

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
September 17, 2018  
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE  
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 – September 4, 2018
  - B. Declare AED & Pagers Surplus Property – Resolution 2018-29
  - C. MMUA Safety Management Program Contract October 1, 2018-September 30, 2019
  - D. Authorization to Post an Opening for a Police Officer
  - E. Pay Request No. 28 to Gridor Construction for Waste Water Treatment Facility
  - F. Accepting Grant Award for Shared Services Study (Fire Department) Resolution 2018-30
  - G. Renewal of Statewide Health Improvement Partnership (SHIP) Grant
  - H. Authorization to enter into an agreement with St. Cloud Technical & Community College for student training experience/internship
  - I. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
  - A. Erik Skogquist and Mary Wells – Local Assessors Update
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
  - A. Adjusting the Tax Levy for Bond Indebtedness - Resolution 2018-31
  - B. Providing Preliminary Approval of a Proposed 2018 Tax Levy, Collectible in 2019 and Setting Budget Hearing Date - Resolution 2018-32
  - C. Riverbank Lane/Kings Hwy Street Improvement – Authorizing Plans and Specs – Res 2018-33
  - D. Abatement of Nuisance Property
  - E. Ordinance 242, Second Series – An Interim Ordinance Temporarily Establishing a Planning Moratorium on Mini-Storage Facilities (First Reading)
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
  - A. Department Reports - Public Works  
- Bottle Shop
  - B. Councilmember Reports -
  - C. Upcoming Events –
    - Sept 19 Planning Commission Meeting @ 7 pm
    - Oct 1 City Council Meeting @ 6 pm
    - Oct 8 Columbus Day Holiday – City Offices Closed
    - Oct 13 French Toast Breakfast & Open House @ Fire Stn 8 am to noon
12. ADJOURNMENT

# MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – September 17<sup>th</sup>, 2018 Council Meeting

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## Agenda Items:

### 4. **CONSENT AGENDA:**

- a. City Council Minutes – September 4<sup>th</sup>, 2018
- b. Surplus Property Declaration – Declaring Fire Department VHF pagers and an AED as surplus property. Digital pagers were received as a replacement through a grant and an AED replacement has been received through a grant.
- c. MMUA Renewal – Annual Safety Contract renewal. This contract keeps the City OSHA Compliant, provides safety to workers and reduces liability. The contract increased \$600 for the renewal.
- d. Police Officer Opening- Staff is looking for approval to post for the position of Police Officer. This is consistent with the discussion at the worksession on September 10<sup>th</sup>. The approximate turnaround time to hire an officer is 60 days. Then the Officer will have Field Training. The Officer should be fully utilized by early 2019.
- e. Pay Request No. 28 to Gridor Construction – WWTF.
- f. Accepting Grant Award for Shared Service Study – **Resolution 2018-30**  
Authorizing using funds from MN Department of Public Safety in the amount of \$20,000 for a shared services study with East Bethel, Oak Grove, Bethel, and Linwood Township.
- g. Renewal of Statewide Health Improvement Partnership – SHIP Grant through Anoka County Community Health. Projects must focus on healthy living and up to \$5,000 could be available.
- h. WETT Program Student Internship - A Student from St. Cloud's WETT Program would like to fulfill his internship with the City of St. Francis. This is an unpaid internship.
- i. Payment of Claims -

### 6. **Special Business:**

- A. Local Assessors Update – Erik Skogquist and Mary Wells will be present to provide the City Council with an overview.

### 7. **PUBLIC HEARINGS**

- A. None –

8. **OLD BUSINESS**

- A. None -

9. **NEW BUSINESS**

- A. Resolution to Adjust Tax Levy for Bond Indebtedness – **Resolution 2018-31** to adjust levy to make appropriate bond payments.
- B. Resolution for Preliminary Tax Levy Approval – **Resolution 2018-32** for Preliminary Tax Levy Approval and setting the Public Hearing for 2019 Levy and Budget on December 3<sup>rd</sup>, 2018 at 6:00 p.m.
- C. Kings Highway and Riverbank Lane Project - **Resolution 2018-33** Ordering the Improvement and Preparation of plans for the project.
- D. Nuisance Properties – Approve the Findings of Fact and Order prepared by BGS concerning the property located at 23255 Ambassador Blvd. NW.

11. **Reports:**

- A. Public Works – Monthly Report
- B. Bottle Shop – Sunday Sales – one year report
- C. Council Member Reports
- D. Attorney Report –

12. **Adjournment**

CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

CITY COUNCIL MINUTES  
SEPTEMBER 4, 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, Councilmember Jerry Tveit, Joe Muehlbauer, and Rich Skordahl

Members absent: Robert Bauer

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

3. **APPROVAL OF AGENDA**

Motion to approve tonight's agenda by Muehlbauer, seconded by Skordahl; all in favor motion passes.

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 – August 20, 2018

B. City Council Work Session Notes – August 20, 2018

C. Payment of Claims

Motion to approve tonight's consent agenda by Tveit, seconded by Muehlbauer; all in favor, motion passes.

5. **SPECIAL BUSINESS**

A. Presentation of Certificates of Appreciation from the 79<sup>th</sup> Military Police Co.

St. Francis Reserves Officer Sieber presented the following awards:  
For the Department and the Reserve Unit: The 79<sup>th</sup> Military Police Co. (CS) presents this Certificate of Appreciation for your support, tutelage, mentorship, and leadership that you provided to one of its Soldiers. By assisting the Soldier's transition back to his duties as a Police Reserve Officer following his recent deployment for 15 months, you have assured his success and professional development. Your hard work brings great credit upon you, your department, the United States Army Military Police Corps, and the United States Army Reserve.

Certificates of Appreciation were also awarded to the following individual Officers: Bulera, Dzuris, Allen, Larson, and Johnson.

6. MEETING OPEN TO THE PUBLIC

Troy Ferguson, Superintendent of the St. Francis Area Schools, is here in the spirit of gratitude to give thanks to the Police Department. It's too often that we don't hear about the good things so he wanted to come on behalf of the St. Francis Area Schools and thank the city, and make sure the Councilmembers and officials know what a great job Chief Schwieger and the department is doing. The Liaison Officers are also doing a terrific job and anytime they need anything like training, advice, or help in any way they are always there. On behalf of the St. Francis Area Schools, he would like to say Thank You very much for a job well done.

7. PUBLIC HEARINGS

A. Riverbank Lane/Kings Hwy Street Improvement

Craig Jochum gave a brief overview of the Kings Highway and Riverbank Lane Project explaining that the project basically includes reconstruction of a gravel road to a paved road. They have held a number of work sessions on this project. From those work sessions, the feasibility report was finalized and approved by council at a previous meeting and this public hearing was set for tonight.

In general, the project will include the following:

Reconstruct the existing ditches, remove and replace existing street culverts and aprons, revise the street profile where needed, construct concrete curb and gutter where needed, construct the bituminous surface, restore disturbed areas. Driveway replacement will consist of paved surface to the right of way line, and all driveways will get new culverts with aprons. There are a few driveways that are in high spots and won't need a culvert and in general if it needs a culvert it will be replaced with a new one.

The total project cost is estimated at \$482,600. Of that, 100% of the pavement is proposed to be assessed and 26% of the storm water improvements (\$241,300). There are 29 assessment units on this project, \$8,320 per unit. Council has agreed to an interest rate of 3.68% for 15 years which equates to \$61 per month.

The potential schedule if this project moves forward is as follows:

September 4<sup>th</sup> – City Council holds improvement hearing

September 17<sup>th</sup> – City Council authorizes plans and specifications

January 17<sup>th</sup> – Open bids

February 18<sup>th</sup> - City Council holds assessment hearing

April/May 2019 – Start construction

July – Project completion

Mayor Feldman opened up the Public Hearing at 6:12 pm.

David Jones, 24455 Riverbank Lane, asked what is defined as the unit. Is it per buildable lot or per owner?

Engineer Jochum answered that it's per platted or buildable lot.

Feldman wanted to clarify the assessment amount is \$8,320 over the 15 years. The annual amount is \$732 and the monthly amount is \$61. Without an assessment this project cannot be completed. They've worked the numbers down since they began working on this 16 or 17 months ago from 10 years at 5% for \$125 per month down to \$61 per month. He's heard rumors about statutes etc. and it's up to you as residents to what you decide. They've gotten the assessment as low as they possibly can. That number may change. It may go down, it may go up. From what the Engineer is saying, it wouldn't go up more than 10%. This public hearing is your opportunity to say what you would like to say, or ask any questions you may have.

Shawn Davis, 24310 Riverbank, is opposed to paying for the storm water portion. The City and Council have been in neglect with lack of maintenance all along. It's the city's water that erodes a dam basically blocking the water from getting into the river and needs to be treated before it gets there. He can't dump his water without paying for the cost. He said that they've also been told that they asked for pavement. He never asked for pavement. It's a luxury that he thinks would be nice, but he can't afford it. He doesn't feel like he should pay for a luxury he can't afford.

Randy Fields, 24320 Riverbank Lane, asked if there is any way a letter can go out with a yes or no. He's tried contacting his neighbors and they aren't home. There are a lot of people that are not here because they can't be here. He doesn't think it's right to put this through when about 75% of the people aren't here. The only way to be fair is to send a letter and have everyone send a letter back. He would be curious as to know what his neighbors think. He doesn't want to see people on his street fighting against each other.

Tveit said that the problem is that we've had several work sessions and letters have been going out. We barely get 50%. This is a public notice, and letters have been sent out 3 times already. It's not just this project, it's every project. As a council, it's very hard to do the right thing when we only hear from the small percentage of people that show up. Short of going door to door and surveying people, it's difficult to find out. And there's a cost to that. Realistically you could do the same thing with an e-mail survey too. Will they take the time to do it or it goes in their trash bin. He gets it and wants to hear from everyone.

Kohlmann said letters were sent at least 10 days before the public hearing plus a notice was put in the paper.

Feldman said he understands what Fields is saying, but this has been going on for 17 months and there have been multiple work sessions. We are getting tired of it as much as you are and they have been trying to give an open ear as much as they possibly can. He isn't going to say that there haven't been past problems. There are two sides to every coin. We are trying to get a solution to this problem. How many times can they put out mailings, how many times can they request that you talk to the neighbors, to get everyone out here to help us help you. That's what this is about. Helping you solve this problem. It all works together. Without the pavement, curbs and everything else, we aren't going to put a band aid on it. That would come back and haunt us in years to come. Whether he's on the council or someone else is. That's what has happened since 1992 already. We want to put an end to it. We are here for you. You have to step up to the plate and meet with us. We can't do it without an assessment though. He wishes we had an open check book to pay for it, but we don't.

Fields asked if the residents decide not to pave the road, the city will not put a penny into it. For so many years you haven't put anything into it. He doesn't understand that because for so many years the city hasn't put anything into that road.

Feldman said that the city won't do anything because it's a waste of money. He stated that there are 29 (Riverbank) residents that have put in \$5,220 into the MS4 fund over the past 3 years. You will be receiving \$236,000 more from that fund that you didn't put in. That's a heck of a deal. Plus the city is carrying the money up front, but that's all we can do. \$482,600 will be carried. Partially from the storm water, the assessment will be \$249,300 over 15 years that the city is carrying for you. How do we tell other residents that that's the right thing to do for you? You are 29 residents, and there are 7,461 more residents to be concerned about. We have to be fair to everyone. You will be the first recipient area for this fund. You should be grateful for that, but it seems like you want more out of it than what we can give you.

Fields asked about the other 29 years that nothing was done. There's a lot of things that happen that not everyone likes.

Feldman said he can't go back 29 years ago from what someone else has done. That's what elections are for. We listen. You are asking for something we can't give to you. We can't give it at no charge. We are doing what we can at the most fair and equitable way.

Fields said there are so many dirt roads in the state of Minnesota and it doesn't seem like a lot of them have this much trouble so he doesn't see why this road has so much water. Fields said he's not holding anyone accountable. He's just saying that the nickels and dimes spent in other places never really were spent out there to do the road right.

Tveit said he doesn't remember if it was at a council meeting or a work session, but a list of work was presented by Public Works that has been done on that road. Whether it be grading, shouldering, or plowing. There has been gravel brought in, and when you bring gravel in you have to temper it, grade it, etc. and to say there has been absolutely zero work done on the road in the past 29 years isn't accurate. What happened 30 years ago is very difficult to hold present council accountable for. Dirt roads are very expensive to maintain. We have 9 miles of dirt roads and we spend a ton of money on those roads vs. what we spend on paved roads. To say the nickels and dimes weren't spent there, he would disagree, because the numbers don't lie as far as those dollars spent. That's why he's always been an advocate to try and get rid of the dirt roads. At a minimum, they need to be maintained at least twice a year. Once in the spring to put the crown on the road, and once in the fall to take the crown off so it's easier to plow. If there's any problems throughout the year they send the grader out again. Tveit said that he's never seen a grader down his road. To say the dollars aren't being spent there, he thinks that they just not seeing the dollars being spent on their particular culvert.

Fields said he's never had standing water on his property because he lives on the opposite side of the river. He's not squabbling about the money that the city is giving them, he's just bummed because he can't afford it. Everything keeps going up and that's another thing he doesn't need is his taxes going up.

