BUDGET IMPLICATION:

The City received the \$50 license application fee.

Attachments: License Applications
Lease Agreement with Property Owner

23340 Cree Street NW, St. Francis, MN 55070
763-753-2630

LICENSE APPLICATION FOR MANUFACTURE, STORAGE, DISPLAY OR SALE OF CONSUMER FIREWORKS**APPLICANT**

First Name VIRGINIA		Middle Name LEE	Last Name DANIEL	
Date of Birth 04.20.1990	Driver License Number 138430511	Home Address 4003 HELTON DR	City FLORENCE	State Zip AL 35630
Home Phone	Cell Phone	Pager	Business Phone 256.764.6131	
List address(es) & phone numbers where applicant can be reached if different than above:				
Address		Address		
Phone		Phone		

List most recent locations where applicant has conducted business:

SARTELL, ST. CLOUD, WEST ST. PAUL, ALBERT LEA
ALEXANDRIA, MARSHALL

Has applicant been convicted within the last three (3) years of any felony, misdemeanor, or gross misdemeanor for any state or federal statute (other than traffic offenses). If yes, explain: **NO**

BUSINESS THAT WILL MANUFACTURE/STORE/DISPLAY/SELL CONSUMER FOREWORKS

Name of Business		Address		City	State	Zip
TNT FIREWORKS		4003 HELTON DR		FLORENCE	AL	35630
Phone Number	Fax Number	Email Address			Zoning	
		DANIELV@TNTFIREWORKS.COM				
List kind of business to be conducted; general description of merchandise to be sold or service to be provided:						
RETAIL SALE OF MN STATE APPROVED FIREWORKS						
Duration of business operation:						
06.20 - 07.05		10:00AM - 10:00PM				

OTHER BUSINESSES

List all other business(es) owned or managed by the applicant in the City of St. Francis (if more than two, please attach separate sheet)

Business Name	Address	City	State	Zip	phone
Business Name	Address	City	State	Zip	phone

ACKNOWLEDGEMENT

Applicant understands those persons manufacturing, storing, displaying or selling consumer fireworks must be at least eighteen (18) years of age:

☒ Yes

☐ No

Applicant understands what constitutes legal consumer fireworks and which fireworks are illegal:

☒ Yes

☐ No

APPLICANT TO SUPPLY WITH APPLICATION

☒ Attach a signed letter of written permission from property owner of the building/property that sales are to take place to this application.

☐ Attach an 8 ½ X 11 in. floor plan designating the area for manufacturing, storage, display or sales.

☒ Attach a list documenting the name, weight and quantity of consumer fireworks within the building and accompanying material safety data sheets.

☐ Fireworks samples for testing purpose _____ gross pounds (call fire marshall per Barb Held)

☒ Attach Material Safety Data Sheets

☒ Certificate of Insurance

☒ Application fee

Incomplete applications will not be accepted.

APPLICANT TO READ AND SIGN

The applicant and all Associates are required to strictly comply with City Ordinance and applicable State and Federal laws.

Failure to comply with Federal, State and Local Laws are punishable as a misdemeanor punishable by fines up to seven hundred dollars (\$700) and/or ninety (90) days in jail.

I hereby certify that the contents of this application are true to the best of my knowledge. I further state that I have read all relevant City Ordinances relating to the conduct, operation, and practice of this business within the City of St. Francis and that I understand them fully.

Applicant Signature: Virginia Davis Date: 03.29.2018

ADMINISTRATIVE INFORMATION (City Clerk Use Only)

Date Application Received:

April 3, 2018

Application Received by:

Barb Held

Operating Dates for License:

☐ Building has been inspected and meets current uniform building codes.

Building Official

☐ Building has been inspected and meets current uniform fire codes.

Fire Marshall

☐ Building has approved automatic sprinkler system.

☐ Building does not have an approved automatic sprinkler system.

☐ Copy of photo identification received.

☐ Background check completed.

☐ City Council Approved.

APPROVED BY _____

DATE: _____



232nd Ave NW

King's County Market

Tent 30'x40'

© 2012 Google

DataSIO, NOAA, U.S. Navy, NGA, GEBCO

2° N 93° 22' 08.49" W

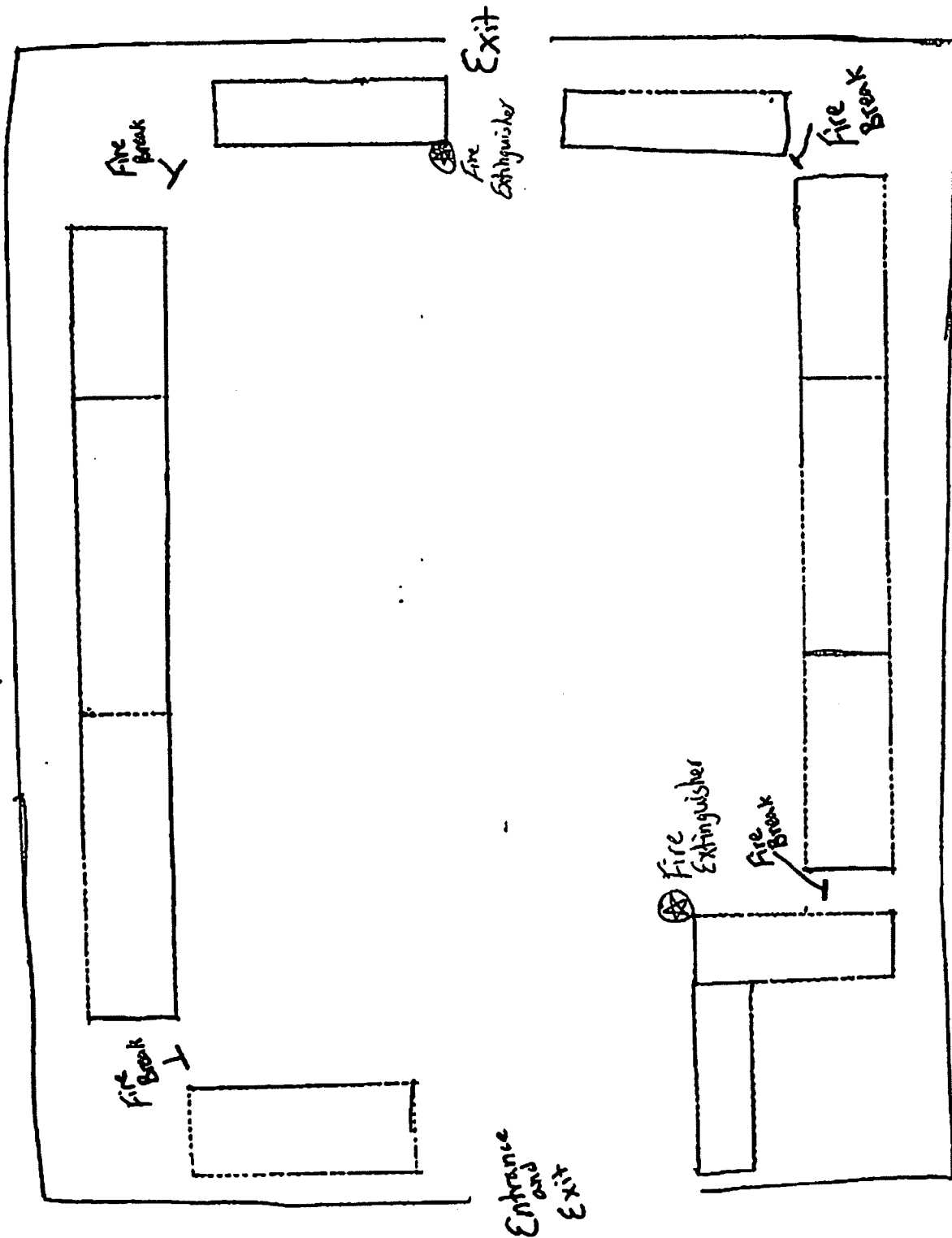
elev 921ft

Aug 3, 2011

Eye alt 1

Google

40'





CERTIFICATE OF LIABILITY INSURANCE

11/1/2018

DATE (MM/DD/YYYY)

3/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Company		10851
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:** 12775647**REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	N	S18GL00242-171	11/1/2017	11/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
Additional Insured; Property located at King's County Parking Lot, 23122 St. Francis Blvd. NW St. Francis, MN 55070 (MN 0056), The City of St. Francis.
Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER**12775647**King's County Market
23122 St. Francis Blvd.
St. Francis MN 55070**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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STATEMENT OF PURPOSE

American Promotional Events dba TNT Fireworks is submitting for approval for the attached application.

Location address: 23122 St. Francis Blvd NW, St. Francis, MN 55070

The purpose is to sell Minnesota State approved fireworks in a temporary tent from, approximately, June 20th 2018 - July 5th 2018. The tent will be erected about three days prior to the sale and removed within two to five days of completion of the sale. The hours of operation will be from 8am-10pm, or as dictated by local location ordinances.

There will be two fire extinguishers readily accessible. "No Smoking," age limit signs, as well as "No Discharging Fireworks within 300ft" signs will be posted and enforced. There will be a minimum of two people onsite at all times and the product will be secured 24/7 to ensure safety.

If you have any questions, please do not hesitate to call me at 256-740-6158.

Sincerely,

Virginia Daniel

Permitting Coordinator

danielv@tntfireworks.com

LEASE AGREEMENT / STAND AND TENT LOCATION

TNT® FIREWORKS

4511 Helton Drive, Florence, AL 35630

800.243.1189

This agreement is made between KING'S COUNTY MARKET ("Landlord") and American Promotional Events, Inc. – East dba TNT Fireworks ("Tenant") for the purpose of allowing Tenant to sell approved fireworks from the following Premises (the "Location"):

Location Name KING'S COUNTY MARKETTNT Location Number MN 0056Address 23122 ST. FRANCIS BLVD NWTNT Sales Associate CHRIS ULMERCity, State, Zip ST FRANCIS, MN 55070County ANOKA

A. Landlord agrees:

1. To lease the Location to Tenant and Tenant, or Tenant's representative, shall have the exclusive right to operate a retail fireworks Stand, Tent or other sales outlet, as Tenant may determine and as permitted by applicable law, at and from the Location for the following selling period(s):

From: June 20, 2018 To: July 10, 2018 (July 4th Season)

From: December XXXXXX, 20XXXX To: January XXXXXXXXXXXX, 20XXXX (New Year's Season)

Plus a reasonable period of time before and after each selling period for erecting and dismantling Tenant's equipment and delivering and removing Tenant's inventory. Landlord warrants to Tenant that Landlord has the right to enter into this Lease for the Location.

2. Not to permit the sale, storage or advertising of consumer fireworks by any other person or entity from the Location or any property owned or controlled by Landlord within five (5) miles of the Location.
3. To deliver possession of the Location free of debris and ready for erection of Tenant's stand or tent.
4. Landlord represents and warrants that the individual who executes this Lease Agreement on behalf of the Landlord is duly authorized to do so. Landlord waives any claim or defense that this Lease Agreement is invalid or unenforceable because such individual has not been duly authorized.

B. Tenant agrees:

1. To pay rental as follows:

Payment Made To: KING'S COUNTY MARKETJuly 4th Season:By: 6/1/2018New Year's Season: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XBy: XXXXXXXXXXXXXXXX

2. To obtain and pay for all necessary permits and licenses required by law for the conduct of Tenant's business from the Location, to post with appropriate local authorities any bonds or other security which might be required for operation of Tenant's business from the Location, and to ensure that the operation of Tenant's business shall adhere to all applicable laws and regulations.
3. To provide liability insurance coverage in the aggregate amount of \$1,000,000 and to deliver to Landlord, prior to occupancy, a certificate of insurance evidencing such insurance covering the erection and operation of Tenant's retail outlet, naming Landlord (and Landlord's mortgagee, if applicable) as additional insured, and to indemnify, defend and hold harmless Landlord from and against any claims arising from the erection, maintenance or operation of Tenant's retail outlet.

4. To keep the Location clean and free from garbage and trash during the Season and to remove all of Tenant's property after each Season and return possession of the Location to Landlord after each Season in substantially the same condition as received, ordinary wear and tear excepted.

C. Landlord and Tenant agree:

1. Tenant shall have the right to terminate this lease for any reason and shall be entitled to a refund of all prepaid rent or Tenant shall have the right to terminate the lease for a single Season and receive a refund of prepaid rent for such Season if the Location has not yet been occupied.
2. Tenant may elect not to operate a retail fireworks outlet at the Location for any one or more seasons without requesting a refund of any prepaid rent or terminating the Lease, and the Lease shall continue in full force and effect.
3. If governmental authorities having proper Jurisdiction over this Location modify any applicable law, ordinance, or regulation governing the storage or retail sale of consumer fireworks from the Location, then this Lease is subject to revision at Tenant's option.
4. This Lease shall be automatically renewed on the same terms and conditions as set forth above for each Season through 20^{N/A} unless cancelled by Tenant prior to January 1. If Landlord receives an offer to lease the Location for sale of fireworks at any time prior to the first anniversary of the termination of this Lease for any reason other than Tenant's default, Landlord shall give Tenant notice of such offer, and Tenant shall have the right of first refusal to extend the term of the Lease on the same terms and conditions as the offer.
5. Landlord acknowledges that Tenant may designate another person or entity to operate the retail fireworks outlet at the Location but Tenant shall remain liable for all of Tenant's obligations hereunder.
6. An Addendum of ^{N/A} pages is attached hereto.
7. This Lease, or any subsequent amendments, shall not be valid unless signed by Tenant's home office representative.