Feldman said their situation is different. This isn't simply a stretch of gravel road that needs asphalt put on it, there's a drainage problem that's been going on for quite a while. Were the culverts cleaned out? No. Were the ditches filled up? Yes. Could the grading have been done better? Yes. There were mistakes made. The end result is how do we solve this and be done with it. Will it be any different 17 months from now if we don't do anything today? No it won't be. We aren't kicking the can down the road again. We've talked about this and put it through the grinder again and again and again. We've done the best we can for what we've had to work with. One of the problems is that we only have 29 residents. It should have been done back in 1992 when it was a \$1500-\$2000 assessment. But once it's said and done you will enjoy your area better, your house will be more sellable, and your drainage will be a done problem. He knows it's going to hit their pocketbook, but if you look at the long term results, it's a good thing to do here.

Jen Simonson, 24430 Riverbank Lane, said that she had talked to a few of the neighbors and the general consensus she was feeling was that they want their ditches and culverts fixed but no pavement. They can't afford to put new siding on their house and they also can't afford the luxury of pavement. She hasn't talked to everyone because they have different schedules. She likes the idea of the e-mail survey because there is a savings on postage. She can help technically if needed.

Tveit said at the end of one of the meetings, there were people that shared their e-mail addresses. Let's find that e-mail list and find out how many of those 29 households are represented. Check them off on the map and follow up on the remainder. We have a volunteer.

Feldman asked if we do the e-mail with a yes or no, and it comes back that 75% of the residents don't want pavement, but they want the rest and we say again that if we don't do pavement it's not an end result, it's just a band aid, where do we go from there?

Simonson said then we come back to reassessing the plan. You are pushing the pavement. There is more than just the pavement option. If the neighbors don't want pavement and you are asking for a consensus, and you actually care what the consensus is, she doesn't see any grey area. If nobody wants pavement then we make a plan with no pavement.

Feldman said that they are saying from their Engineering aspects that without pavement, it will not work long term. It will just be a problem to haunt some other council down the road and you will be back here with maybe even more of an assessment than you are today.

Barb Jahnke, 24381 Riverbank Lane, said that she's a little bit out of the loop because she has come to the meetings but they were the same night as school board meetings which she is on. She hasn't talked to a lot of neighbors. If you send out an e-mail that says yes or no, many of the people that aren't here aren't very informed. It might be likely to come back as no because they haven't heard the advantages. So she's not quite sure what to do about it, but she wanted to say that she does see some advantages to doing it because of the money

the city is giving them from the MS4 funds and in some ways it would save them money on the wear and tear on their vehicles. The road as it is is very dirty. She would be in favor but she can see the points of the people saying they can't afford it because everything is going up.

Feldman said that Jahnke brings up a good point that if you just sent out a mailing and they aren't informed it would come back as a no.

Jahnke said if there were a team that would go out and meet with neighbors she would be willing to help.

Tveit said the city wants a permanent fix. It won't do any good to fix half of it and not the other half. It's not going to do any good to fix the ditches and culverts if we are not going to control the water. Everyone knows what erosion is and what erosion does and it washes stuff into the ditches and then we are spending more money. He would have a hard time justifying that the city spent ¼ million dollars and then 5 years later spends another ¼ million because it all washed away. And then 5 years later we are spending another ¼ million dollars and the problem is never getting fixed.

Feldman said that as Fields had mentioned, he doesn't have these problems where he is, but we are looking at the whole neighborhood. There's a broader picture we are looking at. Feldman asked Engineer Jochum if he believed that if we don't pave this, do the curbs and the whole picture together, is this going to be a viable solution or will we be coming back to this.

Jochum said as talked about in the workshop before, there's people along the south side of Riverbank Lane that he doesn't know how you can control their runoff without curbs. Without pavement, he doesn't know how you would put in curbs. His opinion is that it has probably never been constructed properly for drainage. Which isn't that uncommon back when this was built.

Blaine Wright, 3419 Kings Highway, said that with the amount of traffic that's going down that road now, compared to what it was 15-20 years ago, that road will never hold up unless it's blacktopped. There's a lot more traffic, so the road will continue to deteriorate that much quicker. He's in favor and feels that Public Works has done a better job than anyone else has done.

Mike Minkler, 24311 Riverbank Lane, wants to clarify if it was pavement or nothing. Because now tonight it sounds like we are talking either or. Has anyone taken into consideration the switch back between 245<sup>th</sup> and Tulip and straightening that out? He's not sure that paving it is going to slow anyone down. People coming down that road into Isanti County love fishtailing.

Feldman said we aren't talking so much about the speed, we are trying to redirect the water.

Minkler said that we are talking about the project from A-Z, and that includes the switchback on 245<sup>th</sup> and Tulip. The other question he has was if the residents put this investment into the road based on this engineering plan, what if things don't go right? Who's going to pay to rectify it? If it runs in too fast and the holding pond blows out. You want to slow the water down, not speed it up and you are going to speed it up by putting culverts and curbing in. And, is the holding pond going to be made child safe?

Jochum said this isn't the final design. There's proposed to be a small storm water pond on the end of Riverbank Lane. It should be a shallow type infiltration pond. It's really no different than it's working now other than now it just flows off the end and keeps going. There will be a little extra water on the south side but to manage the water, what we would do is put storm water retention at the end.

For the straightening of the road, you would have to obtain easements from the adjacent property and that would drive the costs up. It's not in the scope of this project.

Mike Kaunzner, 24439 Riverbank Lane, said that he mentioned this before that once you get that water moving you have troubles. Fast moving water washes things away. Right now they are getting erosion but not that bad because it's still slow moving. If you think you are going to move that water all the way down the road to a holding pond, he doesn't want to be the guy at the end of the road. That's a lot of water moving. He thinks they should just deal with the ditches and make them so they do work. You've already spent \$10,000 on this and you could have spent it on that.

Feldman asked Kaunzner if he thinks it's the job of the city to clean out the culverts.

Kaunzner answered that it would have to be their responsibility since the city isn't going to do it. You can't say that blacktop is going to be the cure because blacktop erodes too.

Jochum said the drainage patterns are not changing. They are not going to be taking all of the water at the north end and bringing it down to the south end. There's a high point in Riverbank Lane that still drains north, and still drains south. There will be more water collected on the surface itself, with the curb, instead of letting it go down the bank and eroding those areas.

Fields asked if this goes through and the houses that have problems with the water right now are taken care of, what if down the road it creates problems for people that never had water problems before? Will the city stand by the problem if it happens? The house is at the very end, that's closest to the river. He would be the one affected the worst because he's really low in the cul-de-sac. If the water goes really fast, doesn't stop and causes water to run off into other people's foundation that never had water before, what's going to happen?

Jochum said his main concern was separation from the pond from his well and they did verify that those separations were met at 50 feet and it's in excess of that. If anything, the system will have more capacity because all of the ditches being constructed more like the city standard. Right now, with a lot of them, there is no ditch, so he doesn't see how the water can run faster, other than yes, they will open some drainage up with clean culverts.

Public hearing closed at 7:04 pm

Skordahl said that if we do the email survey, are we going to do that for every decision we are going to make in this town going forward? This is why we got elected. We are the folks that stood up and said that we are willing to gather the relevant information from citizens, let our staff go off and do what they are paid to go do and make decisions. In the four years he's been on the council, they have tried to engage more people on this topic than on any other topic, short of the waste water treatment plant, post cards, and things like that. He recognizes that people have conflicts and 6:00 pm on a weeknight doesn't work for everyone, he understands that. But he's only received one e-mail on this subject in the last 3 months and zero phone calls. They've tried to keep people as informed as they can. Every meeting they hold, they struggle with how to get people here about various topics. They don't have the magic answer on how to communicate but he thinks they've done a pretty good job of trying to communicate with the people that are affected by this as much as they can. He doesn't think they will get all of the 29 e-mail addresses and he applauds the people that are willing to volunteer and go do that. He's not shooting the idea down, but Council is paid to make the decisions here. That's what they signed up to do. If we turn every decision into an e-mail referendum, we will never get anything done.

Skordahl said that an extra \$60 per month is a bummer. He gets that. Everything is going up. He doesn't think the band aid approach is the right thing to do either. If we have to come back to this neighborhood in another 5 years and spend ¼ million dollars, how do you explain that to the other 7,000 people, when the answer to solve the problem is right in front of them, for \$60 a month.

If you want to go ahead and do the e-mail survey, go ahead, but you are only going to reach the people that want to be reached. If you send out the e-mail survey and get 20 of the 29 respond back, and you get the majority of the respondents say no pavement, but it's not a majority of the 29, what will you do? You are sitting right here in the same position having to make a decision. As far as the next step is concerned, this was our opportunity to take input from the public, the next part of the process would be authorizing plans and specifications on the 17<sup>th</sup>. That's basically when the council says this is what we are going to go do. There's nothing magic about that date. We are not up against a timeline, or granting, so if you want to insert one more round of trying to get public comment you could do that.

Muehlbauer said we are here to represent everyone and find a middle ground. They have been trying to find a way to solve the problem rather than put a band aid on it, come back, put another \$100,000 on it, put another \$100,000, and on. With the referendum, and as Skordahl said, the solution in front of us, to just clean out the ditches, we've heard a lot of arguments that the city didn't do this or that, and they kicked the can down the road. What's hard for him is that the logic of the city needing to pay for this or that is saying that every household needs to kick in some money for the problem in this neighborhood. All of our money comes from the residents.

Muehlbauer said that when we built the wastewater treatment plant, residents got a pamphlet in the mail stating a 85/45 hike, and he came to the city enraged. He totally understands their positions. His water bill went up from \$65/month to \$150/month. He wants to do what's best for everyone and find a solution. He has no idea where the email list went but would be happy to help collect that list again. And as Skordahl said, do we want to have every decision made by e-mail. That's not being said to spite anyone, but extra costs are extra costs. Their job is to take the taxes that are collected and put them to good use. They hope to make the right decisions. We've been working on it for a long time and trying to meet in the middle. Whether we are all happy at the end of the day, he doesn't know. He does want to thank everyone for coming to these meetings.

Tveit said he's not trying to beat up on anyone and his mind is not made up. His personal opinion is if we are going to fix it, then let's fix it. And if we aren't interested in fixing the problem, he's cool with that too. He's not interested in paying ¼ million dollars, and at the end of the day, they didn't fix the problem. Let's fix it or don't fix it. He will leave that up to the citizens. He personally would like to see every city road paved. He thinks it would save the city a ton of money. To do that is expensive. When you do a tarred road it's a 30 year road. A gravel road is a 30 day road. Since this project is small, he's not opposed to doing an email survey. 29 e-mails or having someone go door to door is definitely doable. The criteria changes when you need 7,000 people to get a survey from. It's important that we hear from the citizens.

Tveit said that he does have faith in our engineering company. This is what they do for a living. There will always be a lot of nay sayers. You could do that with anything. They've been doing this for a long time, when you hire professionals you have to have faith that you know what they are doing. If this is what they recommend he feels that is really what we should do.

Feldman said the council is the stewards of the public's money. For them to justify taking \$241,300 out of the MS4 fund, to give to one section of the city without doing a solution that is a permanent fix, is not being responsible to our other 7,461 residents. This fund went into place in 2015. Had this fund not been in place, we wouldn't even be discussing this. Because we are the stewards of the public's money, we have to spend it wisely. He doesn't believe that any other solution other than all of it combined together is a solution. He knows that they would like to see no cost on their end, but he can't say that. He would be lying if he did.

Feldman agrees with Jahnke that if they put out a survey asking do you want this road to be paved yes or no, without knowing all the facts and everything that goes behind it, that's ridiculous because you have to be informed to make a proper decision. Just as the council has to read through their packets and attend meetings in order to make an informed decision. We can't govern by e-mail or social media. He's sorry that this has taken so long, and he's really sorry that mistakes have taken place on both sides over the past years. Had this council been in administration back in 1992, we wouldn't even be talking about this issue today. He can't say that for sure, but the way we think today vs. how they thought back then, he knows this council has changed its mentality a lot.

Feldman continued by saying that this Council did their due diligence in interviewing the companies that they took on and Hakanson Anderson was the best choice and fit for our city. They've been in Anoka County for many years and they do a good job. He believes it's a solution to the problems, but it's going to cost them money. You will have to pay and he's sorry. They've reduced the cost as much as they possibly can. The most important thing on Feldman's mind is that they are the stewards of the people's money. If they do this on a band aid approach, how do they explain to those people that they just dumped six figure numbers on this but they didn't solve anything. He went back to that fund and take more out of it to appease you the second time. He's here to work for you. This is a long term solution, a bite to the pocket book, but a long term solution. You will see more positive than negative. Some of you may not even be here for the 15 years of the assessment. It may just get passed down in the sale of your house. To do this any other way than the way it has been designed here is the wrong approach.

He thanked everyone that has come out in the past here. They've tried to show them that they've lent them an ear and done their due diligence. They've done more than enough through answering e-mails, multiple work sessions, multiple discussions on their part trying to show them that they do care here, but they can only go so far.

The next step is on September 17<sup>th</sup> when City Council authorizes plans and specifications. Feldman suggests contacting their neighbors, and call or e-mail with any questions because once they authorize those plans and specifications it's going through.