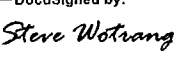
LANDLORD

Name: King's County Market
 Address: 23122 St Francis Blvd
 City, State, Zip: St Francis, MN 55070
 Phone: 763-753-3334
 Tax ID #: [REDACTED]
 Email: steve@kingsmarket.net

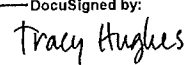
ADDITIONAL INSURED, IF ANY

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

LANDLORD

Signature: 
DocuSigned by: Steve Wotrang
37B93D68337546E...
 Print Name: Steve Wotrang
 Date Signed: 3/26/2018

TNT FIREWORKS

Signature: 
DocuSigned by: Tracy Hughes
ECC30DABBC9048E
 Print Name: Tracy Hughes
 Date Signed: 3/26/2018

Location	Legality Code	Plan Item.	Item Description	Conv Factor	Primary UOM
MN 0056	SSS	101040	AMERICAN PRIDE SS GIVEAWAY	1	EA
MN 0056	SSS	102044	GOOD TIME BAG SS COM	48	EA
MN 0056	SSS	102046	PYRO PAK BAG SS COM J10	15	EA
MN 0056	SSS	102513	TNT SACK PACK SS J18	24	EA
MN 0056	SSS	102048	INDEPENDENCE TRAY SS COM J10	12	EA
MN 0056	SSS	102201	HOT ZONE SS COM	12	EA
MN 0056	SSS	102052	49'ER SS COM J10	8	EA
MN 0056	SSS	102054	ALL AMERICAN SS COM J10	6	EA
MN 0056	SSS	102056	PERFECT SHOW SS COM J10	4	EA
MN 0056	SSS	101808	BIG TIMER SS J09	3	EA
MN 0056	SSS	190114	GRAB BAG SPECIAL SS SM	2	EA
MN 0056	SSS	190115	GRAB BAG SPECIAL SS LG	1	EA
MN 0056	SSS	200759	PURPLE RAIN FTN J07	72	EA
MN 0056	SSS	201207	COOL BREEZE	72	EA
MN 0056	SSS	201086	INTO THE NIGHT	24	EA
MN 0056	SSS	201147	LEAVE NO DOUBT	24	EA
MN 0056	SSS	201195	MONSTER PARADE	36	EA
MN 0056	SSS	201234	FREEDOM J18	24	EA
MN 0056	SSS	200184	MAD DOG FOUNTAIN	24	EA
MN 0056	SSS	200852	RADIANT J11	24	EA
MN 0056	SSS	201092	NEON GALAXY	18	EA
MN 0056	SSS	201210	ELECTROLYTES	18	EA
MN 0056	SSS	201235	WILDSIDE J18	12	EA
MN 0056	SSS	201139	LET'S DO THIS	6	EA
MN 0056	SSS	201138	MAGNETIC HEAT	8	EA
MN 0056	SSS	200915	DELIRIUM J11	4	EA
MN 0056	SSS	201214	WIZARD ALLEY	4	EA
MN 0056	SSS	200860	ENCORE J11	4	EA
MN 0056	SSS	201179	MUSEUM AFTER DARK	4	EA
MN 0056	SSS	201204	ALLEGIANCE	4	EA
MN 0056	SSS	290142	GROUND BLOOM FLOWER PK 6 J07	120	EA
MN 0056	SSS	320569	CAN OF WORMS	72	EA
MN 0056	SSS	320536	POP-IT'S TNT	240	BX
MN 0056	SSS	320285	CHICKEN COOP	36	BG
MN 0056	SSS	351036	SMOKE BALLS ASST'D TNT J07	120	BG
MN 0056	SSS	380246	MORNING GLORY #14	360	EA
MN 0056	SSS	380238	SPARKLER #10 GOLD J09	48	EA
MN 0056	SSS	380088	MORNING GLORY #36	48	BG
MN 0056	SSS	380068	MORNING GLORY #10	288	BX
MN 0056	SSS	671005	SAT NOVELTY CASE B	1	EA
MN 0056	SSS	671000	SAT FOUNTAIN CASE A	1	EA
MN 0056	SSS	671006	SAT SMOKE CASE	1	EA
MN 0056	SSS	671003	SAT GROUND SPINNER CASE	1	EA
MN 0056	SSS	671002	SAT FOUNTAIN CASE C	1	EA
MN 0056	SSS	671001	SAT FOUNTAIN CASE B	1	EA
MN 0056	SSS	671004	SAT NOVELTY CASE A	1	EA
MN 0056	SSS	730148	WATER CAN EXTINGUISHER	1	EA
MN 0056	SSS	730329	FIRE EXTINGUISHER 10LBCHEMICAL	1	EA
MN 0056	SSS	730495D	KEG INFLATABLE J11 DP	1	EA
MN 0056	SSS	730506E	ELECTRICAL BOX	1	EA
MN 0056	SSS	730774	FLAG KIT FRAME TENT (10) J14	1	EA
MN 0056	SSS	730051	BAG TNT SMALL 500 EA	1	EA
MN 0056	SSS	730058	BAG TNT LARGE - 500 EA	1	EA

MN 0056	SSS	730471	SIGN ROAD ROCKET J10	1	EA
MN 0056	SSS	730470	SIGN ROCKET FLAGGER J10	1	EA

MATERIAL SAFETY DATA SHEET – Consumer Fireworks

SECTION 1 – IDENTITY: Consumer Fireworks 1.4G	
Importer's Name	American Promotional Events/TNT Fireworks
Emergency Telephone Number	Normal Business Hours – 800-243-1189 After Hours – ChamTel – 800-255-3924
Address	Corporate Office 4511 Halton Dr. Florence, AL 35630

SECTION 2 – Hazardous Ingredients/Identity Information
<p>Consumer fireworks contain various mixtures of oxidizers and fuels, and are designed to burn and produce visible and audible effects when they are caused to ignite by a user. The oxidizers include potassium nitrate, strontium nitrate and potassium perchlorate. Fuels include charcoal, sulfur, starch, and aluminum.</p> <p>All chemical composition is contained within the device, and there should be minimal-to-no exposure to the chemicals under normal conditions of handling of the type typically involved in retail sales operations.</p> <p>The chemical mixtures are stable to temperatures up to at least 250°F, and no ignition of these devices should occur during normal handling, transportation, movement, and storage. A match or other flame or heat source is required to ignite the fuse on the devices in order to cause the devices to operate.</p>

SECTION 3- PHYSICAL/CHEMICAL CHARACTERISTICS			
Boiling Point	N/A	Specific Gravity (H ₂ O=1)	N/A
Vapor Pressure (mm Hg)	N/A	Melting Point	N/A
Vapor Density (AIR=1)	N/A	Evaporation Rate (Butyl Acetate = 1)	N/A - All solids
Solubility in Water: slight			
Appearance and Odor: All chemical composition is contained inside a cardboard or other container			

SECTION 4- FIRE AND EXPLOSION HAZARD DATA			
Flash Point (Method Used)	Ignition temperature exceeds 250°F		
Flammable Limits	N/A – no vapor present		
LEL	N/A	UEL	N/A
Extinguishing Media	Water		
Special Fire Fighting Procedures: Evacuate the area if a fire reaches the fireworks and they begin to burn vigorously. Allow sprinklers to function, if present – they should control the fire. Otherwise, evacuate the area and await arrival of fire fighters.			
Unusual Fire and Explosion Hazards – Suffocation methods should not be used – the devices contain their own oxygen. Use a strong water flow instead. A fire that has reached consumer fireworks may produce substantial smoke as well as flame, sparks, and burning projectiles. Once consumer fireworks begin burning, all persons must immediately evacuate the area. Only fire fighters wearing appropriate safety equipment should ever consider approaching an area where consumer fireworks are on fire. Remote firefighting methods should be use whenever possible. Where conditions permit, it may be advisable to allow the fireworks to burn to completion – this will greatly simplify clean-up efforts.			

SECTION 5- REACTIVITY DATA			
Stability	Unstable		Conditions to Avoid: Open flames, hot surfaces, rough handling
	Stable	X	
Incompatibility (Materials to Avoid)		none	
Hazardous Decomposition or Byproducts		Considerable smoke may be produced in a fire	
Hazardous Polymerization	May Occur		Conditions to Avoid: N/A
	Will Not Occur	X	

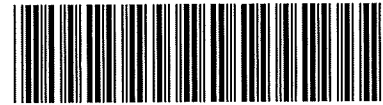
SECTION 6 - HEALTH HAZARD DATA			
Routes of Entry	Inhalation N	Skin N	Ingestion N
Health Hazards (Acute and Chronic)	Health hazards should be minimal - all chemical composition is contained inside sealed devices. If leakage occurs and contact with skin occurs, be sure to wash hands promptly, and before eating or drinking.		
Carcinogenicity	NTP N/A	IARC Monographs N/A	OSHA Regulated N/A
Signs and Symptoms of Exposure	N/A		
Medical Conditions Generally Aggravated by Exposure	None, except in case of fire. Smoke exposure is then the greatest possible concern (in addition to fire).		
Emergency and First Aid Procedures	Evacuate area if a fire reaches the fireworks. If smoke inhalation occurs, remove persons to fresh air and contact emergency medical services		

SECTION 7 - PRECAUTIONS FOR SAFE HANDLING AND USE	
Steps to Be Taken in Case Material is Released or Spilled	Cautiously pick up the spilled devices and place them in a marked container. Contact your American Promotional/TNT representative for removal instructions.
Waste Disposal Method	Contact your American Promotional/TNT representative for disposal information.
Precautions to Be Taken in Handling and Storing	Avoid extreme temperatures, open flame and sparks, and rough handling
Other Precautions	Intentional misuse/mischief poses the greatest concern with these devices in a retail setting. Monitor the fireworks display area on an ongoing basis, and keep young children, intoxicated persons, and any type of open flame out of the fireworks area. No smoking is ever permitted near fireworks.

SECTION 8 - CONTROL MEASURES		
Respiratory Protection (Specify Type) N/A - no vapor or dust exposure with intact items		
Ventilation	Local Exhaust N/A	Special N/A
	Mechanical (General) N/A	Other N/A
Protective Gloves - not required for retail sales		Eye Protection N/A
Other Protective Clothing/Equipment - none required for retail sales		
Work/Hygiene Practices - wash hands after handling fireworks and before eating or drinking.		



CITY OF ST FRANCIS
23340 CREE ST NW
ST FRANCIS, MN 55070-
(763) 753-2630 FAX: (763) 753-9881



* 2 0 1 8 - 0 0 1 0 1 *
APPLICATION DATE: 04/26/2018
ISSUED: 04/26/2018

Permit #: 2018-00101

CONSTRUCTION TYPE : TEMP AND SEASONAL OUTDOOR SALES
ADDRESS : 23122 SAINT FRANCIS BLVD NW
PERMIT TYPE : ZONING
PROPERTY TYPE : COMMERCIAL
VALUATION
PIN : 313424410017
LEGAL DESC : ST FRANCIS CITY CENTRE
: LOT 6 BLOCK 1

APPLICANT

TNT FIREWORKS
DANIEL, VIRGINIA
4003 HELTON DR
FLORENCE, AL 35630-
(256) 764-6131

OWNER

ST FRANCIS REALTY LLC
23122 ST FRANCIS BLVD NW
ST FRANCIS, MN 55070

AGREEMENT AND SWORN STATEMENT

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant

Date

This permit becomes null and void if construction authorized is not commenced within 180 days, or if construction is suspended for a period of 180 days at any time after work is commenced.

SITE INSPECTION

50.00

TOTAL

50.00

Payment(s)

CHECK

10132139

50.00



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 05/01/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$145,841.29 plus any additional bills that are handed out on Monday night. Also to be approved are the April Manual checks of \$264.00 and a payment to Gridor of \$125,982.00 that will be transferred directly to them.

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 05-07-2018 Packet List
- 05-07-2018 Other Checks



05/01/2018 3:28 pm

PAYMENT BATCH AP 05/07/18

ACE SOLID WASTE, INC.

05/01/2018	3790529	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	83.18
05/01/2018	3790529	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	41.65
05/01/2018	3790529	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	52.97
05/01/2018	3790529	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	20.80
05/01/2018	3790529	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	50.84
05/01/2018	3790529	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	52.97
05/01/2018	3790529	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	20.79
05/01/2018	3790529	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	20.79
05/01/2018	3790529	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	64.05
05/01/2018	3790529	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	20.79
05/01/2018	3790529	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	64.04
05/01/2018	3790529	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	164.07
					<u>\$656.94</u>

ALEX AIR APPARATUS INC.

04/23/2018	INV-36280	E 101-42210-218	Equipment Repair & Maintenance	AIR LEAK & FILL STATION	145.00
					<u>\$145.00</u>

AMERICAN PUBLIC WORK ASSOC.