8. OLD BUSINESS  
NOTHING

9. NEW BUSINESS  
A. Woodhaven 6 – Permit Fees  
B. Schedule Work Session

Thunstrom explained the request from the owner and developer in regards to the fee reduction on two pieces of the Woodhaven Development expansion. The first reduction requested is in the plan review fee of the 31 garages. Just a quick note, a correction on the packet for the surcharge should be \$264, not \$242. The second request is that he's looking to set or control the fee for the installation of the 55 individual units. These are different than a stick built property as the city reviews the exterior only in regards to the tie downs and the hookup of the unit itself. He also identifies that the State provides a seal and they are built under the federal guidelines.

Feldman said that the garages are a single stall and double stall garages. They are basically a cookie cutter plan, so whether you build one of them or a thousand of them, they are all the same. When he looks at this as a contractor himself, he can tell you that you aren't going to individually plan review each unit because they are all the same. Basically it's a slab on

grade. One thing we have done over time is that we have been flexible where we can be without changing our policies, ordinances or laws. We are now coming into some good development in the spring. At the HGKI meeting that he and Thunstrom attended with other developers, the developers stated that if they are in a city where they find it difficult to work with the government within that city, they will just move on to another city. One thing we don't want to have is a reputation that we aren't flexible to work with. He doesn't think we should give the farm away, but in this particular situation to have them spend \$2.626 on each plan review for a building that is the same, whether you build one or one thousand, does not make sense. He doesn't feel this is asking a lot.

Thunstrom said that if you do this as one permit, it reduces the administration fees as far as the processing. It will also allow them to do multiple inspections with the garages in a bulk because he's planning on putting them up fairly quickly together. There is a minimum of one to two inspections per garage that are required by our Building Official.

Feldman said that based on this it doesn't make sense to him as far as the plan review on that dollar amount for a cookie cutter type plan. It actually streamlines the process much better.

Thunstrom agreed that if we did 31 individual permits it would be quite extensive as far as our software programs processing. If we were to assume a flat fee of \$100 per housing unit over the \$120, it would be an \$1100 savings.

Feldman said that out of that development, we are getting a portion of the property taxes and we are also getting SAC and WAC hookups and user rates. So we are benefiting more on the high side than the low side of what we are getting out of it. Just to let you know, Mike from Woodhaven only approached the city saying that he thought that the rate was high, he didn't say what to cut it down to or give any recommendation on what to lower it to. Feldman said that his thinking is that we've been flexible where we can be with Woodhaven, and with River's Edge, without changing any laws or ordinances and have worked with the developers, and now we have those developments in the ground and being built. He's not saying that they wouldn't have been in the ground long term, but they may have been delayed.

Skordahl said we shouldn't be reinventing the wheel, this is the 6<sup>th</sup> Edition. The houses would have been built with the same type of requirements for the first five editions, and the original one, correct? Have we taken this approach to the other editions in the past?

Thunstrom said according to the owner, he has not had the same fees on the other editions. Without going through the paperwork, it's more tied to the park dedication and accessibility fees. She has not done the research to determine what has or hasn't been paid but he's identified that the fees with the 6<sup>th</sup> Edition are much higher than past editions.

Skordahl said he understands the logic of looking at the garages as a single plan review. That makes sense to him. If our fee structure already singles out manufactured homes, what's different from the last time we did these. We want to make sure the developers keep coming here but what changed since the last time we did this?

Feldman said whether you are buying a 3 bedroom mobile home or a 2 bedroom mobile home, the connection is all the same. In the past it was based on the valuation, so if you were spending more for the unit, you were spending more for the inspection. The inspection is the same, so that's really all that has changed.

Skordahl said that's the piece that was missing.

Thunstrom said the valuation is always based on the work of hooking it up. The value of the house is actually removed from the equation. We took a property that was already done as an example and it was at the \$120 permit cost. Some cities set that as a flat fee. That \$120 is based on the value of hooking that up whether it's 1 bedroom or 3 bedrooms, it's the tie downs and the exterior hookups that our Building Official is responsible for. The owner/developer is looking for either a reduction of that or setting of that, sitting that he's already going through the federal inspections and fees and he also has to pay the \$80 State fee. The valuation is the one fee that we have by value for the hookup and the other is the plan review fee for the garages. There are two different requests.

Feldman said that basically it's the water, sewer, and tie downs for us. Phil can go out in one inspection and do it.

Thunstrom said that some cities do it by value, like ours, some have set fees from \$75-\$150 per hookup. We are about in the middle of that in regards to our estimated valuation. We could set it as a flat fee or we could set it as a valuation and it's going to come in around that \$120 anyway.

Tveit said he would rather have a set fee. What he is seeing is nobody knows how to value that. To him the fee should cover the cost of the inspection. Find out what it cost the city to go do that, and that's what it should be. We set the fee schedule to cover that cost. It's less subjective and more concrete of a number.

Feldman asked Thunstrom if \$100 would be enough to cover the Building Inspector's time to inspect it. We always need to cover our admin cost, legal costs and any inspection costs that we have. Nothing should ever come out of our pocket. With the plan review it just doesn't make sense to keep the high price on a cookie cutter plan.

Thunstrom said there are a couple different things going on here. With the manufactured home park there is a development fee. He also built a storm shelter which goes under a standard building permit fee. Then he has the manufactured home units that go under our manufactured home hookup fee. And then he has the garages that go back to the standard building fee. He has multiple layers of the fees from different pots and that's where some of the confusion is coming in.

Tveit has no problem doing this. He would like to see in the fee schedule that this is reflected when they update their fee schedule in January. He knew what the city was charging going into it, so why would the city have to modify what we charge. He doesn't fill his gas tank and then go in and argue with the gas station on the price of gas. He has no problem doing it, he understands the rationale, but let's put it in the fee schedule so in the future we know what it is.

Feldman asked to clarify with Kohlmann on the park and trails money the developer was putting aside plus there was another \$100,000 in SAC and WAC that the developer was not aware of.

Kohlmann stated that we did bend with this developer to spread WAC and SAC per unit as it built out as opposed to an upfront fee. We did make a deal going into this with the development agreement like Tveit said, and we even bent on that allowing him to pay this money over time as he builds his units. Now this is a separate request on another building permit fee.

Tveit said he has no problem helping but we have a fee schedule for a reason. At some point our fee schedule needs to mean something otherwise we shouldn't have a fee schedule.

Feldman said that he believes that this is a reasonable request. They are cookie cutters. We are a city that needs to try a little harder. We want to keep our flow going. He doesn't think it's out of line. The developer will take it however we give it to him. By being flexible those projects are in the ground. We gain more than what we lose.

Motion to make it a flat rate from \$120 down to \$100, take the plan review down to \$626.42 for these cookie cutter garages, (7 singles and 24 doubles), permit fees stay the same, by Tveit, seconded by Skordahl; all in favor, motion passes.

Work session scheduled to discuss the preliminary levy, code compliance, department requests, sheds and accessory structures scheduled for Monday, September 10<sup>th</sup>, 5:30 pm at City Hall.

#### 10. MEETING OPEN TO THE PUBLIC

Mike Rodger, 232 Lane, acknowledged the Finance Director for the recent award received.

#### 11. REPORTS

A. Councilmember Reports -

B. Upcoming Events –

Sept 8

Sept 15

Sept 17

Sept 19

Oct 1

City-Wide Garage Sales

Recycling Event @ LePage & Sons 9 am to Noon

City Council Meeting @ 6 pm

Planning Commission Meeting @ 7 pm

City Council Meeting @ 6 pm

### Councilmember Reports

Tveit stated that today is the first day of school. You will see more kids out and about. Watch the kids and busses. Don't drive around the arms of the bus. Don't blow thru crosswalks. School activities aren't getting done any earlier, so kids are crossing the crosswalks at 8:00 pm or 8:30 pm and it's getting dark earlier. Parents, if your kids do walk to school, please remind them to push the buttons on the lights for the crosswalks.

Tveit said that a couple weeks ago he met with Public Works Director Teicher and a representative from the Upper Rum River Watershed Commission who stated they would like to hire an administrator and what their direction would be. They went thru the budget and talked about what ways the watershed is there for us and what we could do for them. The watershed is all volunteers. There's a lot of meetings and they typically take place during the day time hours, which most people have full time jobs. Consequently the watershed commission doesn't have a whole lot of representation. This administrative person would go to these meeting and come back and report what happened at these meetings. This person would know about grants and grant writing. The watershed commission will come and tell us what they envision and what it will cost. All of the 5 member cities will vote on it.

An example is that right now we are trying to put together a watershed 10 year plan. There is money available to all watersheds. Our 10 year plan is not approved yet. We missed out on a share of \$841,000. It was going to be split equally with 7 watersheds. Basically, we missed out on \$100,000 because we don't have a 10 year plan.

Muehlbauer said that he spent time meeting with Thunstrom regarding development. He had nothing else to report.

Skordahl said that there will be a Planning & Zoning meeting will on September 19<sup>th</sup>. It's cold and flu season so take care of yourself.

Feldman said he appreciates Councilmember Tveit and Public Works Director Teicher's work on the Watershed Commission. Congratulations to the Police Department for a fine job. What we did here tonight was listened to our public and that's what we are here for. We've shown some flexibility. He doesn't feel that any of our developers are gouging us. He wouldn't have brought this to the Council if he didn't think it was a mutually beneficial deal for both sides.

Right now we need to focus on the development for the future. The old dilapidated church is coming down in October. The Ramacher's property behind Subway will close this fall and shortly after be taken down. We have good momentum and more to come.

Election season has started so you will see people walking around and signs up. He's knocked on some doors, some people don't want to come to the doors. It's your city and if you don't want to hear us, that's up to you. 99% of people are very responsive. If you want to know what's going on you have to talk to council or staff. Don't assume you know what we are doing unless you do know what we are doing.

Daylight hours are going to get shorter and shorter. Be safe and careful. Those traffic and speed signs are out. Speeding has always been one of his concerns. When it comes to the roundabout, when you are waiting to see what direction the car is going, it slows down traffic. A little signal goes a long way.

Feldman also wanted everyone to know that our Engineers applied for a grant hopefully to get a stop light on Pederson and Hwy 47. There's no guarantee on this. There is a program in place for \$22.7 million dollars, and 50% of it is for proactive. He talked to MNDOT and they said it's worth pursuing. Hakanson Anderson applied for it on August 31<sup>st</sup>.

Chief Schwieger, Councilmember Tveit and Mayor Feldman hosted interviews on August 29<sup>th</sup> with three animal control entities. They will bring information to a work session and Council will make a decision on which entity they will use for their Animal Control Officer.

## 12. ADJOURNMENT

Meeting adjourned at 8:12 pm by Mayor Feldman

Respectfully Submitted by:

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Lori Streich, Acct Tech/Deputy Clerk



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

**TO:** Mayor & City Council  
**FROM:** Dave Schmidt, Fire Chief  
**SUBJECT:** Declaring Surplus Property- Fire Department Pagers and AED  
**DATE:** 09-17-2018

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**OVERVIEW:**

Over the last the month the fire department was the recipient of 2 separate grants to replace equipment. The first of which was a grant from Anoka County to replace our VHF pagers to a Digital Pager. In August of 2018, all staff members received their Digital Pager and Anoka County Dispatch made their transition to the Digital Paging System. This change on paging has rendered our VHF pagers obsolete. We ask that our VHF pagers (25 in total) be declared surplus property, and allow staff to move forward selling the VHF pagers. We have identified a buyer that is valuing the VHF pagers at \$20.00-\$40.00 dollars per unit (\$500.00-\$1000.00 total value). We also ask that any funds received by selling off the surplus property be earmarked to purchase small tools for Engine 2.

The Fire Department in August was also the recipient of a Heart Safe grant to replace an AED that was manufactured in 1999. Due to the age of the unit being replaced, it currently holds no value. It has exceeded it recommended life from the manufacture and is no longer supported for repairs. We asked that the AED be declared surplus property and be properly disposed of.

**Action to be considered:**

Motion to accept declaring VHF pagers and AED as surplus property

Attachments: Resolution 2018-29

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

**RESOLUTION 2018-29**

**A RESOLUTION DECLARING SURPLUS  
PROPERTY AND AUTHORIZING THE DISPOSAL  
OF SAID PROPERTY**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following Fire Department property is hereby classified as surplus property, with the approximate value said property assigned as follows:

<b>Surplus Property</b>	<b>Estimated Value</b>
AED (1999)	Less than \$0
Pagers (25 VHF)	\$500-\$1,000

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk

**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4C**

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **MMUA Safety Management Program Contract**  
**DATE:** September 17<sup>th</sup>, 2018

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**OVERVIEW:**

The City contracts with MMUA to provide safety programs for employees. These programs help ensure that the City is OSHA compliant and using the best practices for employee safety. The program ensures that the City receives adequate training, evaluation and implementation of safety practices.

Employee safety is important for several reasons. First, it ensures that employees are safely handling dangerous equipment and chemicals; are using the best practices to avoid injury. Second, the MMUA safety program also ensures that the City is in compliance with OSHA and industry standards in the handling of these pieces of equipment and chemicals. Finally, the program minimizes liability for the City in regards to workers compensation and other impacts that can arise from employee injuries.

This contract is an annual renewal. The contract did increase from \$19,800 to \$20,400 for this renewal.

**Recommended Motion:**

Motion to enter into the Safety Management Program Contract with MMUA.



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400  
Plymouth, MN 55447-5142  
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)  
Fax 763.551.0459  
[www.mmua.org](http://www.mmua.org)

August 1, 2018

## MEMORANDUM

To: Safety Management Participants

From: Mike Willetts, Director of Job Training and Safety

Subject: 2018-19 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2018 through September 30, 2019, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. Please do not send payment at this time. You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance  
Minnesota Municipal Utilities Association  
3025 Harbor Lane North, Suite 400  
Plymouth, MN 55447-5142

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail [mwilletts@mmua.org](mailto:mwilletts@mmua.org)  
Larry Pederson: phone 763-746-0704 or e-mail [lpederson@mmua.org](mailto:lpederson@mmua.org)

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.

Minnesota Municipal Utilities Association  
AMENDMENT TO SERVICES AGREEMENT  
**Safety Management Program**

Contract Date: July 16, 2018

Contract Number: 171-2019

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Saint Francis (Saint Francis), dated July 11, 2017, contract number 171-2018, is amended as follows:

**PART II, Section 1.**

1. DURATION: This Agreement shall remain in force from October 1, 2018 until September 30, 2019 (the "expiration date").

**PART III, Section 1.**

1. COMPENSATION: For the services covered by this Agreement, Saint Francis shall pay MMUA an annual fee of twenty thousand four hundred dollars and 00 cents (\$20,400.00) for the 2018-19 annual period. Such compensation shall be due and payable according to the selected payment terms below.


Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- ☐ Annual Payment (\$20,400.00)
- ☐ Quarterly Payments (\$5,100.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Saint Francis  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Purchase Order # \_\_\_\_\_

Minnesota Municipal Utilities Association  
By  \_\_\_\_\_  
Title Executive Director  
Date July 16, 2018

Minnesota Municipal Utilities Association

AMENDMENT TO SERVICES AGREEMENT

**Safety Management Program**

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City of Saint Francis

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Minnesota Municipal Utilities Association

By  \_\_\_\_\_

Title Executive Director

Date July 16, 2018

## Minnesota Municipal Utilities Association

## Safety Management Program

## East Central Group Fee Calculation (Tom Ewert)

October 1, 2018 - September 30, 2019

City	Population	2018-19 Annual Charge	2018-19 Quarterly Charge	2017-18 Annual Charge	Difference	Total 2018-19 with JTS	# of Days
Cannon Falls	3,973	\$17,200.00	\$4,300.00	\$16,850.00	\$350.00	\$17,200.00	2
Delano	4,114	\$17,200.00	\$4,300.00	\$16,850.00	\$350.00	\$19,600.00	2
Elk River (city)	23,730	\$16,200.00	\$4,050.00	\$15,850.00	\$350.00	\$16,200.00	1
LeSueur	4,207	\$16,800.00	\$4,200.00	\$16,000.00	\$800.00	\$19,800.00	2
Mankato	39,309	\$39,900.00	\$9,975.00	\$39,900.00	\$0.00	\$39,900.00	4
New Prague	5,391	\$12,200.00	\$3,050.00	\$11,850.00	\$350.00	\$14,600.00	1
North Branch	9,399	\$12,200.00	\$3,050.00	\$11,600.00	\$600.00	\$14,000.00	1
Shakopee	29,335	\$24,500.00	\$6,125.00	\$23,500.00	\$500.00	\$29,300.00	2
St. Francis	7,163	\$20,400.00	\$5,100.00	\$19,800.00	\$600.00	\$20,400.00	2
SMMPA		\$10,500.00	\$2,625.00	\$10,000.00	\$500.00	\$10,500.00	1
Totals:	126,621	\$187,100.00	\$46,775.00	\$182,200.00	\$4,400.00	\$201,500.00	18

## Annual JTS (Electric)

	\$600.00 per lineman	2018-19	2017-18
Delano	4	\$2,400.00	\$2,400.00
LeSueur	5	\$3,000.00	\$3,000.00
New Prague	4	\$2,400.00	\$2,400.00
North Branch	3	\$1,800.00	\$1,800.00
Shakopee	8	\$4,800.00	\$4,800.00
Totals:	24	\$14,400.00	\$14,400.00

Please notify Larry Pederson of changes to your city.

Call 763-746-0704; fax 763-551-0459 or e-mail to [lpederson@mmua.org](mailto:lpederson@mmua.org).



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4 D**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Officer Opening  
**DATE:** September 17<sup>th</sup>, 2018

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**OVERVIEW:**

On September 10<sup>th</sup>, 2018 the Mayor, City Council Members, City Administrator, Police Chief and other city officials participated in a work session to discuss several topics including hiring a police officer. The department has been down one officer since August of 2017 when an officer went out on Medical Leave. After discussion, the general consensus was to hire a police officer to return to 11 licensed officers.

The hiring of the officer is anticipated to take approximately 60 days. In addition, the officer will need to complete Field Training. By authorizing the hiring process now, the Department will be back to 11 licensed officers by early 2019.

**ACTION TO BE CONSIDERED:**

City Council approval for the St Francis Police Department to post an opening seeking applicants for the position of police officer.

**BUDGET IMPLICATION:**

The department is currently budgeted for 11 licensed police officers.

Attachments:



**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

August 24, 2018

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

RE: Pay Request No. 28  
Wastewater Treatment Improvements  
St. Francis, Minnesota  
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 28 for the above referenced project. This pay request is primarily solids disposal. The requested and certified amount is \$286,123.00.

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. 28)

APPLICATION AND CERTIFICATE FOR PAYMENT

O:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\Pay Estimate #28.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.:	28
				PERIOD TO:	4/18/17 to 8/15/18
				PROJECT NO.:	R21.109015
				SUBSTANTIAL CONTRACT DATE:	03/20/17
				FINAL CONTRACT DATE:	05/19/17
CONTRACTOR:	Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	ENGINEER:	Bolton & Menk, Inc. 7533 Sunwood Drive N.W. Ramsey, MN 55303		
CONTACT:	Gregg Schreiner	CONTACT:	Paul Saffert		

CONTRACTOR'S APPLICATION FOR PAYMENT

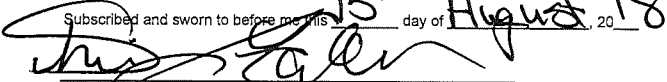
Application is made for payment, as shown below, in connection with the Contract.

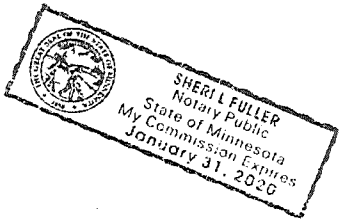
1. ORIGINAL CONTRACT SUM.....	\$21,832,300.00
2. Net change by Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + Line 2).....	\$21,832,300.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$21,650,622.00
5. RETAINAGE: Securities in Lieu of Retainage	
A. 0% of Completed to Date	\$0.00
B. 0% of Stored Materials	\$0.00
Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE.....	\$21,650,622.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$21,364,499.00
(Line 6 from prior payment)	
8. CURRENT PAYMENT DUE.....	\$286,123.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$181,678.00
(Line 3 less Line 6)	

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:

  
\_\_\_\_\_  
State of Minnesota

Subscribed and sworn to before me this 15th day of August, 2018.  
  
\_\_\_\_\_  
Notary Public:



1/31/2020  
Commission Expiration

CHANGE ORDER SUMMARY

ADDITIONS

DEDUCTIONS

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

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

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..... \$286,123.00  
ENGINEER: Bolton & Menk, Inc.

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

Date: 8/24/18

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.	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 1										
1000.000	Mobilization Insurance & Bonds	\$360,000	\$360,000			\$0	\$360,000	100.0%	\$0	
1020.001	General Construction - Allowance	\$250,000	\$536,531	13%	\$32,623	\$0	\$569,154	227.7%	-\$319,154	
1020.002	Utility Service - Allowance	\$25,000	\$19,197			\$0	\$19,197	76.8%	\$5,803	
1020.003	Building Permit - Allowance	\$150,000	\$25,163			\$0	\$25,163	16.8%	\$124,837	
Subtotal for	Division 1	\$785,000	\$940,891		\$32,623	\$0	\$973,514	124.0%	-\$188,514	
							check	\$973,514		
Division 2										
2020.000	Biosolids Site Reclamation	\$550,000	\$296,500	46.09%	\$253,500	\$0	\$550,000	100.0%	\$0	
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	\$5,082,754.00		\$253,500	\$0	\$5,336,254	94.03%	\$338,746	
							check	\$5,336,254		
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	\$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		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 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 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 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 Aeration 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						
				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	\$21,364,499		\$286,123	\$0	21,650,622	99.17%	\$181,678	

W.T.F.I. - St. Francis, MN  
Stored Materials & Equipment Summary

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



Pay Req. No. 28  
Period Ending: 8/15/2018

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	\$380,000								
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 (SWPPP)	\$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 - 8600 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	
5500.000	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. 28  
Period Ending: 8/15/2018

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	\$5,000								
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	\$6,000	\$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	\$80,000	\$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	\$48,000								
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.  
 3990 27th Street SE  
 Buffalo, MN 55313



Pay Req. No. 28  
 Period Ending: 8/15/2018

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
<b>Division 13</b>										
13128.000	Circular Tank Covers	\$280,000	\$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	
13226.000	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								
<b>Subtotal for</b>	<b>Division 13</b>	<b>\$471,000</b>	<b>\$285,875</b>	<b>\$0</b>		<b>\$285,875</b>	<b>\$285,875</b>	<b>\$0</b>	<b>\$285,875</b>	<b>\$0</b>
<b>Division 14</b>										
14300.000	Hoisting Equipment	\$12,000	\$9,264			\$9,264	\$9,264		\$9,264	
14620.000	Portable Hoist	\$4,000								
<b>Subtotal for</b>	<b>Division 14</b>	<b>\$16,000</b>	<b>\$9,264</b>	<b>\$0</b>		<b>\$9,264</b>	<b>\$9,264</b>	<b>\$0</b>	<b>\$9,264</b>	<b>\$0</b>
<b>Division 15</b>										
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								
15980.000	TAB	\$5,000								
<b>Subtotal for</b>	<b>Division 15</b>	<b>\$2,735,000</b>	<b>\$1,137,686</b>	<b>\$0</b>		<b>\$1,137,686</b>	<b>\$1,137,686</b>	<b>\$0</b>	<b>\$1,137,686</b>	<b>\$0</b>
<b>Division 16</b>										
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								
<b>Subtotal for</b>	<b>Division 16</b>	<b>\$2,120,000</b>	<b>\$60,000</b>	<b>\$0</b>		<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>
<b>Grand Totals</b>		<b>\$21,832,300</b>	<b>\$6,592,742</b>	<b>\$0</b>		<b>\$6,592,742</b>	<b>\$6,592,742</b>	<b>\$0</b>	<b>\$6,592,742</b>	<b>\$0</b>



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

**TO:** Mayor & City Council  
**FROM:** Dave Schmidt, Fire Chief  
**SUBJECT:** Resolution- Accepting Grant Award for Shared Services Study  
**DATE:** 09-17-2018

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**OVERVIEW:**

Earlier this year, with Council approval the Fire Department along with the Cities of East Bethel, Oak Grove, Bethel and Linwood Township applied for a Shared Services Grant through the State of Minnesota and the Department of Public Safety to study the viability of a Joint Duty Crew program. We are very excited to report that we were successful in obtaining a grant in the amount of 20,000 dollars for this study. As required by the State of Minnesota, to move forward with the study and to accept the funds of the grant, the Council is required to pass a resolution authorizing staff to move forward.

**Action to be considered:**

Motion to approve a Resolution accepting a Shared Services, Joint Duty Crew Study Grant from the State of Minnesota, Department of Public Safety

Attachment: Resolution 2018-30

**CITY OF ST FRANCIS  
ST FRANCIS, MINNESOTA  
ANOKA COUNTY**

**RESOLUTION NO. 2018-30**

**RESOLUTION AUTHORIZING THE CITY OF ST FRANCIS TO USE FUNDS  
AWARDED FROM THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY FOR  
A SHARED SERVICES STUDY WITH THE CITIES OF EAST BETHEL, OAK GROVE,  
BETHEL, ST. FRANCIS AND THE TOWNSHIP OF LINWOOD.**

**WHEREAS**, the authorizing authority hereby agrees to accept funding for a shared services study as approved by the Minnesota Department of Public safety; and

**WHEREAS**, upon approval of its application by the State of Minnesota, the City of St. Francis may enter into an agreement with the Minnesota Department of Public Safety for the Shared Services Study, and the City of St Francis agrees it will comply with all applicable laws and regulations as stated in the grant agreement; and

**WHEREAS**, the City of St. Francis will use the awarded Shared Services Study Planning Grant solely for the funding of a third-party feasibility study regarding shared services.

**NOW BE IT RESOLVED** that the authorizing authority of the City of St. Francis does adopt this resolution.

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

and the following voted against the same:  
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Feldman, Mayor of St. Francis

\_\_\_\_\_  
Barbara I. Held, City Clerk



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4 G**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Paul Teicher, Public Works Director  
**SUBJECT:** Agreement with Anoka County Community Health and  
Environmental Services Department (SHIP Program)  
**DATE:** 09-17-2018

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**OVERVIEW:** By entering into this agreement with Anoka County Community Health and Environmental Services Department, the City will gain access to grant dollars made available by the Minnesota Department of Health, Statewide Health Improvement Program (SHIP Program). To be eligible for these grant dollars, projects MUST focus on active living. Active living brings physical activity into our daily routines. Our immediate focus would be to help make it easier for residents to safely get to parks by bicycling and walking with way-finding signs and maps. This would include web based way-finding maps with distance calculators so users can quickly account for their activity. Promotional materials, benches and bike racks along trails. This agreement will also give us access to professional grant writers who can help to acquire larger grants to aid in construction of missing portions of trail in the overall system.