04/09/2018	686918	E 101-43100-433	Dues and Subscriptions	RENEWAL NOTICE	49.00
04/09/2018	686918	E 101-43210-433	Dues and Subscriptions	RENEWAL NOTICE	49.00
04/09/2018	686918	E 101-45200-433	Dues and Subscriptions	RENEWAL NOTICE	49.00
04/09/2018	686918	E 601-49440-433	Dues and Subscriptions	RENEWAL NOTICE	49.00
04/09/2018	686918	E 602-49490-433	Dues and Subscriptions	RENEWAL NOTICE	49.00
					<u>\$245.00</u>

ANOKA COUNTY FIRE PROTECTION C

01/01/2018	18-091	E 101-42210-433	Dues and Subscriptions	ANNUAL MEMBERSHIP DUES	420.00
					<u>\$420.00</u>

ANOKA COUNTY PROPERTY RECORDS

04/24/2018	042018	E 101-41910-441	Miscellaneous	2018-1ST HALF TAXES	536.42
04/24/2018	042018	E 101-41940-441	Miscellaneous	2018-1ST HALF TAXES	272.58
04/24/2018	042018	E 101-42210-441	Miscellaneous	2018-1ST HALF TAXES	69.14
04/24/2018	042018	E 101-45200-441	Miscellaneous	2018-1ST HALF TAXES	53.23
04/24/2018	042018	E 601-49440-441	Miscellaneous	2018-1ST HALF TAXES	69.14
04/24/2018	042018	E 602-49490-441	Miscellaneous	2018-1ST HALF TAXES	272.58
04/24/2018	042018	E 609-49750-441	Miscellaneous	2018-1ST HALF TAXES	21.29
					<u>\$1,294.38</u>

ARCHAMBAULT, DAVID

04/25/2018	052018	G 601-22200	Deferred Revenues	REFUND ACCOUNT #5304	80.38
					<u>\$80.38</u>

ARK TOWING AND RECOVERY

04/16/2018	89159	E 101-42110-441	Miscellaneous	1994 CHEVROLET TRUCK	128.00
04/16/2018	89163	E 101-42110-441	Miscellaneous	2016 JEEP PATRIOT	210.00
					<u>\$338.00</u>

ASPEN MILLS

04/09/2018	214618	E 101-42210-437	Uniform Allowance	UNIFORMS-STURZL	193.35
04/09/2018	214619	E 101-42210-437	Uniform Allowance	UNIFORMS-GRIEGO	52.95
04/19/2018	215192	E 101-42110-437	Uniform Allowance	UNIFORMS-GREENE	221.85
					<u>\$468.15</u>

BARNUM GATE SERVICES, INC

04/24/2018	21676	E 101-42110-401	Repairs/Maint Buildings	HEATER REPAIR	303.20
04/24/2018	21676	E 101-43100-401	Repairs/Maint Buildings	HEATER REPAIR	303.20
04/24/2018	21676	E 101-45200-401	Repairs/Maint Buildings	HEATER REPAIR	303.20
04/24/2018	21676	E 601-49440-401	Repairs/Maint Buildings	HEATER REPAIR	303.20
04/24/2018	21676	E 602-49490-401	Repairs/Maint Buildings	HEATER REPAIR	303.20
					<hr/>
					\$1,516.00

BELLBOY CORPORATION

03/31/2018	97399600	E 609-49750-210	Operating Supplies	SUPPLIES	(10.20)
04/10/2018	63653100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
04/10/2018	63653100	E 609-49751-251	Liquor For Resale	LIQUOR	1,594.40
04/10/2018	97439100	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	83.61
04/10/2018	97439100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.40
04/24/2018	63865500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
04/24/2018	63865500	E 609-49751-251	Liquor For Resale	LIQUOR	1,265.00
04/24/2018	63865500	E 609-49751-253	Wine For Resale	WINE	136.00
04/24/2018	97503000	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	54.04
04/24/2018	97503000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.38
04/24/2018	97503000	E 609-49751-254	Miscellaneous Merchandise	MISC	24.00
					<hr/>
					\$3,189.73

BERNICK COMPANIES, THE

04/06/2018	418640	E 609-49751-252	Beer For Resale	BEER	310.75
04/13/2018	420011	E 609-49751-252	Beer For Resale	BEER	133.20
04/20/2018	421305	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
04/20/2018	421306	E 609-49751-252	Beer For Resale	BEER	665.22
					<hr/>
					\$1,143.17

BICHLER, KAREN

04/25/2018	052018	G 601-22200	Deferred Revenues	REFUND ACCT #2426	71.85
					<hr/>
					\$71.85

BOLTON & MENK, INC.

03/12/2018	0215982	G 602-16500	Construction in Progress	ELECTRICAL ENGINEER	148.50
04/17/2018	0216180	E 101-43100-303	Engineering Fees	PROFESSIONAL SERVICES	456.00
					<hr/>
					\$604.50

BREAKTHRU BEVERAGE

04/12/2018	1080785337	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.90
04/12/2018	1080785337	E 609-49751-251	Liquor For Resale	LIQUOR	617.10
04/12/2018	1080785337	E 609-49751-253	Wine For Resale	WINE	128.00
04/19/2018	1080788328	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.55
04/19/2018	1080788328	E 609-49751-251	Liquor For Resale	LIQUOR	1,342.38
04/19/2018	1080788328	E 609-49751-253	Wine For Resale	WINE	120.00
04/19/2018	1080788328	E 609-49751-254	Miscellaneous Merchandise	MISC	67.04
04/26/2018	1080791755	E 609-49751-206	Freight and Fuel Charges	FREIGHT	65.74
04/26/2018	1080791755	E 609-49751-251	Liquor For Resale	LIQUOR	5,292.25
04/26/2018	1080791755	E 609-49751-253	Wine For Resale	WINE	243.33
					<hr/>
					\$7,914.29

CAPITOL BEVERAGE SALES, L.P

04/16/2018	2091137	E 609-49751-252	Beer For Resale	BEER	168.00
					<hr/>
					\$168.00

CENTERPOINT ENERGY

04/16/2018	0.04180	E 101-41940-383	Gas Utilities	CITY HALL #4	30.47
04/16/2018	0.04180	E 101-41940-383	Gas Utilities	CITY HALL #3	44.30
04/16/2018	0.04180	E 101-41940-383	Gas Utilities	CITY HALL #2	49.57
04/16/2018	0.04180	E 101-41940-383	Gas Utilities	CITY HALL #1	35.75
04/16/2018	0.04180	E 101-42110-383	Gas Utilities	POLICE/PW	912.03
04/16/2018	0.04180	E 101-42210-383	Gas Utilities	FIRE	823.26
04/16/2018	0.04180	E 101-42210-383	Gas Utilities	FIRE GENERATOR	0.00
04/16/2018	0.04180	E 101-43100-383	Gas Utilities	POLICE/PW	228.01
04/16/2018	0.04180	E 101-45200-383	Gas Utilities	POLICE/PW	228.01
04/16/2018	0.04180	E 101-45200-383	Gas Utilities	WARMING HOUSE	185.84
04/16/2018	0.04180	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	89.01
04/16/2018	0.04180	E 601-49440-383	Gas Utilities	POLICE/PW	228.01
04/16/2018	0.04180	E 601-49440-383	Gas Utilities	WATER PLANT	866.32
04/16/2018	0.04180	E 602-49490-383	Gas Utilities	WWTP	24.77

04/16/2018	0.04180	E 602-49490-383	Gas Utilities	POLICE/PW	228.00
04/16/2018	0.04180	E 602-49490-383	Gas Utilities	WWTP	1,392.71
04/16/2018	0.04180	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	23.90
04/16/2018	0.04180	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	89.02
04/16/2018	0.04180	E 609-49750-383	Gas Utilities	LIQUOR	230.38
					<u>\$5,709.36</u>

CHETS SAFETY SALES, INC.

04/13/2018	S16587	E 101-43100-417	Uniform Clothing & PPE	SHOES	135.69
04/13/2018	S16587	E 101-45200-417	Uniform Clothing & PPE	SHOES	135.71
04/13/2018	S16587	E 601-49440-417	Uniform Clothing & PPE	SHOES	135.71
04/13/2018	S16587	E 602-49490-417	Uniform Clothing & PPE	SHOES	135.71
					<u>\$542.82</u>

CITY EMPLOYEES UNION, LOCAL #3

04/23/2018	042018	G 101-21707	Union Dues	MAINT UNION DUES MAY 2018	211.50
					<u>\$211.50</u>

CITY OF MINNEAPOLIS

04/23/2018	400413007207	E 101-42110-433	Dues and Subscriptions	APS ANNUAL QO USER ACCESS	204.00
					<u>\$204.00</u>

COLONIAL INSURANCE

04/25/2018	7129661-0505140	G 101-21712	Colonial Insurance	INSURANCE	371.24
					<u>\$371.24</u>

CONNEXUS ENERGY

04/17/2018	.0418	E 101-41940-381	Electric Utilities	SIGN	74.29
04/17/2018	.0418	E 101-41940-381	Electric Utilities	CITY HALL	300.26
04/17/2018	.0418	E 101-42110-381	Electric Utilities	SIREN	5.00
04/17/2018	.0418	E 101-42110-381	Electric Utilities	POLICE/PW	903.12
04/17/2018	.0418	E 101-42110-381	Electric Utilities	SIREN	5.00
04/17/2018	.0418	E 101-42210-381	Electric Utilities	FIRE	398.18
04/17/2018	.0418	E 101-43100-381	Electric Utilities	POLICE/PW	225.78
04/17/2018	.0418	E 101-43100-386	Street Lighting	STREET LIGHTS	2,503.63
04/17/2018	.0418	E 101-45200-381	Electric Utilities	PARKS	229.42
04/17/2018	.0418	E 101-45200-381	Electric Utilities	POLICE/PW	225.78
04/17/2018	.0418	E 601-49440-380	Electric-System	WATER	4,559.69
04/17/2018	.0418	E 601-49440-381	Electric Utilities	POLICE/PW	225.78
04/17/2018	.0418	E 602-49490-381	Electric Utilities	POLICE/PW	225.78
04/17/2018	.0418	E 602-49490-381	Electric Utilities	LIFT STATIONS	820.21
04/17/2018	.0418	E 602-49490-381	Electric Utilities	WWTP	6,853.28
04/17/2018	.0418	E 609-49750-381	Electric Utilities	LIQUOR STORE	864.06
					<u>\$18,419.26</u>

CRYSTAL SPRINGS ICE

04/10/2018	002.B002848	E 609-49751-254	Miscellaneous Merchandise	MISC	47.88
04/24/2018	002.B002913	E 609-49751-254	Miscellaneous Merchandise	MISC	60.80
					<u>\$108.68</u>

DAHLHEIMER DIST. CO. INC.

04/11/2018	1336587	E 609-49751-252	Beer For Resale	BEER	4,222.05
04/18/2018	174652	E 609-49751-252	Beer For Resale	BEER	9,506.50
04/18/2018	174652	E 609-49751-255	N/A Products	NA	26.05
04/25/2018	174749	E 609-49751-252	Beer For Resale	BEER	6,567.15
04/25/2018	174749	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
04/25/2018	174749	E 609-49751-255	N/A Products	NA	43.65
					<u>\$20,629.40</u>

DELTA DENTAL

04/14/2018	7260230	G 101-21711	Dental Insurance	MAY PREMIUM	1,156.95
					<u>\$1,156.95</u>

DOEBBERT, VICKI

04/25/2018	052018	G 601-22200	Deferred Revenues	REFUND ACCT #4608	106.60
					<u>\$106.60</u>

ELITE SANITATION

04/23/2018	24727	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	305.00
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					\$305.00
EMERGENCY AUTOMOTIVE TECH. INC					
04/30/2018	SVC26360	E 101-42110-221	Vehicle Repair & Maintenance	DODGE CHARGER UNIT 117	239.30
					\$239.30

EMERGENCY REPOSE SOLUTIONS					
04/12/2018	10844	E 101-42210-217	Other Operating Supplies	COVER, G1 REGULATOR	74.62
					\$74.62

FREEDOM SERVICES, INC.-RE					
04/25/2018	30458	E 101-41540-301	Auditing and Acct g Services	PLAN FUNDING	800.00
					\$800.00

G&K SERVICES, INC					
04/17/2018	6043246183	E 609-49750-219	Rug Maintenance	MATS	11.23
04/17/2018	6043246184	E 601-49440-402	Janitorial Service	MATS	16.16
04/17/2018	6043246185	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
04/24/2018	6043251945	E 101-43100-417	Uniform Clothing & PPE	UNIFORMS	2.33
04/24/2018	6043251945	E 101-45200-417	Uniform Clothing & PPE	UNIFORMS	2.32
04/24/2018	6043251945	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	2.33
04/24/2018	6043251945	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	2.33
					\$46.01

GRANITE CITY JOBBING CO.					
04/17/2018	86968	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/17/2018	86968	E 609-49751-254	Miscellaneous Merchandise	MISC	43.95
04/17/2018	86968	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,090.88
					\$2,139.08

GREAT RIVER ENERGY					
04/12/2018	U1803F652	E 602-49490-311	Contract	ENGINEERING SERVICES-ARC F	762.00
					\$762.00

HOF SCHULTE, JASON					
04/25/2018	052018	G 601-22200	Deferred Revenues	REFUND ACCT #4291	159.29
					\$159.29

INNOVATIVE OFFICE SOLUTIONS, L					
04/11/2018	IN2002655	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	54.05
04/19/2018	IN2013207	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	121.30
04/19/2018	IN2013207	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	3.28
04/25/2018	IN2020927	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	180.08
04/25/2018	IN2020927	E 101-42400-200	Office Supplies	OFFICE SUPPLIES	59.90
					\$418.61

ISANTI COUNTY TREASURER					
04/24/2018	042018	E 602-49490-435	TAXES	1ST HALF TAXES	4,081.00
					\$4,081.00

ISD #15					
04/12/2018	3688	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	81.24
04/27/2018	3745	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	106.54
					\$187.78

JJ TAYLOR DISTRIBUTING					
02/21/2018	2807545	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/21/2018	2807545	E 609-49751-252	Beer For Resale	BEER	125.00
04/11/2018	2827095	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/11/2018	2827095	E 609-49751-252	Beer For Resale	BEER	192.00
04/25/2018	2835411	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/25/2018	2835411	E 609-49751-252	Beer For Resale	BEER	823.80
05/13/2018	2827111	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/13/2018	2827111	E 609-49751-252	Beer For Resale	BEER	2,703.20
05/18/2018	2827152	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/18/2018	2827152	E 609-49751-252	Beer For Resale	BEER	449.90
					\$4,308.90

JOHNSON BROS WHLSE LIQUOR

04/11/2018	5981989	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
04/11/2018	5981989	E 609-49751-251	Liquor For Resale	LIQUOR	990.00
04/11/2018	5981990	E 609-49751-206	Freight and Fuel Charges	FREIGHT	92.63
04/11/2018	5981990	E 609-49751-253	Wine For Resale	WINE	2,392.35
04/11/2018	5981991	E 609-49751-252	Beer For Resale	BEER	123.00
04/13/2018	675577	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(6.28)
04/13/2018	675577	E 609-49751-251	Liquor For Resale	LIQUOR	(368.00)
04/17/2018	675834	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
04/17/2018	675834	E 609-49751-253	Wine For Resale	WINE	(45.50)
04/18/2018	5987427	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.82
04/18/2018	5987427	E 609-49751-251	Liquor For Resale	LIQUOR	2,025.78
04/18/2018	5987428	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
04/18/2018	5987428	E 609-49751-253	Wine For Resale	WINE	221.75
04/25/2018	5992903	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.95
04/25/2018	5992903	E 609-49751-251	Liquor For Resale	LIQUOR	1,324.80
04/25/2018	5992904	E 609-49751-206	Freight and Fuel Charges	FREIGHT	114.60
04/25/2018	5992904	E 609-49751-253	Wine For Resale	WINE	3,817.40
04/25/2018	5992905	E 609-49751-252	Beer For Resale	BEER	162.00
					<hr/>
					\$10,924.85

KIMS KLEANING

04/27/2018	5066	E 101-41940-402	Janitorial Service	CITY HALL	150.00
04/27/2018	5067	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	100.00
04/27/2018	5068	E 101-43100-402	Janitorial Service	PUBLIC WORKS	190.00
04/27/2018	5068	E 101-45200-402	Janitorial Service	PUBLIC WORKS	190.00
04/27/2018	5068	E 601-49440-402	Janitorial Service	PUBLIC WORKS	190.00
04/27/2018	5068	E 602-49490-402	Janitorial Service	PUBLIC WORKS	190.00
04/27/2018	5069	E 601-49440-402	Janitorial Service	WATER TREATMENT	200.00
04/27/2018	5070	E 101-42110-402	Janitorial Service	POLICE	900.00
04/27/2018	5071	E 602-49490-402	Janitorial Service	WWTP	220.00
04/29/2018	5106	E 101-43100-402	Janitorial Service	CLEANING PW CONCRETE	250.00
04/29/2018	5106	E 101-45200-402	Janitorial Service	CLEANING PW CONCRETE	250.00
04/29/2018	5106	E 601-49440-402	Janitorial Service	CLEANING PW CONCRETE	250.00
04/29/2018	5106	E 602-49490-402	Janitorial Service	CLEANING PW CONCRETE	250.00
					<hr/>
					\$3,330.00

KODIAK POWER SYSTEMS

04/20/2018	KPS0195	E 101-42110-401	Repairs/Maint Buildings	GENERATOR REPAIR	55.30
04/20/2018	KPS0195	E 101-43100-401	Repairs/Maint Buildings	GENERATOR REPAIR	55.34
04/20/2018	KPS0195	E 101-43210-401	Repairs/Maint Buildings	GENERATOR REPAIR	55.34
04/20/2018	KPS0195	E 101-45200-401	Repairs/Maint Buildings	GENERATOR REPAIR	55.34
04/20/2018	KPS0195	E 601-49440-401	Repairs/Maint Buildings	GENERATOR REPAIR	55.34
04/20/2018	KPS0195	E 602-49490-401	Repairs/Maint Buildings	GENERATOR REPAIR	55.34
					<hr/>
					\$332.00

LABATT, STEVEN

04/25/2018	052018	G 601-22200	Deferred Revenues	REFUND ACCT #5076	67.68
					<hr/>
					\$67.68

LAW ENFORCEMENT LABOR SVCS.

04/23/2018	042018	G 101-21707	Union Dues	POLICE UNION DUES MAY 2018	392.00
04/23/2018	042018	G 101-21707	Union Dues	POLICE UNION DUES MAY 2018	83.71
					<hr/>
					\$475.71

LEADENS, PEG

04/25/2018	052018	G 601-22200	Deferred Revenues	REFUND ACCT #2427	242.76
					<hr/>
					\$242.76

MCDONALD DIST CO.

04/12/2018	442263	E 609-49751-252	Beer For Resale	BEER	1,559.85
04/12/2018	442263	E 609-49751-255	N/A Products	NA	80.50
04/19/2018	443120	E 609-49751-252	Beer For Resale	BEER	5,126.80
04/26/2018	110-0168	E 609-49751-252	Beer For Resale	BEER	(56.75)
04/26/2018	443932	E 609-49751-252	Beer For Resale	BEER	10,964.60
					<hr/>
					\$17,675.00

MESENBURG & SARRATORI LAW

04/24/2018	042018	R 101-34203	Accident Reports	REFUND PARTIAL FEE	15.00
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					\$15.00
METRO SALES, INC.					
04/11/2018	INV1052129	E 101-42110-311	Contract	COPIES	326.83
					\$326.83

MN NCPERS LIFE INSURANCE					
04/23/2018	7334518	G 101-21713	MN Life	LIFE INSURANCE	32.00
					\$32.00

MY ALARM CENTER					
05/01/2018	10495183	E 609-49750-445	Security	MONITORING	78.30
					\$78.30

NORTH METRO TREE SERVICE INC.					
04/30/2018	04232018	E 101-43210-439	Recycling Days	BRUSH REMOVAL	1,800.00
					\$1,800.00

PACE ANALYTICAL SERVICES					
04/11/2018	181292391	E 602-49490-313	Sample Testing	SAMPLE TESTING	151.00
04/13/2018	181292472	E 601-49440-313	Sample Testing	SAMPLE TESTING	120.00
04/16/2018	181292513	E 602-49490-313	Sample Testing	SAMPLE TESTING	78.00
04/16/2018	181292529	E 602-49490-313	Sample Testing	SAMPLE TESTING	121.00
04/18/2018	181292579	E 602-49490-313	Sample Testing	SAMPLE TESTING	138.00
					\$608.00

PAUSTIS WINE COMPANY					
04/09/2018	7061	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
04/09/2018	7061	E 609-49751-253	Wine For Resale	WINE	286.00
					\$290.50

PHILLIPS WINE & SPIRITS CO.					
04/11/2018	2339030	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.39
04/11/2018	2339030	E 609-49751-251	Liquor For Resale	LIQUOR	1,891.55
04/11/2018	2339031	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
04/11/2018	2339031	E 609-49751-253	Wine For Resale	WINE	168.00
04/11/2018	2339032	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.42
04/11/2018	2339032	E 609-49751-254	Miscellaneous Merchandise	MISC	256.25
04/18/2018	2342731	E 609-49751-206	Freight and Fuel Charges	FREIGHT	72.22
04/18/2018	2342731	E 609-49751-251	Liquor For Resale	LIQUOR	4,699.90
04/18/2018	2342732	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
04/18/2018	2342732	E 609-49751-253	Wine For Resale	WINE	218.25
04/25/2018	2346471	E 609-49751-206	Freight and Fuel Charges	FREIGHT	54.95
04/25/2018	2346471	E 609-49751-251	Liquor For Resale	LIQUOR	4,022.85
					\$11,439.05

PLEAA					
04/30/2018	04302018	E 101-42110-208	Training and Instruction	ROBERTS	35.00
04/30/2018	04302018	E 101-42110-208	Training and Instruction	ANDERSON	35.00
					\$70.00

RATLIFF, DEREK					
04/24/2018	2018-00063	R 101-32250	Misc Permits	REFUND CHICKEN PERMIT	120.00
					\$120.00

ROSEVILLE, CITY OF					
04/19/2018	0224453	E 101-41110-310	Computer Consulting Fees	IT SERVICES	298.32
04/19/2018	0224453	E 101-41400-310	Computer Consulting Fees	IT SERVICES	969.56
04/19/2018	0224453	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,430.77
04/19/2018	0224453	E 101-42210-310	Computer Consulting Fees	IT SERVICES	551.90
04/19/2018	0224453	E 101-42400-310	Computer Consulting Fees	IT SERVICES	276.01
04/19/2018	0224453	E 101-43100-310	Computer Consulting Fees	IT SERVICES	298.32
04/19/2018	0224453	E 101-45200-310	Computer Consulting Fees	IT SERVICES	298.32
04/19/2018	0224453	E 601-49440-310	Computer Consulting Fees	IT SERVICES	298.32
04/19/2018	0224453	E 602-49490-310	Computer Consulting Fees	IT SERVICES	298.32
04/19/2018	0224453	E 609-49750-310	Computer Consulting Fees	IT SERVICES	149.16
04/19/2018	0224494	E 101-41940-321	Telephone	PHONE	83.79
04/19/2018	0224494	E 101-42110-321	Telephone	PHONE	83.79
04/19/2018	0224494	E 101-42210-321	Telephone	PHONE	83.79

04/19/2018	0224494	E 101-43100-321	Telephone	PHONE	83.79
04/19/2018	0224494	E 101-45200-321	Telephone	PHONE	83.79
04/19/2018	0224494	E 601-49440-321	Telephone	PHONE	83.79
04/19/2018	0224494	E 602-49490-321	Telephone	PHONE	83.79
04/19/2018	0224494	E 609-49750-321	Telephone	PHONE	83.82
					<hr/>
					\$7,539.35

SCOTT GOLTZ MEMORIAL SCHOLAR

04/30/2018	04302018	E 609-49750-340	Advertising	SCHOLARSHIP	100.00
					<hr/>
					\$100.00

SOUTHERN GLAZERS OF MN

04/12/2018	1670411	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.39
04/12/2018	1670411	E 609-49751-253	Wine For Resale	WINE	168.00
04/12/2018	1670412	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.90
04/12/2018	1670412	E 609-49751-251	Liquor For Resale	LIQUOR	1,737.60
04/12/2018	1670413	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
04/12/2018	1670413	E 609-49751-251	Liquor For Resale	LIQUOR	89.91
04/12/2018	1670413	E 609-49751-253	Wine For Resale	WINE	36.00
04/19/2018	1672946	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.36
04/19/2018	1672946	E 609-49751-251	Liquor For Resale	LIQUOR	1,449.65
04/26/2018	1675615	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.19
04/26/2018	1675615	E 609-49751-253	Wine For Resale	WINE	468.00
04/26/2018	1675616	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
04/26/2018	1675616	E 609-49751-253	Wine For Resale	WINE	72.00
04/26/2018	1675617	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.74
04/26/2018	1675617	E 609-49751-251	Liquor For Resale	LIQUOR	2,220.50
					<hr/>
					\$6,313.36

STERLING TROPHY

04/02/2018	22181	E 101-42210-437	Uniform Allowance	NAME TAGS	41.24
					<hr/>
					\$41.24

SUN LIFE FINANCIAL

05/01/2018	042418	E 101-41400-130	Employer Paid Insurance	INSURANCE	202.03
05/01/2018	042418	E 101-41500-130	Employer Paid Insurance	INSURANCE	132.13
05/01/2018	042418	E 101-41910-130	Employer Paid Insurance	INSURANCE	135.59
05/01/2018	042418	E 101-42110-130	Employer Paid Insurance	INSURANCE	865.33
05/01/2018	042418	E 101-42400-130	Employer Paid Insurance	INSURANCE	67.95
05/01/2018	042418	E 101-43100-130	Employer Paid Insurance	INSURANCE	189.49
05/01/2018	042418	E 101-43210-130	Employer Paid Insurance	INSURANCE	42.10
05/01/2018	042418	E 101-45200-130	Employer Paid Insurance	INSURANCE	189.49
05/01/2018	042418	E 601-49440-130	Employer Paid Insurance	INSURANCE	60.24
05/01/2018	042418	E 602-49490-130	Employer Paid Insurance	INSURANCE	60.23
05/01/2018	042418	E 609-49750-130	Employer Paid Insurance	INSURANCE	128.10
					<hr/>
					\$2,072.68

TACTICAL SOLUTIONS

04/28/2018	6668	E 101-42110-218	Equipment Repair & Maintenance	CERT OF RADAR UNITS	224.00
					<hr/>
					\$224.00

THE AMERICAN BOTTLING COMPANY

03/22/2018	3562801790	E 609-49751-254	Miscellaneous Merchandise	MISC	148.92
04/26/2018	3562802636	E 609-49751-254	Miscellaneous Merchandise	MISC	330.24
					<hr/>
					\$479.16