**ACTION TO BE CONSIDERED:** Council may consider Authorizing Mayor to sign Subcontract Agreement with Anoka County Community Health and Environmental Services Department.

**BUDGET IMPLICATION:** Up to \$5,000.00 of SHIP Grant Funds would be made available to the City to be used for Active Living Strategies that promote health and wellness in the community.

**Attachments:**

- Agreement information



**Anoka County**  
**HUMAN SERVICES DIVISION**  
Community Social Services and Behavioral Health

August 30, 2018

City of St. Francis  
Attn: Paul Teicher  
23340 Cree Street NW  
St. Francis, MN 55070

Dear Mr. Teicher:

Enclosed is your 2018/2019 contract with Anoka County. Please review the contract and complete the signature portion. Once completed, please email or mail the contract as well as the required information listed below to:

[Angie.Rodine@co.anoka.mn.us](mailto:Angie.Rodine@co.anoka.mn.us)

or

Angie Rodine  
County of Anoka  
2100 3rd Avenue, 5th Floor  
Anoka, MN 55303

***PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.***

**CERTIFICATE OF LIABILITY INSURANCE - Required**

**Certificate must be Current and include the following coverage (refer to Attachment B):**

- 1. General Liability (\$1,500,000) - The policy information we have on file expires 10/6/18. New information is needed for this contract.***
- 2. Workers' Compensation Coverage – as required by statute. - The policy information we have on file expires 10/6/18. New information is needed for this contract.***

**Certificate must list Anoka County as additional insured under Commercial General Liability (see Attachment B, 1.2). Additional Insured Endorsement Form must be included with Certificate, with no contract numbers referenced.**

**Waiver of Subrogation Endorsement Form must be included with Certificate for the Commercial General Liability and Workers' Compensation policies.**

**Certificate must state that the following will be provided:**

30 days' written notice to Anoka County prior to cancellation of any insurance (see Attachment B).  
If Certificate states in "Accordance with Policy Provisions", **we need these provisions provided as well.**

**Certificate Holder must be identified as:**

Anoka County  
2100 3rd Avenue  
Anoka, MN 55303

**CONTRACTOR INFORMATION SHEET - Required**

**Please update/complete and sign this page and return with your contract.**

I will forward a copy of the contract to you after the appropriate County representatives have reviewed and signed it. If you have questions regarding the contract, please call your Contract Manager, Laurie Brovold, at 763-324-4202.

Sincerely,

Angie Rodine  
Administrative Secretary, Planning and Operations Support Services

**STATEWIDE HEALTH IMPROVEMENT PROGRAM  
SUBCONTRACT AGREEMENT**

**between  
ANOKA COUNTY  
And  
THE CITY OF ST. FRANCIS**

THIS AGREEMENT is entered into between **Anoka County through its Public Health & Environmental Services Department (Department)**, 2100 Third Avenue, Anoka, MN 55303-5041, and **The City of St. Francis (City)**, 23340 Cree Street NW, St. Francis, MN 55070.

**RECITALS:**

- (1) As Grantee, Anoka County has accepted grant funds from, and entered into a Grant Agreement with, the Minnesota Department of Health based on Grantee's Work Plan.
- (2) Anoka County included grant activities associated with **Active Living** strategies in the community setting.
- (3) City represents that it is qualified and willing to furnish these services.
- (4) Anoka County wishes to enter into an agreement with the City for these services.

**NOW, THEREFORE**, in consideration of the mutual promises and agreements contained in this agreement, Anoka County and City agree as follows:

**1. TERM**

- 1.1 This Agreement begins on **November 1, 2018**, regardless of the date of signatures, and ends on **October 31, 2019**, unless earlier terminated as provided in Section 10. TERMINATION.

**2. SERVICES**

- 2.1 City agrees to provide **Active Living Strategy** services described in Attachment D according to the schedule set forth therein, unless otherwise modified and approved by Anoka County.
  - 2.1.1 City will have dedicated staff who will work with the Department.
- 2.2 Activities may be guided by input from the Community Leadership Team.
- 2.3 City acknowledges that Anoka County is subject to the terms of the Minnesota Department of Health Statewide Health Improvement Program (SHIP) Grant Project Agreement, which terms relate to the activities that are funded by this agreement.
  - 2.3.1 City agrees to assist Anoka County with any documentation and reporting necessary to comply with the terms in the SHIP Grant Project Agreement.
  - 2.3.2 City agrees to comply with applicable terms in the SHIP Grant Project Agreement.
- 2.4 City agrees to grant Anoka County and the State of Minnesota the right to make, have made, reproduce, modify, distribute, perform or otherwise use the materials (as described in the SHIP Grant Project Agreement and Master Grant Contract for Community Health Boards) that are conceived or created by City under this Agreement.



### 3. FUNDING

- 3.1 The maximum funding available for the Active Living Strategy services provided by City under this Agreement for grant activities associated with implementing active living policy, system and/or environmental changes is **\$5,000**.
- 3.2 The cost of this Agreement for the Active Living Strategy is based upon a budget submitted by City and approved by the Department. City will submit a budget for the period **November 1, 2018 through October 31, 2019**.
  - 3.2.1 City agrees to request the Department's written approval for any budget change, including any change in budget line items in excess of 10% submitted by City to the Department.
  - 3.2.2 No more than 10% of the budget can be used for indirect costs. Indirect costs are costs of doing business that cannot be directly attributed to the specific grant activity or budget line item. These costs are often allocated across an entire agency and may include: executive or supervisory salaries and fringe, rent, office equipment, office supplies, copier lease, postage and telephone expenses. City will submit a list of expenses that will be included as part of their indirect costs and must be approved by the Department.
- 3.3 City will submit monthly invoices to the Department based on actual expenses for services provided during that calendar month.
  - 3.3.1 Program invoices will be submitted monthly no later than the 30<sup>th</sup> day of the following month the services were provided.
  - 3.3.2 City will use program invoices in a format approved by the Department.
- 3.4 Within 30 days after receiving a properly completed invoice, Anoka County will pay City in the manner provided by law for paying claims against Anoka County.
  - 3.4.1 If Anoka County receives an improperly completed invoice, Anoka County will notify City within 5 days and City will submit a corrected invoice promptly.
- 3.5 City will submit the invoices to Anoka County Public Health & Environmental Services Department, 2100 Third Avenue, Suite 600, Anoka, MN 55303-5041.
  - 3.5.1 Anoka County may withhold reimbursement until City submits all necessary or requested reports to Anoka County.
- 3.6 Anoka County may modify amounts under this agreement based upon actual expenditures and subject to the review and recommendations by the Department.
- 3.7 City will repay Anoka County within 30 days for any funds not expended on permitted activities under this Agreement.
  - 3.7.1 City and Anoka County will agree on repayment arrangements that are reasonable.
  - 3.7.2 Any costs submitted in City's documentation that are not for permitted activities under this Agreement cannot be honored by Anoka County as an acceptable funding expenditure.
- 3.8 City acknowledges that if any project funds remain as of **October 31, 2019**, there will be no carry-over of funds.
- 3.9 City must use funds received to develop new programs, expand current programs or replace discontinued funds previously used to reduce the percentage of Minnesotans who are obese or overweight or who use tobacco. Funds must not be used to supplant current state, federal or local funding.

**4. STANDARDS AND ASSURANCES**

4.1 City agrees to the provisions set forth in Attachment A – the Public Health Standards Assurances and Certifications and Attachment C – Limited English Proficiency Language Access Requirements.

4.1.1 References to Contractor in Attachments A, B and C are understood to be references to references to City.

**5. AUDIT AND RECORDS RETENTION**

5.1 City agrees that its records, documents, accounting procedures and practices, and other papers relevant to this agreement are subject to examination, duplication, transcription, and audit by Anoka County, Legislative or State Auditor under Minn. Stat. § 16C.05.

5.2 City agrees to maintain required records for at least 6 years after it receives final payment, or this Agreement terminates, whichever is later.

**6. INDEMNIFICATION**

6.1 City agrees to hold harmless, indemnify, and defend Anoka County, its commissioners, officers, agents, and employees against any and all claims, expenses, (including attorney's fees), losses, damages, or lawsuits for damages, arising from or related to performing or failing to perform activities under this agreement, including but not limited to the negligence of City.

6.2 Section 6. INDEMNIFICATION provisions do not independently create liability as to any third party.

6.2.1 These provisions are intended to protect Anoka County from any liability related to activities performed by City under this Agreement.

6.3 Nothing in this Agreement waives any limitation on liability provided by Minn. Stat. Chap. 466 or Minn. Stat. § 3.732 et seq. or any other applicable law.

**7. INSURANCE**

7.1 City agrees that, at all times during this Agreement in order to protect itself as well as Anoka County under Section 6. INDEMNIFICATION, it will have and keep in force the insurance, and will comply with the terms and conditions, specified in Attachment B.

7.1.1 Anoka County may withhold payment until City supplies the certificate(s) required in Attachment B.

7.1.2 City shall provide Anoka County with renewal certificate(s) at least 30 days before coverage expires.

**8. SUBCONTRACTING AND ASSIGNMENTS**

8.1 City cannot subcontract unless Anoka County gives written approval.

8.1.1 Any City subcontractor is subject to, and must meet, all agreement requirements.

8.1.2 Anoka County may give its approval subject to any conditions that it deems necessary.

8.2 City is responsible for all its subcontractors' performance.

8.3 City cannot assign any interest in this agreement without Anoka County's written approval.

**9. MODIFICATIONS**

9.1 To alter, modify, or amend this agreement, the parties must agree in writing signed by their authorized representative(s).

9.1.1 An interpretation that is not viewed as material by the parties does not require signatures.

9.2. Anoka County contract manager must give prior written approval for any modifications to this Agreement that would modify either the Work Plan or budget.

**10. TERMINATION**

10.1 This Agreement will terminate upon at least 30 days written notice specifying the termination date, given by either party, with or without cause.

10.2 If the Minnesota Department of Health terminates funding used for this Agreement, Anoka County may terminate this Agreement immediately upon written notice delivered to City.

10.3 Anoka County may terminate this Agreement immediately upon written notice delivered to City for a material breach.

10.3.1 A violation of any pertinent statute, ordinance, rule, or regulation by City constitutes a material breach.

10.3.2 Failure by City (including any employee or agent) to abide by any term, condition, or requirement in this Agreement constitutes a material breach if not corrected by City upon receiving notice of deficiency and request for compliance from Anoka County.

10.3.3 If City materially breaches this Agreement, Anoka County may recover from City any damages sustained by Anoka County that directly or consequently arise from City's breach.

10.4 Indemnity, Audit and other affirmative obligations, such as records retention and data practices provisions, survive this Agreement's termination.

**11. NOTICE**

11.1 Notice is to be given in writing, directed to City or to the Public Health & Environmental Services Director, at the address stated above, and either sent by mail or delivered in person.

11.2 When notice is served by mail, it is deemed received 3 days after mailing.

**12. DEFAULT AND REMEDY**

12.1 Failure of the City (including the failure of any employee or agent of City) to abide by any of the terms, conditions, or requirements expressed in this Agreement shall constitute a default if not properly corrected by City upon receipt of a notice of deficiency and a request for compliance from the County. In the event of a default by City, the County may cancel this Agreement by sending a written notice of cancellation to City at the address stated above, may withhold payment under this Contract and may recover from City any damages sustained by the County which may directly or consequently arise out of the breach of this Agreement by City.

**13. COUNTERPARTS**

13.1 This agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

**14. ENTIRE AGREEMENT**

- 14.1 The parties' entire agreement is contained in this document.
- 14.2 This Agreement supersedes all oral agreements and negotiations by the parties relating to its subject matter.
- 14.3 All items referred to in this agreement are incorporated or attached and deemed to be part of the agreement.

City having signed this agreement, and the proper County officials having signed this agreement, the parties agree to be bound by its provisions.