TJ ASSOCIATES

04/23/2018	226867	E 101-42110-200	Office Supplies	DANGEROUS DOG FORMS	48.50
					<hr/>
					\$48.50

TYTHER CONTRACTING

04/24/2018	17-330	E 101-41910-441	Miscellaneous	REFUND PERMIT #17-330	96.00
					<hr/>
					\$96.00

U S BANK EQUIPMENT FINANCE

04/23/2018	355997032	E 101-41400-240	Office Equip	COPIER LEASE	49.99
04/23/2018	355997032	E 101-43100-240	Office Equip	COPIER LEASE	49.99
04/23/2018	355997032	E 101-43210-240	Office Equip	COPIER LEASE	49.99
04/23/2018	355997032	E 101-45200-240	Office Equip	COPIER LEASE	49.99

04/23/2018	355997032	E 601-49440-240	Office Equip	COPIER LEASE	49.99
04/23/2018	355997032	E 602-49490-240	Office Equip	COPIER LEASE	50.00
05/02/2018	355048182	E 101-42110-311	Contract	COPIER LEASE	235.00
05/05/2018	355996950	E 101-41400-240	Office Equip	RICOH COPIER LEASE	39.58
05/05/2018	355996950	E 101-43100-240	Office Equip	RICOH COPIER LEASE	39.58
05/05/2018	355996950	E 101-43210-240	Office Equip	RICOH COPIER LEASE	39.58
05/05/2018	355996950	E 101-45200-240	Office Equip	RICOH COPIER LEASE	39.58
05/05/2018	355996950	E 601-49440-240	Office Equip	RICOH COPIER LEASE	39.58
05/05/2018	355996950	E 602-49490-240	Office Equip	RICOH COPIER LEASE	39.60
					<u>\$772.45</u>

VERIZON WIRELESS

04/10/2018	9805113970	E 101-42210-321	Telephone	TELEPHONE	210.06
					<u>\$210.06</u>

VESSCO, INC.

04/10/2018	72731	E 602-49490-229	Project Repair & Maintenance	BASE UNIT SINGLE POINT	490.02
04/10/2018	72732	E 602-49490-229	Project Repair & Maintenance	PARTS	111.00
04/13/2018	72773	E 602-49490-229	Project Repair & Maintenance	BASE UNIT, DUAL POINT	(550.00)
					<u>\$51.02</u>

VINOCOPIA, INC.

04/06/2018	0204107-IN	E 609-49751-206	Freight and Fuel Charges	FUEL	5.00
04/06/2018	0204107-IN	E 609-49751-251	Liquor For Resale	LIQUOR	342.50
04/20/2018	0205110-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
04/20/2018	0205110-IN	E 609-49751-253	Wine For Resale	WINE	80.00
					<u>\$430.00</u>

WINE COMPANY, THE

04/23/2018	69012	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.00
04/23/2018	69012	E 609-49751-253	Wine For Resale	WINE	384.00
					<u>\$399.00</u>

FUND SUMMARY

\$145,841.29

101 GENERAL FUND	\$30,461.27
601 WATER FUND	\$8,705.01
602 SEWER FUND	\$17,292.43
609 MUNICIPAL LIQUOR FUND	\$89,382.58
Total	<u><u>145,841.29</u></u>

CITY OF ST. FRANCIS
5/17/2008

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
74091	4/19/2018	MN DNR	ATV Certificate	10.00
74092	4/26/2018	Patriot Lanes	Winning with Cops	\$254.00
TOTAL				264.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
Gridor	Payment #27	125,982.00
TOTAL		0.00

Disbursements via Debits to Checking Account

[illegible]

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
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JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK
ELIZABETH A. SCHADING
CAROLE CLARK ISAKSON

*Also Licensed in Wisconsin

BGS

Barna, Guzy & Steffen, Ltd.

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JENNIFER C. MOREAU
DAVID R. SCHAPS
THOMAS R. WENTZELL
NICOLE R. WIEBOLD
LINDSAY K. FISCHBACH

OF COUNSEL
JON P. ERICKSON
STEVEN G. THORSON
W. JAMES VOGL, JR.
*JAMES H. WILLS

To: Honorable Mayor and City Council Members, Joe Kohlmann, City Administrator

From: David Schaps, Assistant City Attorney

RE: Approval of Ordinance Conveying Surplus Property to Anoka County Per the Terms of the
Bridge Street Joint Powers Agreement

Date: April 12, 2018

MEMORANDUM

Background:

The City and Anoka entered into a Joint Powers Agreement on October 10, 2014, for the reconstruction of Bridge Street in the City of St. Francis and the addition of two roundabouts in the community. As part of that agreement, certain properties were to be conveyed to the City of St. Francis and Anoka County.

Per the terms of the Joint Powers Agreement, Anoka County is requesting the City of St. Francis convey two final properties to it to complete the designation of the right of way on Bridge Street.

Recommended Motion:

Motion to approve Ordinance 239, Second Series, authorizing the conveyance of City surplus property to Anoka County pursuant to the Bridge Street Joint Powers Agreement and as listed in the Agreement as Exhibit D, Parcel 3.

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W. JAMES VOGL, JR.
*JAMES H. WILLS

To: Honorable Mayor and City Council Members, Joe Kohlmann, City Administrator

From: David Schaps, Assistant City Attorney

RE: Approval of Ordinance Conveying Surplus Property to Anoka County Per the Terms of the Bridge Street Joint Powers Agreement

Date: April 12, 2018

MEMORANDUM

Background:

The City and Anoka entered into a Joint Powers Agreement on October 10, 2014, for the reconstruction of Bridge Street in the City of St. Francis and the addition of two roundabouts in the community. As part of that agreement, certain properties were to be conveyed to the City of St. Francis and Anoka County.

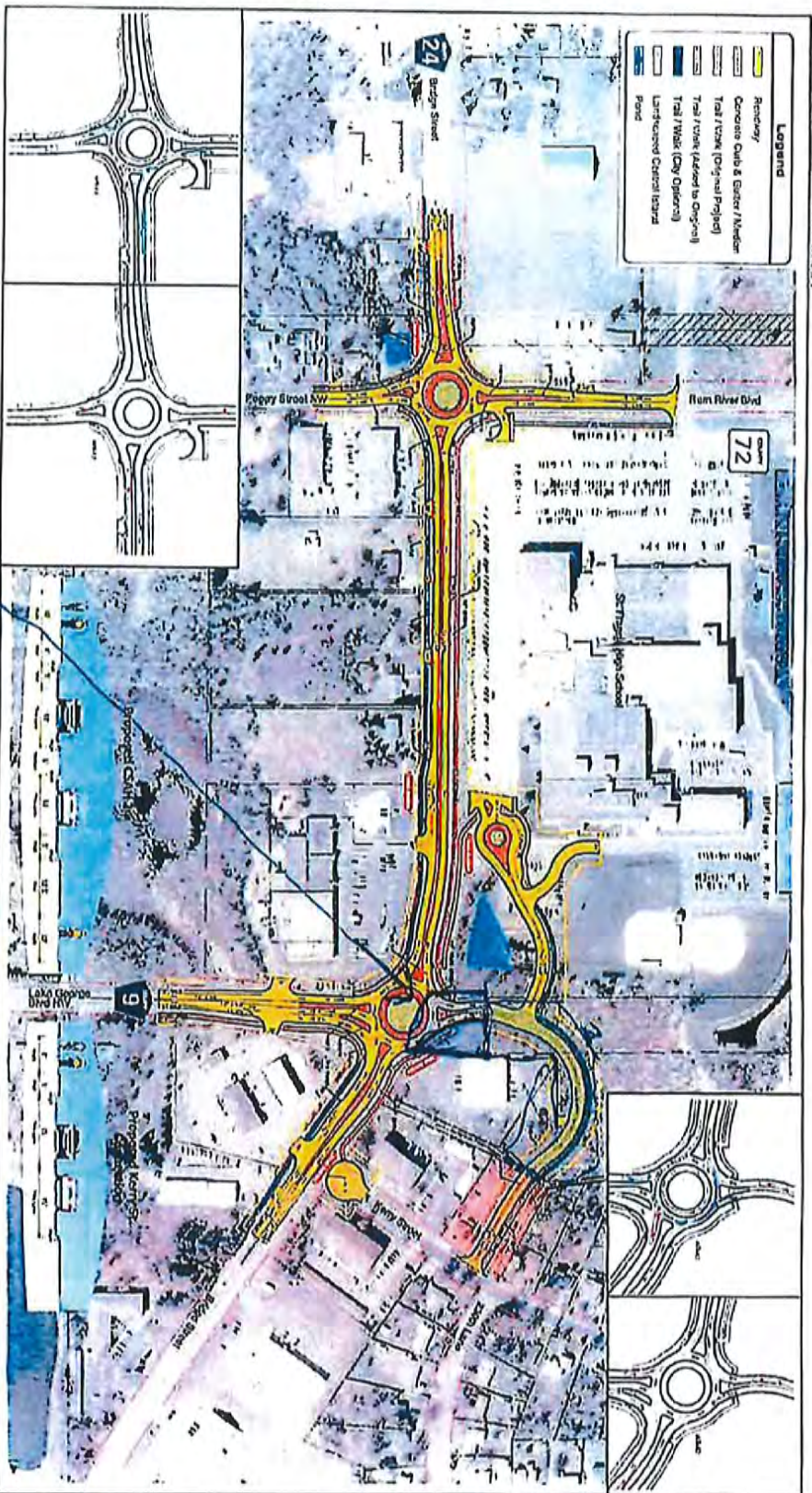
Per the terms of the Joint Powers Agreement, Anoka County is requesting the City of St. Francis convey two final properties to it to complete the designation of the right of way on Bridge Street.

Recommended Motion:

Motion to approve Ordinance 239, Second Series, authorizing the conveyance of City surplus property to Anoka County pursuant to the Bridge Street Joint Powers Agreement and as listed in the Agreement as Exhibit D, Parcel 3.

S.P. 002-624-026





CSAH 24 (Bridge Street) Improvements
Anoka County, Minnesota

Parcel 1
Parcel 2
Parcel 3

COUNTY OWNED - TRANSFER TO CITY
TO BE PURCHASED BY ANOKA COUNTY FOR
RELOCATED CITY STREET
CITY OWNED, TO BE DONATED FOR PROJECT



Project Layout
May 11, 2014

**City of St. Francis
St. Francis, MN
Anoka County
State of Minnesota**

Ordinance 239, Second Series

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY SURPLUS
PROPERTY TO ANOKA COUNTY PURSUANT TO BRIDGE STREET JOINT
POWERS AGREEMENT - EXHIBIT D (PARCEL 3)**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Property" outlines the procedure for the disposal of City owned property ; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

WHEREAS, the parcels are described as:

That part of Parcel 4, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91, Anoka County, Minnesota, lying southerly of the following described line:

Commencing at the northwest corner of said Parcel 4; thence North 89 degrees 31 minutes 26 seconds East, bearing assumed, along the north line of said Parcel 4, a distance of 63.15 feet to the northeast corner of said Parcel 4; thence southerly 65.52 feet along an east line of said Parcel 4 on a nontangential curve, concave to the east, having a radius of 177.92 feet, a central angle of 21 degrees 06 minutes 01 seconds and a chord bearing of South 03 degrees 10 minutes 29 seconds East to an angle point on said east line; thence North 76 degrees 16 minutes 30 seconds East, along a northerly line of said Parcel 4, a distance of 10.13 feet to an angle point on said northerly line, said point being the point of beginning of the line to be described; thence South 76 degrees 16 minutes 30 seconds West 78.16 feet to the west line of said Parcel 4 and said line there terminating.

Part of P.I.N. 33-34-24-33-0048

AND

A permanent easement for drainage, utility, slope, snow storage and storm sewer purposes, over, under and across Parcel 6PE-2, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-32-0064

together with all hereditaments and appurtenances belonging thereto.

WHEREAS, The City of St. Francis and Anoka County entered into a Joint Powers Agreement ("Agreement") for the joint reconstruction of Bridge Street in the City of St. Francis dated on or about October 14, 2014 which provided that the City would convey the above mentioned property (also described in the Agreement as Exhibit D, Parcel 3) to Anoka County pursuant to the terms of the Agreement; and

WHEREAS, Now that the Bridge Street reconstruction portion of the project has been completed, Anoka County has requested the parcels be conveyed at this time; and

WHEREAS, Anoka County has requested the conveyance of the property at this time in order to move finalize the right of way ownership as a result of the Bridge Street reconstruction project and the terms of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The Mayor and City Clerk are authorized to execute and transfer the above referenced property to Anoka County upon the approval as to form by the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ____ DAY OF MAY, 2017.

APPROVED:

Steve Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

741032-v1

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 B

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Pickup Truck Replacement
DATE: 5/7/2018

OVERVIEW: As the Public Works Department has increased in size over the last few years, we have been able to utilize "other" vehicles (old Ford police squad, former investigator car-Dodge Caliber) to get us by while preparing a budgeted purchase of a proper PW vehicle. In Plan-it for 2018 we budgeted \$40,000.00 to replace these "other" vehicles with a pickup truck that will better serve the needs of the department and the community. Currently, with these "other" vehicles we are unable to haul the proper tools and equipment. This new truck would be equipped with a plow mount and wiring so we would be able to attach to any one of our 3 existing plows in case another truck would breakdown. The Dealership assigned the State Bid for Chevrolet and Dodge failed to provide us with any pricing, therefor we have selected our quoting process as defined by our city purchasing policy.

ACTION TO BE CONSIDERED: Authorizing the purchase from Main Motors in the amount of \$29,509.00. This price does include the trade of the 2007 Ford Crown Vic and the 2006 Dodge Caliber. Authorize the purchase of the additional equipment from Country Side Services in the amount of \$4,620.79. This 2018 truck is currently in stock and we could expect delivery of this with 1 month from ordering.

BUDGET IMPLICATION: There is \$40,000.00 in the Capital Equipment Plan for this planned replacement/purchase.

Attachments:

Quote from Main Motor
Quote from Midway Ford
Quote from Countryside Services
Timeline for Quotes

Capital Improvement Plan
City of St. Francis, Minnesota

2018 thru 2022

Department Public Works
 Contact Public Works Director
 Type Equipment
 Useful Life 10
 Category Vehicles

Project # PW-17-002
 Project Name Pickup Trucks

Total Project Cost: \$240,000

Description

2018 - 2007 Dodge Caliber, 2007 Ford Crown Vic replace w/4x4 pickup-\$40,000
 2021 - 2011 Dodge 4x4 pickup w/ plow replace w/similar - \$42,000
 2021 - 2011 Ford Escape replace w/similar - \$26,000
 2022 - 2012 Ford 4x4 pickup replace w/similar - \$42,000
 2024 - 2014 Dodge 4x4 pickup w/plow, Tommy lift gate replace with similar - \$45,000
 2027 - 2017 Dodge 4x4 pickup w/plow replace with similar - \$45,000

Justification

Pickup trucks are used to haul equipment, material, tools and support snow removal operations. They also provide transportation of staff to work locations, and trailer other equipment to provide the department the ability to attain the adopted City Standards and service levels for the Public Works Department.

Vehicles are anticipated to be at end of useful life. These replacements will allow the ability to provide services as per adopted standards.

Estimated replacement prices do not include trade values.

Expenditures	2018	2019	2020	2021	2022	Total	Future
Equip/Vehicles/Furnishings	40,000			68,000	42,000	150,000	90,000
Total	40,000			68,000	42,000	150,000	Total

Funding Sources	2018	2019	2020	2021	2022	Total	Future
Capital Equipment Fund	40,000			68,000	42,000	150,000	90,000
Total	40,000			68,000	42,000	150,000	Total

2018 SILVERADO 3500 SRW 4WD REG WT	GENERAL MOTORS LLC	
GAZ SUMMIT WHITE /V8G		
H2R JET BLACK / DARK ASH	RENAISSANCE CENTER	
ORDER NO. VKGGK3/TRE STOCK NO.	DETROIT	MI 48243-1114
VIN 1GC 0KYE G3 JZ216131	VEHICLE INVOICE 1AD43034577	
*****9809*****13*045648		
MODEL & FACTORY OPTIONS	MSRP	INV AMT RETAIL - STOCK
CK35903 SILVERADO 3500 SRW 4WD RE	38215.00	35922.11 INVOICE 12/18/17
AY0 HEAD CURTAIN AND SEAT-MOUNTED	395.00	359.45 SHIPPED 12/16/17
SIDE IMPACT AIR BAGS FOR THE		EXP I/T 12/25/17
DRIVER AND RIGHT FRONT		INT COM 12/26/17
PASSENGER		PRC EFF 12/16/17
C7A 10,000 LB GVW RATING	N/C	N/C KEYS XXXXX XXXXX
FE9 50-STATE EMISSIONS	N/C	N/C WFP-S QTR OPT-1
GT5 REAR AXLE, 4.10 RATIO	N/C	N/C BANK: ALLY - 154
K05 ENGINE BLOCK HEATER	100.00	91.00 CHG-TO 04-564
L96 VORTEC 6.0L V8 SFI GAS ENGINE	N/C	N/C
MYD 6-SPEED AUTOMATIC TRANSMISSION	N/C	N/C SHIP WT: 6233
PCM WT CONVENIENCE PACKAGE:	1255.00	1142.05 HP: 50.9
* POWER WINDOWS,		GVWR: 10000
DRIVER EXPRESS UP AND DOWN,		GAWR, FT: 5600
PASSENGER EXPRESS DOWN		GAWR, RR: 6700
* GLASS, DEEP-TINTED		EMPLOY: 38168.13
* POWER OUTLET, 110-VOLT AC		SUPPLR: 39692.01
* REMOTE KEYLESS ENTRY, INCL.		NTR: 1
REMOTE LOCKING TAILGATE		EMPINC: 2209.86
* BLACK TRAILERING MIRRORS W/		SUPINC: 685.98
PWR GLASS, MAN FOLD/EXT, HEAT,		
TURN SIGNAL, LED RR GUIDANCE		
LAMPS, LED AMBER LIGHTS, AND		
I/S REARVIEW AUTO-DIM. MIRROR		
(REPLACES STD/OPT MIRRORS)		
QOM 18" ALL-TERRAIN BLACKWALL TIRES	200.00	182.00
UJM TIRE PRESSURE MONITOR SYSTEM	N/C	N/C
WITH TIRE FILL ALERT		
(EXCL SPARE TIRE)		
U01 ROOF MARKER LAMPS	55.00	50.05
VYU SNOW PLOW PREP PACKAGE:	385.00	350.35
* POWER FEED FOR BACKUP AND		
ROOF EMERGENCY LIGHT		
* ALTERNATOR, 220 AMP		
* FORWARD LAMP WIRING HARNESS		
* PROVISIONS-ROOF MOUNTED LAMP		
* UNDERBODY SHIELDS		

** CONTINUED ON PAGE 2 **

2018 SILVERADO 3500 SRW 4WD REG WT	GENERAL MOTORS LLC	
GAZ SUMMIT WHITE /V8G		
H2R JET BLACK / DARK ASH	RENAISSANCE CENTER	
ORDER NO. VKGGK3/TRE STOCK NO.	DETROIT	MI 48243-1114

VIN 1GC 0KYE G3 JZ216131 VEHICLE INVOICE 1AD43034577
 *****9809*****13*045648
 MODEL & FACTORY OPTIONS MSRP INV AMT RETAIL - STOCK
 ** CONTINUED FROM PAGE 1 **

TOTAL MODEL & OPTIONS	40605.00	38097.01	ACT 237	38173.86
DESTINATION CHARGE	1295.00	1295.00	H/B 261	1218.15

TOTAL	41900.00	39392.01	PAY 310	39392.01
MEMO: TOTAL LESS HOLDBACK AND				
APPROX WHOLESALE FINANCE CREDIT		37600.53		

 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.

 THIS MOTOR VEHICLE IS SUBJECT TO A SECURITY INTEREST HELD BY ALLY.

REMIT TO ALLY NO. 154
 VIN 1GC0KYEG3JZ216131
 \$ 39392.01 INV 1AD43034577
 DUE 12/26/17 DEALER 04-564

\$27,573
 tax \$1,895.64
 title/license \$40.75
 total \$29,509

6 inch
 Chrome
 Benliner

38,173
 < 78007 Fleet
 \$30,373
 4,000 TRADE

\$26,373
 700
 500

27,573
 + T.T.L.



Midway Ford Company
2777 N Snelling, Roseville, Minnesota, 551131796
Office: 651-636-8200

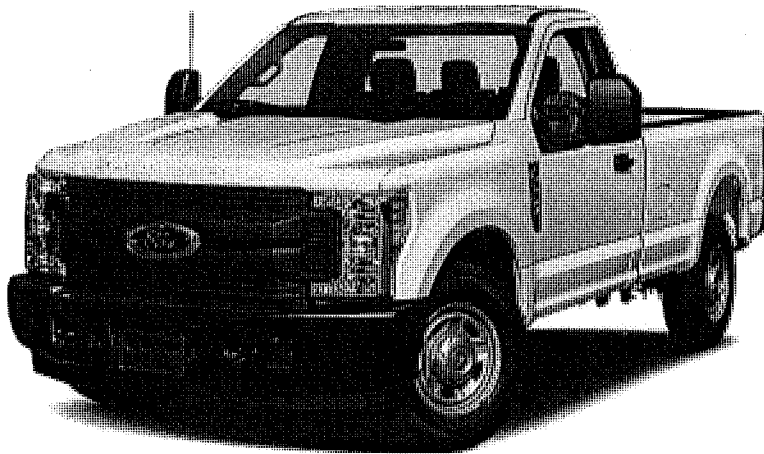
Customer Proposal

Prepared by:

Travis Swanson
Office: 651-343-5212
Email: tswanson@rosevillemidwayford.com

Date: 04/19/2018

Vehicle: 2019 F-250 XL
4x4 SD Regular Cab 8' box 142" WB SRW





Midway Ford Company
2777 N Snelling, Roseville, Minnesota, 551131796
Office: 651-636-8200

2019 F-250, SD Regular Cab
4x4 SD Regular Cab 8' box 142" WB SRW
XL(F2B)
Price Level: 920

Selected Options

Code	Description	MSRP	Invoice
Base Vehicle			
F2B	Base Vehicle Price (F2B)	\$35,945.00	\$33,967.00
Packages			
600A	Order Code 600A	N/C	N/C
	<i>Includes:</i> - Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel - Flex-Fuel badge on fleet orders only. - Transmission: TorqShift-G 6-Spd Auto w/SelectShift - GVWR: 10,000 lb Payload Package - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar.		
Powertrain			
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included	Included
	<i>Flex-Fuel badge on fleet orders only.</i>		
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included	Included
X4M	Electronic-Locking w/4.30 Axle Ratio	\$390.00	\$359.00
STDGV	GVWR: 10,000 lb Payload Package	Included	Included
Wheels & Tires			
TDX	Tires: LT275/70Rx18E BSW A/T (4)	\$165.00	\$152.00
648	Wheels: 18" Sparkle Silver Painted Cast Aluminum	Included	Included
	<i>Includes bright hub covers/center ornaments.</i>		
Seats & Seat Trim			
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
	<i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>		
Other Options			
142WB	142" Wheelbase	STD	STD
PAINT	Monotone Paint Application	STD	STD
17S	STX Appearance Package	\$1,690.00	\$1,555.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Midway Ford Company
2777 N Snelling, Roseville, Minnesota, 551131796
Office: 651-636-8200

2019 F-250, SD Regular Cab
4x4 SD Regular Cab 8' box 142" WB SRW
XL(F2B)
Price Level: 920

Selected Options (cont'd)

Code	Description	MSRP	Invoice
	Includes STX fender vent badge. Includes: - Radio: AM/FM Stereo/MP3 Player Includes 4-speakers. - SYNC Communications & Entertainment System Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls. - Bright Chrome Grille - Bright Chrome Hub Covers & Center Ornaments - Chrome Front Bumper - Chrome Rear Step Bumper - Steering Wheel-Mounted Cruise Control - Wheels: 18" Sparkle Silver Painted Cast Aluminum Includes bright hub covers/center ornaments.		
90L	Power Equipment Group	\$915.00	\$841.00
	Deletes passenger-side lock cylinder. Includes upgraded door trim panel. Includes: - Accessory Delay - Manual Telescoping/Folding Trailer Tow Mirrors Includes power heated glass, heated convex spotter mirror and integrated clearance lights and turn signal indicators. - Advanced Security Pack Includes SecurLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors. - Power Locks - Power Tailgate Lock - Power Front Seat Windows Includes 1-touch up/down driver/passenger window. - Remote Keyless Entry		
47B	Snow Plow/Camper Package	\$245.00	\$225.00
	REQUIRES Extra Extra Heavy-Duty Alternator (67E) when ordered with Upfitter Switches (66S) and 110V/400W Outlet (43C). Includes computer selected springs for snowplow application and heavy service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment) and slide-in camper certification. NOTE 1: Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details. Expect firmer ride when vehicle is not equipped with snowplow and/or camper. NOTE 2: May result in deterioration of ride quality when vehicle is not equipped with snowplow and/or camper. Includes: - Rear Stabilizer Bar		
41P	Transfer Case & Fuel Tank Skid Plates	\$100.00	\$92.00
41H	Engine Block Heater	\$100.00	\$92.00
86M	Medium Duty Battery - Dual 78 AH	\$210.00	\$193.00
67E	Extra Extra Heavy-Duty Alternator (240 Amp)	\$85.00	\$79.00
52B	Trailer Brake Controller	\$270.00	\$249.00
	Verified to be compatible with select electric over hydraulic brakes. Includes smart trailer tow connector.		
18B	Platform Running Boards	\$320.00	\$295.00
592	LED Roof Clearance Lights	\$95.00	\$88.00
85G	Tailgate Step & Handle	\$375.00	\$345.00

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Midway Ford Company
2777 N Snelling, Roseville, Minnesota, 551131796
Office: 651-636-8200

2019 F-250, SD Regular Cab
4x4 SD Regular Cab 8' box 142" WB SRW
XL(F2B)
Price Level: 920

Selected Options (cont'd)