**ANOKA COUNTY**

**City of St. Francis**

By: \_\_\_\_\_  
Jonelle Hubbard, Director  
Public Health &  
Environmental Services

Dated: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

Dated: \_\_\_\_\_

**ATTACHMENT A**

**PUBLIC HEALTH STANDARD ASSURANCES AND CERTIFICATIONS**

**I. NON-DISCRIMINATION**

- A. Anoka County is an Affirmative Action/Equal Opportunity Employer. In accordance with Anoka County policies and applicable federal and state laws against discrimination, Contractor will not illegally exclude any person from full employment rights or participation in any program, service or activity or deny the benefits of, or otherwise subject any person to discrimination under, any program, service or activity.
- B. While performing the Contract, Contractor will not illegally discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, public assistance status, disability, sexual orientation, gender identity or age.
- C. Contractor will comply with any applicable federal or state law regarding non-discrimination, including the following laws that may be applicable: The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e, et seq., which prohibits discrimination in employment because of race, color, religion, sex, or national origin; Executive Order 11246, as amended, which prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex sexual orientation, gender identity or national origin, and supplemented with regulations at 41 C.F.R. pt. 60; The Rehabilitation Act of 1973, as amended 29 U.S.C. § 701, et seq., and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act, which prohibits discrimination against qualified handicapped persons in the access to or participation in federally funded services or employment; The Age Discrimination in Employment Act of 1967, as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age; The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206, which provides that an employer may not discriminate based on sex by paying employees of different sexes differently for the same work; Minn. Stat. Chap. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, public assistance status, familial status, membership or activity in a local commission, disability, sexual orientation, or age; Minn. Stat. § 181.59, which prohibits discrimination against any person by reason of race, color, or creed in any state or political subdivision contract for materials, supplies or construction; and The Americans with Disabilities Act of 1990, which generally prohibits discrimination based on disability.
- D. If the Contract is for more than \$100,000.00 and Contractor has employed more than 40 full-time employees during the previous twelve months, Contractor certifies by signing the Contract that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minn. Stat. § 363A.36.
- E. No funds received under the Contract will be used to provide religious or sectarian training or services.

**II. DATA PRACTICES**

- A. Data collected, created, received, maintained, disseminated, or used for any purpose while Contractor is providing services under the Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, and rules adopted to implement the Act as well as other state and federal laws on data privacy.
- B. Contractor agrees to comply with the statutes and rules currently in effect and as amended; pursuant to Minn. Stat. § 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained or disseminated by Contractor in performing the duties under this contract are subject to the requirements of Minnesota Statutes Chapter 13; all remedies set forth in Minn. Stat. § 13.08 may apply to Contractor.
- C. Unless otherwise stated in the contract, the person identified by the Contract to receive notice is designated the responsible authority for data under Minn. Stat. § 13.46, subd. 10(a)(4).
- D. Contractor is not required under the Contract to provide public data to the public if that same data is available from Anoka County.

**III. RECORDS AUDIT/RETENTION**

- A. Contractor agrees that its bonds, records, documents, accounting procedures and practices, and other papers relevant to the Contract are subject to examination, duplication, transcription, and audit by Anoka County, Minnesota Department of Human Services [DHS], Minnesota Department of Health [MDH], Legislative or State Auditor under Minn. Stat. §16C.05, subd. 5, and U.S. Department of Health and Human Services; these documents are subject to review by the U.S. Comptroller General, or a duly authorized representative, if federal funds are used for work under the Contract.
- B. Contractor agrees to maintain these documents for a minimum of 6 years from the last date services were provided or payment made, or longer if an audit in progress requires a longer retention period.
- C. Contractor agrees to comply with applicable MDH policies regarding social services recording and monitoring procedures as defined and described in the MDH rules and manuals.

**IV. WORKER HEALTH, SAFETY, AND TRAINING**

- A. Contractor is solely responsible for the health and safety of its employees and agents while they are performing work under the Contract and will ensure that personnel are properly trained and supervised and, when applicable, licensed or certified appropriate to the tasks engaged in under the Contract.
- B. Contractor will comply with the "Occupational Safety and Health Act" and the "Employee Right to Know Act," Minn. Stat. §§ 182.65 et seq., where applicable.

**V. FAIR HEARING / GRIEVANCE PROCEDURE**

Contractor will assist the County in complying with Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters and will have a grievance procedure for individuals receiving services under the Contract.

**VI. MANDATORY REPORTING**

Contractor will comply with Minn. Stat. § 626.556, Reporting of Maltreatment of Minors, and Minn. Stat. §§ 626.557 et seq., Reporting of Maltreatment of Vulnerable Adults, and any rules promulgated to implement the statutes.

**VII. MDH THIRD-PARTY BENEFICIARY**

- A. Contractor agrees that MDH, as well as Anoka County, has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages or specific performance of all or any part of the Contract between Anoka County and Contractor.
- B. Contractor specifically acknowledges that Anoka County and MDH are entitled to, and may recover from Contractor, reasonable attorneys' fees and costs and disbursements associated with an action taken under this provision that is successfully maintained.
- C. These provisions will not be construed to limit the rights of any party to the Contract or any other third-party beneficiary, nor will it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.
- D. Subcontracts will have the same or similar language acknowledging that MDH is a third party beneficiary.

**VIII. SERVICE PERFORMANCE**

- A. Contractor will provide Purchased Services in the amount, frequency, and duration specified in an individual service plan and will direct services toward achieving specified goals and objectives.
- B. Contractor agrees to comply with applicable federal and state laws, rules and regulations, as well as local ordinances that are in effect while providing Purchased Services.

- C. Except as otherwise specified in the Contract, Contractor will maintain control with respect to the methods, times, means and personnel used in providing Purchased Services.

**IX. FINAL PAYMENT**

- A. Under Minn. Stat. § 270C.66, final payment may be withheld until Contractor furnishes Anoka County with proof that all outstanding withholding taxes, penalties and interest are paid.
- B. Anoka County may require proof in the form of a certificate issued by the Commissioner of Revenue.

**X. INDEPENDENT CONTRACTOR**

- A. Contractor is, and will remain, an independent contractor with respect to all services performed under the Contract.
- B. Nothing in the Contract creates or establishes a co-partner relationship between Anoka County and Contractor or makes Contractor an agent, representative, or employee of Anoka County for any purpose.
- C. No benefits available to Anoka County employees will accrue to Contractor or Contractor's employees or agents performing services under the Contract.

**XI. MINNESOTA LAW**

- A. Minnesota laws govern all questions related to the Contract.
- B. The parties will venue any proceedings related to the Contract in the Anoka County District Court, State of Minnesota.

**XII. SUBCONTRACTORS**

- A. Under Minn. Stat. § 471.425, Contractor must pay any subcontractor for undisputed services provided by the subcontractor within 10 days after Contractor receives payment for services.
- B. Contractor agrees to pay interest as provided in Minn. Stat. § 471.425 on any undisputed amount not paid on time.

**XIII. EXCLUDED MEDICAL ASSISTANCE PROVIDERS**

By signing the Contract, Contractor certifies that it is not an excluded vendor under § 2005(a)(9) of Title XX of the Social Security Act.

**XIV. PREVAILING WAGE**

Contractor will assure that any worker hired to provide services funded under the Contract who falls within a job classification established and published by the Minnesota Department of Labor & Industry will be paid, at a minimum, the prevailing wage rate as certified by that Department.

**XV. SINGLE AUDIT ACT**

If applicable, CONTRACTOR will comply with the Single Audit Act of 1984 (Public Law 98-502) as amended (31 U.S.C. chap 75) and OMB Circular A-128 (or A-133 or A-110 as applicable).

**XVI. CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY**

Federal regulation (45 C.F.R. § 92.35) prohibits Anoka County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Also Minn. Stat. § 16C.03 provides the Minnesota Commissioner of Administration with the authority to debar and suspend vendors. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process that they have abused the public trust in a serious manner.

By signing this Contract, Contractor **certifies** that it and its principals\* and employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with the federal, state or local governmental department or agency; and
- b. Have not within a 3 year period preceding this contract:
  - 1. been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;
  - 2. violated any federal or state antitrust statutes; or
  - 3. committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
  - 1. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;
  - 2. violating any federal or state antitrust statutes; or
  - 3. committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above.

#### **XVII. CERTIFICATION REGARDING LOBBYING**

If applicable, Contractor shall ensure that funds are not used for lobbying, which is defined as attempting to influence legislators or other public officials on behalf of or against proposed legislation. Providing education about the importance of policies as a public health strategy is allowed with SHIP funds. Education includes providing facts, assessment data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community. Lobbying restrictions do not apply to internal or non-public policies.

By signing this Contract, Contractor **certifies** that it and its principals\* and employees shall immediately give written notice to Anoka County should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local) transaction or contract; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

\*For purposes of these certifications, "principals" means: officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

## ATTACHMENT B

### INSURANCE REQUIREMENTS

#### 1. INSURANCE

- 1.1. Contractor will procure and maintain for the duration of this Agreement (hereinafter referred to as the "Contract"), insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work herein by the contractor, its agents, representatives, employees or subcontractors.
- 1.2. **Commercial General Liability.** Contractor will maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined limit of not less than \$1,500,000 each occurrence.
  - 1.2.1. CGL Insurance will be written on ISO occurrence form CG 00 01 96 (or a substitute form providing equivalent coverage), and will cover liability arising from premises, operations, independent Contractor, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.
  - 1.2.2. **Anoka County**, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, and all its officers, agents, and consultants, are named as Additional Insured under the Commercial General Liability, using ISO additional insured endorsement CG 20 26 or substitute providing equivalent coverage, and under the commercial umbrella, if any with respect to liability arising out of the contractor's work and services performed for the County. This coverage shall be primary to the Additional Insured.
  - 1.2.3. The County's insurance will be excess of the Contractor's insurance and will not contribute to it. The Contractor's coverage will contain no special limitations on the scope of protection afforded to the County, its agents, officers, directors, and employees.
  - 1.2.4. **Waiver of Subrogation.** Contractor waives all rights against Anoka County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Commercial General Liability or commercial umbrella liability insurance obtained by Contractor pursuant to Paragraph 1.1. Contractor will obtain an endorsement to affect this waiver.
- 1.3. **Workers' Compensation Insurance.** Contractor will maintain Workers' Compensation Insurance as required by the State of Minnesota and Employers Liability Insurance with limits not less than \$100,000 Bodily Injury By Accident for each accident, not less than \$100,000 Bodily Injury By Disease for each employee and not less than \$500,000 Bodily Injury By Disease policy limit.
  - 1.3.1. If Contractor is not required by Statute to carry Workers' Compensation insurance, Contractor must provide a letter on their letterhead which includes:
    - 1.3.1.1. Evidence why the Contractor is not required to obtain Workers' Compensation Insurance.
    - 1.3.1.2. A statement in writing which agrees to provide notice to Anoka County of any change in Contractor's exception status under the Minnesota State Statutes 176.041; and
    - 1.3.1.3. A statement which agrees to hold Anoka County harmless and indemnify the County from and against any and all claims and losses brought by Contractor or any subcontractor or other persons claiming injury or illness resulting from performance of work this contract.
  - 1.3.2. **Waiver of Subrogation.** Contractor waives all rights against Anoka County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor. Contractor will obtain an endorsement to affect this waiver.
- 1.4. **Other Insurance Provisions**
  - 1.4.1. Prior to the start of this Contract, Contractor will furnish Anoka County with a certificate of insurance and copies of the endorsements, executed by a duly authorized representative of each insurer, showing compliance

with the insurance requirements set forth above. Failure of Anoka County to demand such certificate or other evidence of full compliance with the insurance requirements or failure of Anoka County to identify deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to provide the required certificates of insurance and endorsements constitutes a breach of this contract.

- 1.4.2. Cancellation and Material Change Endorsement shall be included on all insurance policies required by the County. Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to the County at the office and attention of the Certificate Holder. This endorsement supersedes the Standard Cancellation Statement on Certifications of Insurance to which this endorsement is attached.
- 1.4.3. **No Representation of Coverage Adequacy.** By requiring insurance herein, Anoka County does not represent that coverage and limits will necessarily be adequate to protect the Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to Anoka County in this Contract.
- 1.4.4. **Cross-Liability coverage.** If Contractor's liability does not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Revised 9/11/17

**ATTACHMENT C****Limited English Proficiency Language Access Requirements**

Entities that receive any Federal financial assistance from the U.S. Department of Health and Human Services [HHS], directly or indirectly, through a grant, contract or subcontract are covered by the policy guidance related to limited English proficiency issued by the Office of Civil Rights [OCR] pursuant to Title VI of the Civil Rights Act of 1964, Title VI regulations prohibiting discrimination based on national origin, and Executive Order 13166 of August 11, 2000 Improving Access to Services for Persons With Limited English Proficiency. All components of a recipient's operations are covered by Title VI obligations, not just the part of the recipient's program that uses the Federal financial assistance.

Those contractors, subcontractors, grantees, transferees, assignees, licensees, and any other public or private individuals or organizations that operate, provide or engage in health or social services programs and activities for Anoka County Human Services and indirectly receive federal HHS funding to administer their programs and activities, must comply with Title VI language access requirements and provide language assistance services to all applicants and clients with limited English proficiency free of charge and in a timely manner during all hours of operation.

Individuals with limited English proficiency need meaningful access to programs and services. Effective communication is required to have meaningful access. A provider can ensure effective communication by developing and implementing its Limited English Proficiency [LEP] plan. (Note: When an individual with limited English proficiency also has limited understanding or cannot read, access may be complicated by factors not covered by Title VI because those factors are not directly related to national origin or language.)

In developing its LEP plan, a provider needs to include oral language assistance options. An LEP plan also should include policies and procedures that:

1. identify and assess language needs for the provider's applicants and clients with limited English proficiency;
2. provide notice to individuals with limited English proficiency about the right to language assistance free of charge and in a timely manner during all hours of operation;
3. require regular staff training;
4. provide for monitoring of the LEP plan; and
5. in certain circumstances, provide for the translation of written materials.