Code	Description	MSRP	Invoice
85S	Tough Bed Spray-In Bedliner <i>Includes tailgate-guard, black box bed tie-down hooks and black bed attachment bolts.</i>	\$540.00	\$496.00
43C	110V/400W Outlet REQUIRES Extra Extra Heavy-Duty Alternator (67E) when ordered with Upfitter Switches (66S) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B). <i>Includes 1 in-dash mounted outlet.</i>	\$75.00	\$69.00
66S	Upfitter Switches (6) REQUIRES Extra Extra Heavy-Duty Alternator (67E) when ordered with 110V/400W Outlet (43C) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B). <i>Located in overhead console.</i>	\$165.00	\$152.00
585_	Radio: AM/FM Stereo/MP3 Player <i>Includes 4-speakers.</i> <i>Includes:</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.</i>	Included	Included
61N	Front & Rear Wheel Well Liners (Pre-Installed) <i>Custom accessory.</i>	\$325.00	\$299.00
Emissions			
425	50-State Emissions System	STD	STD
Interior Colors			
AS_01	Medium Earth Gray	N/C	N/C
Primary Colors			
Z1_01	Oxford White	N/C	N/C
SUBTOTAL		\$42,010.00	\$39,548.00
Fuel Charge		\$0.00	\$0.00
Destination Charge		\$1,495.00	\$1,495.00
TOTAL		\$43,505.00	\$41,043.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Midway Ford Company
2777 N Snelling, Roseville, Minnesota, 551131796
Office: 651-636-8200

2019 F-250, SD Regular Cab
4x4 SD Regular Cab 8' box 142" WB SRW
XL(F2B)
Price Level: 920

Pricing - Single Vehicle

	MSRP	INVOICE
<i>Vehicle Pricing</i>		
Base Vehicle Price	\$35,945.00	\$33,967.00
Options & Colors	\$6,065.00	\$5,581.00
Upfitting	\$0.00	\$0.00
Fuel Charge	\$0.00	\$0.00
Destination Charge	\$1,495.00	\$1,495.00
Subtotal	\$43,505.00	\$41,043.00
<i>Pre-Tax Adjustments</i>		
Code	Description	
2019 GPC	Government Price Concession	\$0.00 -\$7,600.00
Total	\$43,505.00	\$33,443.00

Customer Signature _____

Acceptance Date _____

\$ 33,443.00
Trades -\$3500.00
\$ 29,943
Title/license \$40.75
Tax \$2,058.58

Total 32,041.75

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Countryside Services
6228 US - 10
Ramsey, MN 55303

Work Order

Page: 1
Order#: 1-101092
Ticket date: 4/20/18

Sold to: City of St. Francis
4058 St. Francis Blvd
St. Francis, MN 55070
763.753.2630 A/P

Ship to:

Customer #:	101531	Work Order Status
Sls rep:	RAYNE	

Quantity	Item #	Description	Price	Selling unit	Ext pro
1	69981	MOUNT KIT UT GM	539.00	EACH	539.00
1	69818	Harness	234.00	EACH	234.00
1	29760	Module 3 Port - Soft Start	136.00	EACH	136.00
1	42014	CABLE ASSEMBLY - VEHICLE	123.54	EACH	123.54
1	28587	CONTROL HARNESS - VEHICLE	123.35	EACH	123.35
1	BAC15004	bak rack headache rack frame	215.00	EACH	215.00
1	BAC30119	Hardware Kit 07-15 chevy/gmc	116.00	EACH	116.00
3.00	LABOR DAYTIME	Labor - Daytime	95.00	EACH	285.00
1	INSTALL PLOW	Install Snow Plow	600.00	EACH	600.00
1	NOTE:	strobes	0.00	EACH	0.00
1	NOTE:	jshook@stfrancismn.org	0.00	EACH	0.00
2	MISC SHOP SUPPLIES	49"x12.75"x11" rail mounted Tool Box	453.95	EACH	907.90
1.00	LABOR DAYTIME	Install Tool Boxes	95.00	EACH	95.00
1	NOVF4	Strobe Module	100.00	EACH	100.00
7.00	LABOR DAYTIME	Install Strobes	95.00	EACH	665.00
7	MISC SHOP SUPPLIES	Relays	10.00	EACH	70.00
1	MISC SHOP SUPPLIES	Misc Shop Supplies	85.00	EACH	85.00
2	MISC SHOP SUPPLIES	Front Bulbs	88.00	EACH	176.00
2	MISC SHOP SUPPLIES	Rear Bulbs	75.00	EACH	150.00

User: RAYNE

Total line items: 19

Order subtotal: 4,620.79

Tax amount: 0.00

Order total: 4,620.79

Order amt due: 4,620.79

11/30/2017 – Tried talking to Dodge of Burnsville, no response.

1/29/2018 – Left voice mail messages and emails with Mike Motors, no response.

2/12/2018 - Reached out to see if Mike Motors received the email and information, received and email back saying should have the quote done tomorrow just waiting on used car guy.

3/2/2018 – Reached out again to see how the quote was coming along, no response.

3/9/2018 – Called to see if how the quote was coming along, claimed this time where waiting on the quote do have the strobes put in the headlights and taillights. Then proceeded to tell me that they can't put those in the headlights and taillights so they were going to have to do something else that we did not want. Said he would have me something soon even though a month ago he was waiting on the used car guy.

3/19/2018 – Checked in again to see how the quote was coming, no response.

3/27/2018 – Called to see how the quote was coming he seemed all confused didn't even remember what truck we had he asked crew cab right and I said no a regular cab. Then he was mumbling along, I couldn't figure what he was even saying, he then said, well I will give this to the owner and let him deal with this. He said he would call me back in a little bit. He never did.

4/6/2018 – Reached out to Midway Ford received a response right away but bad news. Ford had ended the 2018 models back in February and the state had the contract on the 2019s on hold. Salesman had no idea when the state was intending on releasing the contract.

4/9/2018 – Talked to Midway Ford about working on a quote for non state bid.

4/9/2018 – Talked to Main Motor about working on a quote for non state bid.



<p>CITY COUNCIL AGENDA REPORT Agenda Item #: 9C</p>

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Schedule a Worksession**
DATE: May 7th, 2018

OVERVIEW:

Staff would like to schedule a worksession for either May 23rd or May 24th with the City Council. This would be a Wednesday or Thursday. The main topic of the worksession will be the East Shop Site.

ACTION TO BE CONSIDERED:

Review dates and schedule a worksession on one of the aforementioned dates.



St. Francis Police Department Quarterly Report

January – March 2018

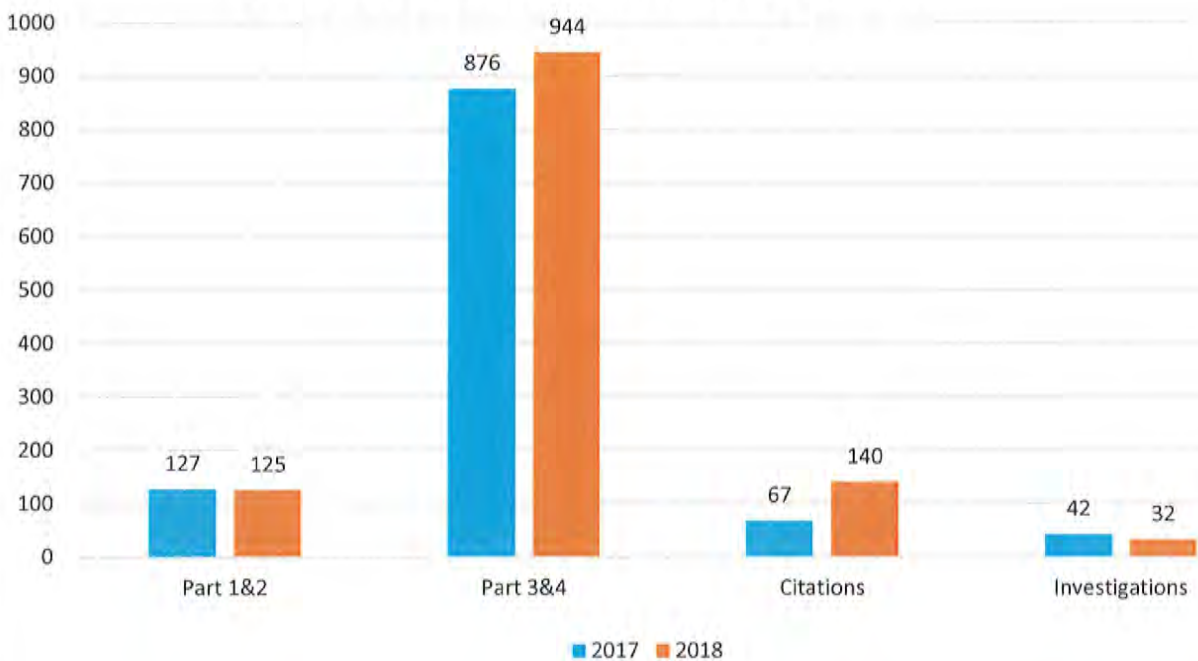
To: City Council and City Administrator Joe Kohlmann
From Todd Schwieger, Chief of Police
Date: May 7th, 2018
RE: Police Department First Quarter Report

The St Francis Police Department has been busy during the first quarter of 2018. Calls for service have increased in comparison to the same time period in 2017. Officers have been busy responding to calls, enforcing traffic laws and providing a high level of service despite the challenging weather conditions during this time period and having an officer out on medical leave.

Call types that have decreased in comparison to 2017 first quarter numbers include theft from vehicle, domestic situations and assaults. Areas that have shown an increase are citations issued, DWI offenses and agency assists. The phrase "agency assist" can be a little deceiving. A large number of agency assists actually occur within the borders of St Francis. These types of agency assists can include other agencies requesting our officers to locate a vehicle or person involved in an offense in another jurisdiction. Other agency assists within St Francis could consist of a St Francis Officer running our DMT machine to process a DWI for an Anoka County Deputy or State Patrol Trooper. Other agencies often request to use our DWI processing area when they make a DWI arrest in the area. St Francis Officers could also be assisting a deputy or a trooper on a traffic stop made in our city. When St Francis Officers travel outside of St Francis to assist another jurisdiction they are usually in very close proximity to our border. These assists are for high priority calls where an individual's welfare could be at stake including another officer/deputy. These types of calls could include; personal injury accidents, suicidal persons, assault in progress situations, or where another agency requests immediate backup.

Offense Type	Description Examples	Number of Calls- 2017	Number of Calls-2018
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	127	125
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	876	944
Investigations		42	32
Citations		67	140
<u>Total Calls For Service</u>		<u>1112</u>	<u>1241</u>

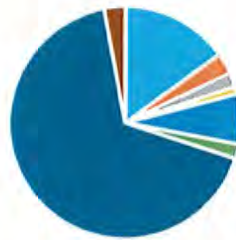
2017 & 2018 Call comparisons for 1st quarter



Calls for Service Breakdown Part 1 and 2 Offenses

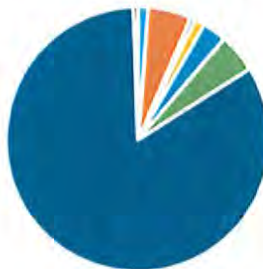
	2017 -1 st Quarter	2018 – 1 st Quarter
Thefts from Vehicle	15	2
Theft of Gas	3	9
Theft- Shoplifting	2	1
Burglaries	1	2
Assaults	7	5
DWIs	2	8
Citations	67	140
Fraud	3	1

1st quarter 2017



■ Theft from Vehicle ■ Theft of Gas ■ Shoplifting ■ Burglaries ■ Assaults ■ DWI'S ■ Citations ■ Fraud

1st quarter 2018



■ Theft from Vehicle ■ Theft of Gas ■ Shoplifting ■ Burglaries ■ Assaults ■ DWI'S ■ Citations ■ Fraud

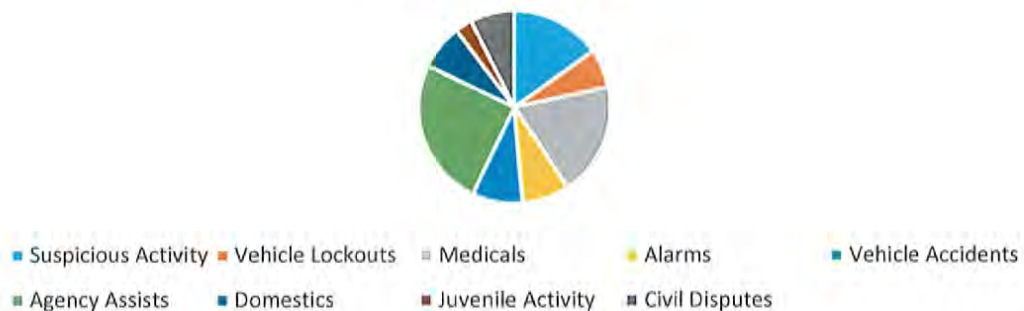
Calls for Services Breakdown Part 3, 4, 5 Offenses

	2017- 1 st Quarter	2018 – 1 st Quarter
Suspicious Activity	72	69
Vehicle lockouts	25	30
Medicals	85	87
Alarms	47	36
Vehicle Accidents	33	39
Agency Assists	78	114
Domestic situations	63	35
Juvenile Activity	6	13
Civil disputes/Landlord-tenant/Child Custody	31	34

1st quarter 2017



1st quarter 2018



Training: Officers are required to complete a certain amount of continuing education training hours to maintain their peace officer license. Some trainings are made mandatory by the MN Peace Officer Standards and Training Board (POST) and the department head. Other trainings are suggested but not mandatory. There are many other training courses officers request to attend to increase their knowledge and understanding in certain areas. Officers also do many of their trainings online through a program called PATROL. PATROL allows officers to complete mandatory and optional courses online while also receiving POST continuing education credits. Officers have attended a combined total of 75 hours of POST mandated training and other continuing education courses during the first quarter of 2018.