Providers, especially smaller providers, have considerable flexibility in designing their own LEP plans. Factors that influence the types of language assistance that a provider should have in place include:

1. the size of the eligible non-English or limited English speaking population it serves;
2. the size of the provider;
3. the nature of the programs and services and their objectives;
4. the language assistance resources available in the affected service delivery areas;
5. the frequency with which particular languages are encountered; and
6. the frequency with which persons with limited English proficiency come into contact with the programs and services offered.

At a minimum, all persons with limited English proficiency who seek services from service providers must be given oral language assistance, including an interpreter, free of charge, whether in-person or by telephone. The burden of providing the interpreter must never be on the person with limited English proficiency.

When a significant number or percentage of population eligible to be served needs services or information in a language other than English to communicate effectively, a provider needs to develop and implement an LEP plan to provide written materials in languages other than English. If the number or percentage of the population eligible to be served, or likely to be directly affected by the program, is not significant, the provider may not need to translate written materials. But the provider still would have to provide oral interpretation of the written documents or an equally effective alternative to ensure meaningful access.

The LEP plan should be developed by a provider after assessing the language needs of the limited English populations in its service delivery area. LEP plans have different levels of complexity and substance depending upon the needs of persons with limited English proficiency who are eligible for services. The objective is to provide meaningful access to services.

A provider can identify the non-English languages likely to be encountered and estimate the number of limited English proficiency persons eligible for services or likely to be directly affected by its program by:

- reviewing census data, client utilization data, and data from City systems and community agencies;
- identifying language needs of each limited English proficiency client and recording this information;
- identifying points of contact in its program where language assistance is likely to be needed;
- identifying the resources that will be needed to provide effective language assistance;
- identifying the location and availability of these resources; and
- identifying the arrangements that must be made to access these resources in a timely fashion.

A provider needs procedures in its LEP plan for obtaining and providing trained and competent interpreters and other oral language assistance services in a timely manner. This may involve hiring bilingual staff who are trained and competent in the skill of interpreting; hiring staff interpreters who are trained and competent in the skill of interpreting; contracting with an outside interpreter service for trained and competent interpreters; arranging formally for the services of voluntary community interpreters who are trained and competent in the skill of interpreting; or contracting for the use of a telephone language interpreter service.

A provider also needs to develop, and provide training on, procedures for timely and effective telephone communication between staff and limited English proficiency persons.

A provider should use language identification cards that would allow limited English proficiency clients or applicants to identify their language needs to staff. To be effective, the I speak cards must invite a limited English proficiency person to identify the language he or she speaks.

A provider should consider posting and maintaining signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of entry to inform individuals about the right to free language assistance services and to invite individuals to identify themselves as persons needing such services.

A provider should consider including statements about the services available and the right to free language assistance services, in appropriate non-English languages, in brochures, booklets, outreach and recruitment information and other materials that are routinely disseminated to the public.

Compliance with the Title VI language assistance obligation is most likely when a provider continuously monitors its program, makes modifications where necessary, and periodically trains its employees in implementing the policies and procedures. Effective training ensures employees: know about the provider's LEP plan and its policies and procedures; are trained to work effectively with in-person and telephone interpreters; and understand the dynamics of interpretation between clients, providers and interpreters.

Small providers have considerable flexibility in determining precisely how to fulfill their obligations to ensure meaningful access for persons with limited English proficiency. The key is to ensure that relevant circumstances about the limited English proficiency individual's situation can be effectively communicated to the provider and that the individual is able to understand the services and benefits available and to receive those services and benefits for which he or she is eligible in a timely manner.

[Additional information available at U.S. Department of Health and Human Services Office of Civil Rights Policy Guidance, 65 Fed. Reg. 56762 and Limited English Proficiency (LEP) A Federal Interagency Website [www.LEP.gov](http://www.LEP.gov).]

## **ATTACHMENT D**

### **Active Living:**

Active living integrates physical activity into daily routines such as walking or bicycling for recreation, occupation, or transportation. Active Living policies and practices in community design, land use, site planning, and facility access have proven effective to increase levels of physical activity. SHIP activities include:

**City comprehensive plans** that include active living as an important component of local governments' overall infrastructure, land use, zoning and transportation planning.

**Active living assessment** that includes a baseline assessment of active living opportunities in the community. Assessment activities could include review of current city comprehensive plan and relevant city policies, identifying gaps in access or service. It could also include assessments focused on a specific activity, such as how bicycle friendly a community is.

**Master plans and feasibility studies** that provide a framework to increase access to safe walking and bicycling options.

**Community engagement** is public participation that involves groups of people in problem-solving and decision-making process. The engagement should emphasize participation from target populations, such as seniors, diverse groups and low-income populations. Examples of community engagement includes: community meetings, key informant interviews, focus groups and walkability and bikeability workshops.

### **Deliverables:** City of St. Francis will

- Have dedicated staff to champion and coordinate SHIP grant activities.
- Within the action plan(s) create an organizational plan that includes community engagement, communication and goals to achieve desired outcomes within the areas of PSE changes.
- Assist in developing a budget
- Conduct community engagement related to healthy communities
- Facilitate communities' assessments, identification of activities to increase walkability and/or bikeability for residents, development of action plans, which will include steps for implementation, evaluation and maintenance of Policy, Systems, and Environmental (PSE) change
- Work with Anoka County SHIP staff and/or Coordinator to
  - Identify activities to increase walkability and bikeability for residents, with an emphasis on seniors, age 60 years and older
  - Receive required financial approval as necessary
  - Facilitate and assist with Anoka County SHIP reporting and evaluation



**ANOKA COUNTY HUMAN SERVICES**  
**CONTRACTOR INFORMATION SHEET**

St. Francis, City of  
Contract #: C0006729

**Please review the following information for accuracy and completeness, indicate any changes, sign and return to:**

Angie Rodine  
Anoka County Human Services  
2100 Third Ave. Suite 500  
Anoka, MN 55303

**LEGAL NAME FOR CONTRACTOR:** St. Francis, City of  
*(Legal name and name on Certificate of Insurance must be exactly the same in order for county signatures to be obtained on the contract).*

**Doing Business As:** St. Francis, City of  
**Business /Corporate Address:** 23340 Cree Street NW

St. Francis MN 55070

**National Provider Identification (NPI) #:** \_\_\_\_\_  
**Federal Tax Identification #:** 41-0901105

NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

**Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):**

Name:	Phone:	FAX:	Email:
<u>Paul Teicher</u>	<u>763-235-2304</u>	<u></u>	<u>pteicher@stfrancismn.org</u>

**Signature (Required):** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Insurance Agency:** Gallagher insurance Risk Management Consulting  
**Name of insurance agent:** Tony Becker  
**Telephone number of insurance agent:** 952-358-7535

**Person Completing This Form**

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4 H**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Paul Teicher, Public Works Director  
**SUBJECT:** WETT Program Student Internship  
**DATE:** 09-17-2018

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**OVERVIEW:**

A student in the Water Environment Technologies Program approached the Public Works Department and asked if they could do a 40 hour internship with the City in the Water Department. An internship is required for all students enrolled in the WETT program. Our water treatment plant is suitable for the proper training experience and meets the educational needs of the students enrolled in the program. The City is able to provide a site where students can learn and develop skills needed to gain entry into the field of water and wastewater treatment. Having the opportunity to teach and develop future operators is an exciting endeavor.

**ACTION TO BE CONSIDERED:**

Council is asked to consider authorizing the Public Works Director sign agreement with St Cloud Technical and Community College for student training experience/internship.

**BUDGET IMPLICATION:**

None: This is an unpaid internship.

**Attachments:**

- Memorandum of Agreement

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
ST CLOUD TECHNICAL AND COMMUNITY COLLEGE**

**MEMORANDUM OF AGREEMENT  
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **St Cloud Technical and Community College, 1540 Northway Drive, St Cloud Minnesota** and,

[Facility Name] CITY OF ST FRANCIS WATER TREATMENT PLANT,  
[City] ST. FRANCIS, [State] MN ("the Facility").

This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

*The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.*

**A. THE PARTIES UNDERSTAND THAT:**

1. The College/University has a Water Environment Technologies Program (the "Program") for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

**B. RESPONSIBILITIES OF EACH PARTY**

1. **The College/University agrees to:**
  - a. make arrangements with the Facility for a training experience at the Facility that will support the student's occupational goals and meet any applicable Program requirements.

- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
- e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience.

2. **The Facility agrees to:**

- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

3. **LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. **TERM OF AGREEMENT**

This Agreement is in effect from **October 15, 2018** or when fully executed, and shall remain in effect until **October 22, 2018**. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. **FINANCIAL CONSIDERATION**

- a. The College/University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **MINNESOTA GOVERNMENT DATA PRACTICES ACT**

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ["the Act"]) that classify the College/University's written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

*In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.*

**FACILITY**

Name: \_\_\_\_\_

Authorized Facility Representative

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

Date: \_\_\_\_\_

**Minnesota State Colleges and Universities  
St Cloud Technical and Community College**

Name: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**AS TO FORM AND EXECUTION**

\_\_\_\_\_  
By: (authorized College/University signature)

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

Date: \_\_\_\_\_

**ATTACHMENT A**  
**STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

Name of College/University: St. Cloud Technical College  
Name of College/University Program ("the Program"): Water Environment Technologies (WET)  
Type of Training Experience/Internship: Water Plant Operator  
Dates of Training/Internship: 10/15/18 - 10/19/18  
Student's Name: Jesse Forliti Phone #: (612) 327-6413  
Average number of hours to be worked by the Student each week: 40  
Facility Name and Address: ST FRANCIS WATER TREATMENT PLANT 3921 STARK DR. NW  
Location Where Training will Occur (if different from Facility's Address above): ST FRANCIS MN 55070

Facility Representative's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Activities/Job tasks and skills the Student will learn:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tools and Equipment the Student will use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT RESPONSIBILITIES**

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and

5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: \_\_\_\_\_

Student's Name (please print): Jesse Forliti

Date: 9-7-18

Name of Student's Parent (required for students under 18 years of age) (please print):  
\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

St Cloud Technical and Community College, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**41**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Bill List to be considered by Council  
**DATE:** 09/13/2018

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**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$206,493.74 plus any additional bills that are handed out on Monday night. Also to be approved are the August transfers of \$147,838.59 and Gridor Payment #28 of \$286,123.00.

**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:**

- 09-17-2018 Packet List
- 09-17-2018 Other Checks

### Checks cut since last Council Meeting

TOTAL	0.00
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Payee	Description	Amount
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TOTAL	286,123.00
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Payee	Description	Amount
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TOTAL	147,838.59
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09/13/2018 8:41 am

PAYMENT BATCH AP 09-17-18

**ACE SOLID WASTE, INC.**

09/01/2018	4147265	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	87.05
09/01/2018	4147265	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	43.59
09/01/2018	4147265	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	21.76
09/01/2018	4147265	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	55.43
09/01/2018	4147265	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	53.19
09/01/2018	4147265	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	0.00
09/01/2018	4147265	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	55.43
09/01/2018	4147265	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	21.76
09/01/2018	4147265	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	67.03
09/01/2018	4147265	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	21.76
09/01/2018	4147265	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	21.76
09/01/2018	4147265	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	67.02
09/01/2018	4147265	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	171.71
					<u>\$687.49</u>

**AIRGAS NORTH CENTRAL**

09/30/2018	9955635200	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.96
09/30/2018	9955635200	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.96
09/30/2018	9955635200	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.96
09/30/2018	9955635200	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.96
09/30/2018	9955635200	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.96
					<u>\$59.80</u>

**ALS PROPERTIES**

06/20/2018	5364	G 601-22200	Deferred Revenues	REF ACCT #5364	136.15
					<u>\$136.15</u>

**ANOKA COUNTY**

05/21/2018	052118	E 101-41400-441	Miscellaneous	DEV AGREEMENT WOODHAVEN	46.00
					<u>\$46.00</u>

**ANOKA COUNTY FIRE PROTECTION C**

06/22/2018	18-1816	E 101-42210-311	Contract	PSDS ANNUAL COST ALLOCATI	4,308.00
					<u>\$4,308.00</u>

**ARK TOWING AND RECOVERY**

07/20/2018	89464	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD TRUCK F250	120.00
					<u>\$120.00</u>

**ARTISAN BEER COMPANY**

08/29/2018	3287846	E 609-49751-252	Beer For Resale	BEER	105.50
					<u>\$105.50</u>

**BATHKE, FRANK**

07/20/2018	2027	G 601-22200	Deferred Revenues	REF ACCT #2027	965.26
					<u>\$965.26</u>

**BAUERMEISTER, DAVID & MARY**

07/20/2018	3668	G 601-22200	Deferred Revenues	REF ACCT #3668	72.15
					<u>\$72.15</u>

**BELLBOY CORPORATION**

08/28/2018	0065729100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	35.12
08/28/2018	0065729100	E 609-49751-251	Liquor For Resale	LIQUOR	2,042.30
08/28/2018	0098165900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.15

08/28/2018	0098165900	E 609-49751-254	Miscellaneous Merchandise	MISC	32.60
					<u>\$2,112.17</u>

**BERNICK COMPANIES, THE**

08/24/2018	447914	E 609-49751-252	Beer For Resale	BEER	137.60
08/24/2018	447914	E 609-49751-255	N/A Products	NA	25.55
08/31/2018	449373	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
08/31/2018	449374	E 609-49751-252	Beer For Resale	BEER	652.00
					<u>\$835.15</u>