First quarter training:

- CPR/First Aid
- Building Searches
- Evidence
- Juvenile Conference
- Serving those with Autism
- Legislative Updates
- MILO shoot (Simulated scenarios)
- Use of Force

Emergency Management: A major accomplishment during the first quarter of 2018 was the City Council approval and adoption of the St Francis Emergency Management Plan. This plan will guide City staff during a critical incident or significant event. One goal for 2018 is to start to incorporate the plan into training sessions for City Staff. Another goal will be to familiarize City Staff with the basics of the emergency management Incident Command System (ICS) concept through online courses.

St Francis makes the top 20!

In February, the St Francis Police Department was notified that The City of St Francis was ranked as the 20th safest city in the State of Minnesota by SafeWise. SafeWise uses independent research, expert ratings, customer reviews and industry standards to rate home security systems. They also put out an annual report ranking Americas safest cities, which includes a top twenty, list for each state based on FBI data. This ranking is based on 2016 statistics for violent crime and property crime. Our statistics in these areas were even lower in 2017.



SafeWise is proud to present this award to the city of

St. Francis

for its officials' efforts in **community safety** and **crime prevention**.

*St. Francis was ranked the 20th Safest City in Minnesota due to its
commitment to the safety and security of its residents.*



A handwritten signature in black ink, appearing to read 'D. G. Brzezinski'.

Suzi Brzezinski, President of SafeWise

Commendation Awards

In January of 2018, the Police Department held its first awards ceremony for officers and staff members. Commendations awards were implemented in 2017 to recognize staff members and citizens for their outstanding service and superior dedication to the City of St Francis. Staff members and citizens can be nominated for an award by any staff member of the police department. The nomination is then reviewed by the awards committee who then approves, denies or suggests a different type of award. The different awards staff members can be nominated for are The Medal of Honor, Medal of Valor, Award of Commendation, Life Saving Award and The Citizens Award. During the ceremony, four police department staff members were recognized for their service and dedication in 2017. Administrative Assistant Lori Roberts received The Award of Commendation for her dedication to community outreach. Officer Jody Black received The Award of Commendation for her dedication to community outreach. Officer Amanda Dzuris received The Award of Commendation for her outstanding service in a missing juvenile case where the juvenile was located safely in the City of Mora. Reserve Captain Rich Johnson received The Award of Commendation for his dedication to the City of St Francis by volunteering close to 200 hours of his time in 2017.



2018: The police department will continue its community outreach efforts in 2018 by hosting our 2nd annual Bike Rodeo which was a big success in 2017. We will continue to host events such as Eddie Eagle, Santa at the PD and the anti-bullying pizza party for select youth in our community. The police department also looks forward to participating in Night to Unite and continuing our efforts with our Neighborhood Watch programs. A new program was launched in 2018 called "Winning with Cops". This program was developed by Officer Hearn and is aimed at promoting positive interactions between law enforcement and developmentally disabled individuals. We have received generous donations from area businesses to support this initiative and this program is anticipated to be a huge success. The police department would like to thank the City Council for its support and we look forward to continuing to provide high quality police services to the City of St Francis.



Community Development

Quarterly Report of January through March 2018

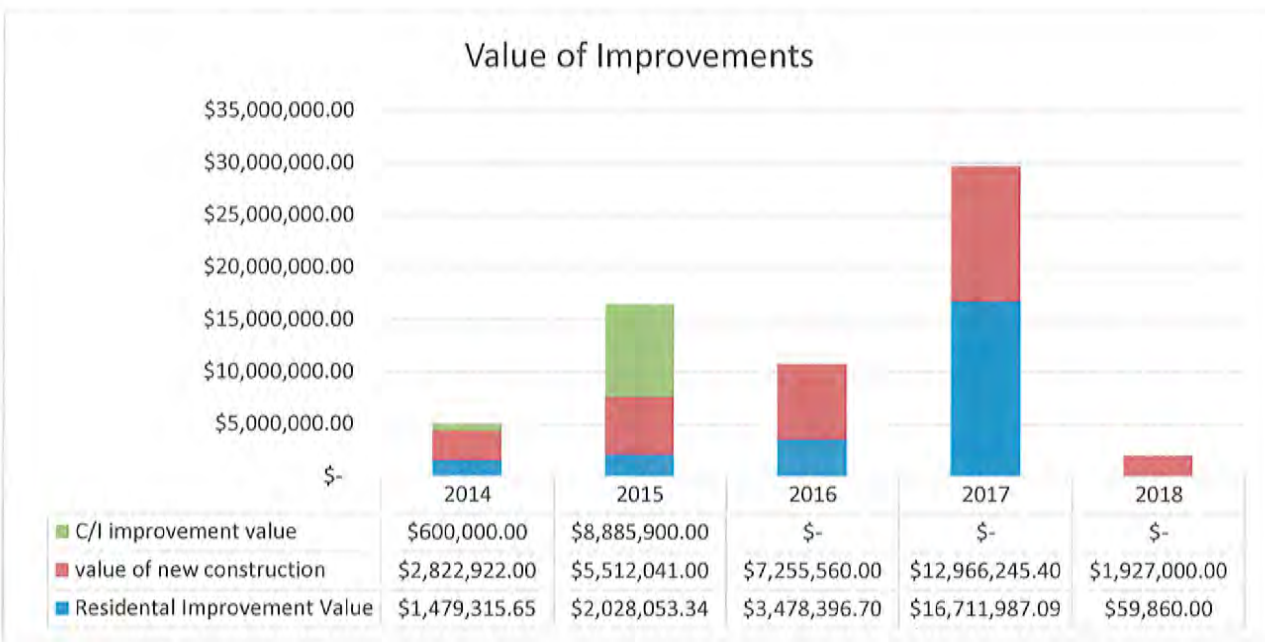
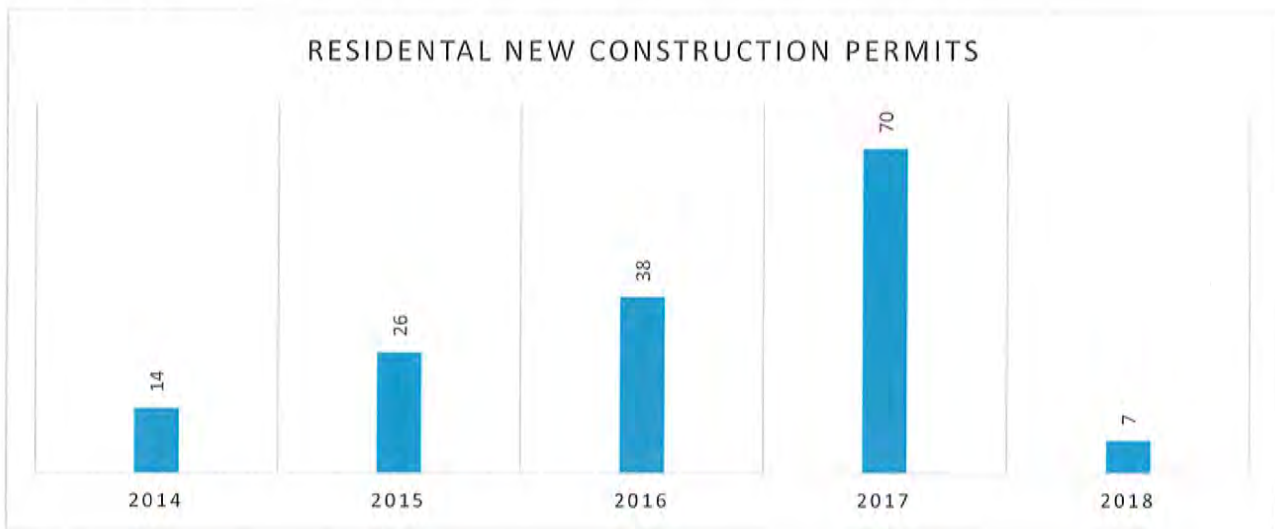
Economic Development status of the following projects:

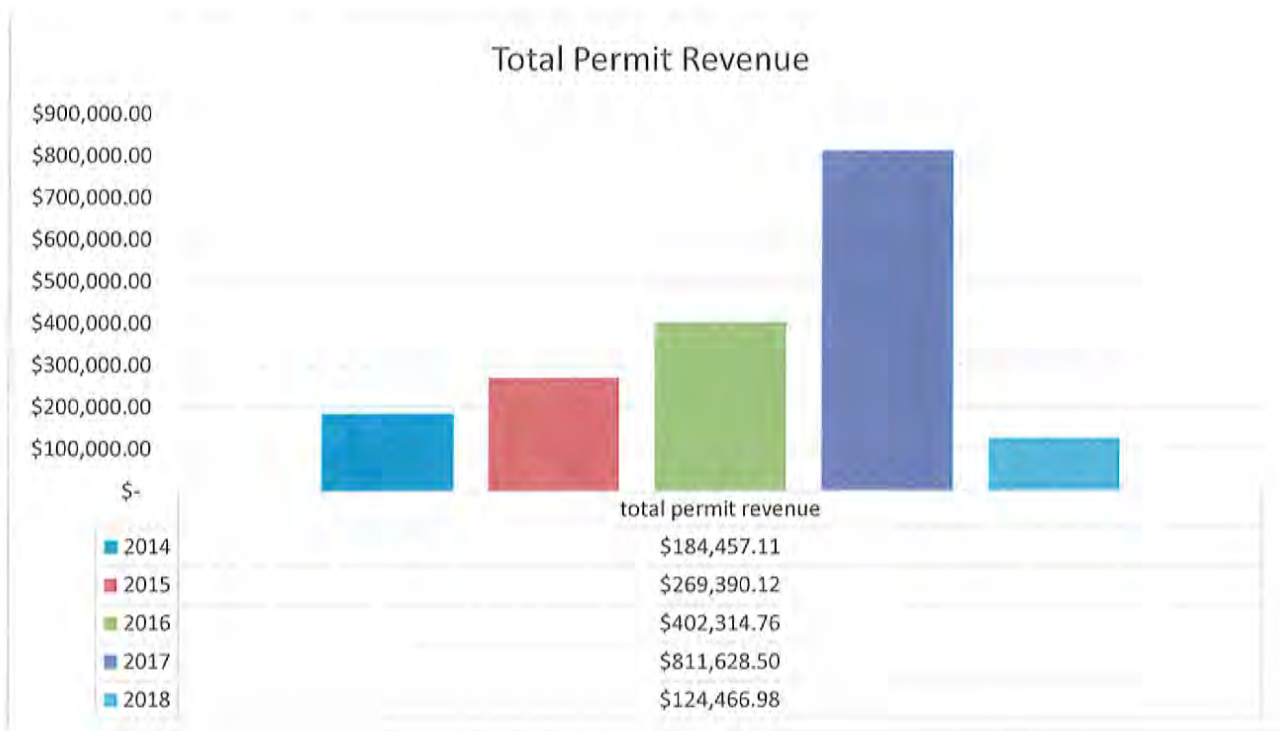
- **Kwik Trip** –The city will see a new store during the 2019 calendar year.
- **Meridian Behavioral Health**– a CUP application has been received and will be presented at the May Planning Commission meeting
- **Senior Living Project** – PUD approved for 229th Avenue Site. No building permit has been received
- **4201 STF Blvd** – the City has been reviewing design plans. A bike shop with a track is tentatively proposed. No building permit has been received.
- **23xxx STF Blvd** – waiting for design plans, one to four unit commercial development.
- **3518 Bridge Street** – a site analysis has been requested to determine the potential of a restaurant or recreational use.
- **3757 Bridge Street** – Demolition of 3757 Bridge Street is to occur in May.

Housing Development

- **Rivers Edge Development** – plan to process a grading permit on May 7th and Final Plat June 4th.
- **Woodhaven Expansion** – demolition of the old house and barn are expected to be completed in May. Staking and surveys being completed for new roads and lots
- **Meadows Townhomes** – legal council is processing the recapture of the vacant lots. Staff has heard from several developers in regards to the potential interest in this development.

Building Department





Code Enforcement

The City of St. Francis administers code enforcement on a complaint basis. The Following properties are ongoing code enforcement efforts:

- 22xxx Rum River Blvd, nuisance property - BGS is processing an Administrative Search warrant to review the property condition and obtain opinion from Structural Engineer
- 23xxx Ambassador Blvd, nuisance property, contractor is communicating with city on steps to demolish the property
- 30xx Bridge St, debris, landscaping material, yard clean up piles
- 32xx Bridge St, building life-safety concerns
- 45xx 232nd Ct, multiple vehicles and trailers, parking off pavement
- 45xx 233rd Ln, multiples vehicles and trailers, parking off pavement
- 22xxx Rum River Blvd, building life-safety concerns
- 23xxx Guarani St, multiple vehicles
- 23xxx Oneida St, multiple vehicles
- 23xxx Ivywood St, junk, debris and multiple vehicles
- 23xxx Pederson Dr., junk, debris and multiple vehicles
- 24xxx Iodine St, junk, debris and violation of IUP.

Residents with a concern or compliant should contact City Hall