**BREAKTHRU BEVERAGE**

07/10/2018	2080206799	E 609-49751-251	Liquor For Resale	LIQUOR	(114.72)
08/03/2018	2080208804	E 609-49751-253	Wine For Resale	WINE	(13.87)
08/30/2018	1080851551	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.73
08/30/2018	1080851551	E 609-49751-251	Liquor For Resale	LIQUOR	614.88
08/30/2018	1080851551	E 609-49751-253	Wine For Resale	WINE	60.00
09/06/2018	1080854492	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.19
09/06/2018	1080854492	E 609-49751-251	Liquor For Resale	LIQUOR	1,467.67
09/06/2018	1080854492	E 609-49751-253	Wine For Resale	WINE	139.62
					<u>\$2,192.50</u>

**BUNN, DAWN**

08/20/2018	1981	G 601-22200	Deferred Revenues	REF ACCT #1981	34.59
					<u>\$34.59</u>

**BURNHAM, DARRIN**

07/20/2018	2342	G 601-22200	Deferred Revenues	REF ACCT #2342	106.32
					<u>\$106.32</u>

**CAPITOL BEVERAGE SALES, L.P**

08/27/2018	6114030	E 609-49751-252	Beer For Resale	BEER	323.50
					<u>\$323.50</u>

**CARLSON, ROBIN**

07/20/2018	2054	G 601-22200	Deferred Revenues	REF ACCT #2054	314.19
					<u>\$314.19</u>

**CINTAS**

09/05/2018	4009304073	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
09/05/2018	4009304144	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
09/05/2018	4009304156	E 101-41940-219	Rug Maintenance	MATS	12.96
					<u>\$33.53</u>

**CLAREYS SAFETY EQUIPMENT, INC.**

08/31/2018	178893	E 101-42210-217	Other Operating Supplies	GLOVES (DONATION MONEY)	1,022.41
					<u>\$1,022.41</u>

**COPELAND, DAWN**

08/20/2018	5086	G 601-22200	Deferred Revenues	REF ACCT #5086	30.17
					<u>\$30.17</u>

**COUNTY MARKET - CITY ACCOUNT**

08/31/2018	083118	E 101-42210-212	Motor Fuels	FUEL	378.61
					<u>\$378.61</u>

**COURIER, THE**

09/05/2018	104655	E 101-43210-439	Recycling Days	SEPTEMBER AD	118.00
09/06/2018	105239	E 101-41400-441	Miscellaneous	SUMMER 2018 NEWSLETTER	126.00
09/06/2018	105240	E 101-41400-441	Miscellaneous	FALL 2018 NEWSLETTER	126.00
					<u>\$370.00</u>

**CRYSTAL SPRING ICE**

08/25/2018	002.B004829	E 609-49751-254	Miscellaneous Merchandise	MISC	108.54
08/28/2018	002.B004877	E 609-49751-254	Miscellaneous Merchandise	MISC	64.12
09/01/2018	002.B004951	E 609-49751-254	Miscellaneous Merchandise	MISC	147.96
09/04/2018	002.B005011	E 609-49751-254	Miscellaneous Merchandise	MISC	86.40
					<u>\$407.02</u>

**DAHLHEIMER DIST. CO. INC.**

08/29/2018	186543	E 609-49751-252	Beer For Resale	BEER	10,413.20
09/06/2018	187430	E 609-49751-252	Beer For Resale	BEER	6,803.10
09/06/2018	187430	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
					<u>\$17,480.30</u>

**DARSOW, CARLENE**

07/20/2018	4265	G 601-22200	Deferred Revenues	REF ACCT #4265	2.04
					<u>\$2.04</u>

**DAVIDS HYDRO VAC, INC**

08/21/2018	17540	E 101-42210-401	Repairs/Maint Buildings	VAC OUT DRAINS	252.00
08/21/2018	17541	E 101-42110-401	Repairs/Maint Buildings	VAC OUT LIFT STN	357.00
08/21/2018	17541	E 101-43100-401	Repairs/Maint Buildings	VAC OUT LIFT STN	357.00
08/21/2018	17541	E 101-43210-401	Repairs/Maint Buildings	VAC OUT LIFT STN	357.00
08/21/2018	17541	E 101-45200-401	Repairs/Maint Buildings	VAC OUT LIFT STN	357.00
08/21/2018	17541	E 601-49440-401	Repairs/Maint Buildings	VAC OUT LIFT STN	357.00
08/21/2018	17541	E 602-49490-401	Repairs/Maint Buildings	VAC OUT LIFT STN	357.00
					<u>\$2,394.00</u>

**DEMO, ROGER & DANNA**

07/20/2018	2452	G 601-22200	Deferred Revenues	REF ACCT #2452	89.45
					<u>\$89.45</u>

**DENNY, BOB**

07/20/2018	3246	G 601-22200	Deferred Revenues	REF ACCT #3246	53.93
					<u>\$53.93</u>

**DOCKHAM, DALE**

07/20/2018	2553	G 601-22200	Deferred Revenues	REF ACCT #2553	194.55
					<u>\$194.55</u>

**EIESNSHENK, TIM**

08/20/2018	2904	G 601-22200	Deferred Revenues	REF ACCT #2904	504.37
					<u>\$504.37</u>

**EMERGENCY APARATUS MAINTENENC**

08/29/2018	101601	E 101-42210-221	Vehicle Repair & Maintenance	PUMP TEST-ENGINE 1	494.68
08/29/2018	101602	E 101-42210-221	Vehicle Repair & Maintenance	PUMP TEST-ENGINE 2	571.24
08/29/2018	101603	E 101-42210-221	Vehicle Repair & Maintenance	PUMP TEST-TANKER 2	454.30
08/29/2018	101604	E 101-42210-221	Vehicle Repair & Maintenance	PUMP TEST-TANKER T-1	515.20
08/29/2018	101672	E 101-42210-221	Vehicle Repair & Maintenance	GLYCERIN/PLUGS-TANKER	243.16
					<u>\$2,278.58</u>

**EXTREME ASPHALT**

09/10/2018	000052	E 101-41910-441	Miscellaneous	3765 BRIDGE DISCONNECT	600.00
					<u>\$600.00</u>

**FINCO, JASON**

07/20/2018	5429	G 601-22200	Deferred Revenues	REF ACCT #5429	69.37
					<u>\$69.37</u>

**GERADS, KEVIN**

08/20/2018	5377	G 601-22200	Deferred Revenues	REF ACCT #5377	45.17
					<u>\$45.17</u>

**GOPHER STATE ONE-CALL**

08/31/2018	8080744	E 601-49440-442	Gopher State	AUGUST TICKETS	61.43
08/31/2018	8080744	E 602-49490-442	Gopher State	AUGUST TICKETS	61.42
					<u>\$122.85</u>

**GRANITE CITY JOBBING CO.**

09/05/2018	105630	E 609-49751-254	Miscellaneous Merchandise	MISC	11.07
09/05/2018	105630	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,263.09
					<u>\$2,274.16</u>

**GRATITUDE FARMS**

09/06/2018	0818	E 101-42700-311	Contract	ANIMAL CONTROL	350.00
					<u>\$350.00</u>
<b>HAKANSON ANDERSON ASSOC., INC.</b>					
08/31/2018	40562	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL HEALTH	653.38
08/31/2018	40563	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN	3,179.07
08/31/2018	40564	G 803-22043	Esc-River s Edge/Siwel	RIVERS EDGE	1,861.85
08/31/2018	40571	E 101-42400-303	Engineering Fees	BLDG PERMIT REVIEWS	746.75
					<u>\$6,441.05</u>
<b>INNOVATIVE OFFICE SOLUTIONS, L</b>					
08/29/2018	IN2178903	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	61.24
					<u>\$61.24</u>
<b>JJ TAYLOR DISTRIBUTING</b>					
08/29/2018	2885839	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/29/2018	2885839	E 609-49751-252	Beer For Resale	BEER	1,991.65
09/04/2018	2885884	E 609-49751-252	Beer For Resale	BEER	1,617.71
09/04/2018	2885884	E 609-49751-255	N/A Products	N/A	27.65
					<u>\$3,640.01</u>
<b>JOHNSON BROS WHLSE LIQUOR</b>					
08/20/2018	697207	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.14)
08/20/2018	697207	E 609-49751-251	Liquor For Resale	LIQUOR	(486.23)
08/22/2018	1086699	E 609-49751-206	Freight and Fuel Charges	FREIGHT	69.87
08/22/2018	1086699	E 609-49751-251	Liquor For Resale	LIQUOR	4,145.66
08/22/2018	1086700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	50.24
08/22/2018	1086700	E 609-49751-253	Wine For Resale	WINE	2,122.60
08/29/2018	1092085	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.10
08/29/2018	1092085	E 609-49751-251	Liquor For Resale	LIQUOR	2,563.40
08/29/2018	1092086	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
08/29/2018	1092086	E 609-49751-253	Wine For Resale	WINE	712.85
08/29/2018	1092087	E 609-49751-252	Beer For Resale	BEER	150.00
08/29/2018	1092088	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
08/29/2018	1092088	E 609-49751-254	Miscellaneous Merchandise	MISC	49.50
08/31/2018	699416	E 609-49751-251	Liquor For Resale	LIQUOR	(53.52)
08/31/2018	699417	E 609-49751-251	Liquor For Resale	LIQUOR	(2.12)
09/06/2018	1098644	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
09/06/2018	1098644	E 609-49751-251	Liquor For Resale	LIQUOR	929.02
09/06/2018	1098645	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.83
09/06/2018	1098645	E 609-49751-253	Wine For Resale	WINE	1,245.95
					<u>\$11,602.41</u>
<b>KIMBER, LINDSEY</b>					
08/20/2018	5406	G 601-22200	Deferred Revenues	REF ACCT #5406	102.52
					<u>\$102.52</u>
<b>KUSNIER, AARON &amp; JANESEA</b>					
07/20/2018	3509	G 601-22200	Deferred Revenues	REF ACCT #3509	191.11
					<u>\$191.11</u>
<b>LANDTITLE TRUST ACCOUNT</b>					
07/20/2018	5312	G 601-22200	Deferred Revenues	REF ACCT #5312	21.48
					<u>\$21.48</u>
<b>LEAGUE OF MN CITIES</b>					
	275376	E 101-41400-433	Dues and Subscriptions	MEMBERSHIP DUES	7,537.00
09/01/2018	090118	E 101-41400-433	Dues and Subscriptions	MN MAYORS ASSOC MEMBERSI	30.00
					<u>\$7,567.00</u>
<b>LEWANDOWSKI, MICHAEL</b>					
07/20/2018	2738	G 601-22200	Deferred Revenues	REF ACCT #2738	169.05
					<u>\$169.05</u>
<b>LONSKY, JANE</b>					
07/20/2018	4442	G 601-22200	Deferred Revenues	REF ACCT #4442	160.79
					<u>\$160.79</u>

**LUNSFORD, DAVID**

08/20/2018	4125	G 601-22200	Deferred Revenues	REF ACCT #4125	47.05
					<u>\$47.05</u>

**LUPULIN BREWING**

09/03/2018	15061	E 609-49751-252	Beer For Resale	BEER	126.00
					<u>\$126.00</u>

**MARTIES FARM SERVICE**

08/30/2018	95011	E 602-49490-419	Turf/Fertilizer/Weed Control	ERASER	31.95
					<u>\$31.95</u>

**MCDONALD DIST CO.**

08/28/2018	459263	E 609-49751-252	Beer For Resale	BEER	8,571.15
08/28/2018	459263	E 609-49751-255	N/A Products	N/A	22.35
09/06/2018	112-0403	E 609-49751-252	Beer For Resale	BEER	(61.45)
09/06/2018	460371	E 609-49751-252	Beer For Resale	BEER	7,834.11
09/06/2018	460371	E 609-49751-255	N/A Products	N/A	41.10
					<u>\$16,407.26</u>

**MEDTOX LABORATORIES, INC.**

08/31/2018	08201895907	E 101-43100-441	Miscellaneous	MED TESTING	41.87
08/31/2018	08201895907	E 101-45200-441	Miscellaneous	MED TESTING	41.87
08/31/2018	08201895907	E 601-49440-441	Miscellaneous	MED TESTING	41.87
08/31/2018	08201895907	E 602-49490-441	Miscellaneous	MED TESTING	41.89
					<u>\$167.50</u>

**MESSNER, GINA**

08/20/2018	1418	G 601-22200	Deferred Revenues	REF ACCT #1418	102.01
					<u>\$102.01</u>

**METRO SALES, INC.**

08/27/2018	INV1151939	E 101-41400-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 101-42110-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 101-42400-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 101-43100-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 101-45200-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 601-49440-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 602-49490-200	Office Supplies	COPIES	95.68
08/27/2018	INV1151939	E 609-49750-200	Office Supplies	COPIES	95.75
					<u>\$765.51</u>

**METRO WEST INSPECTIONS SERVICE**

08/23/2018	1644	E 101-42400-311	Contract	FINALED PERMITS JULY 2018	449.82
					<u>\$449.82</u>

**MIDCONTINENT COMMUNICATIONS**

09/02/2018	1333271019684	E 101-41940-321	Telephone	AUGUST 2018	36.99
09/02/2018	1333271019684	E 101-42110-321	Telephone	AUGUST 2018	16.85
09/02/2018	1333271019684	E 101-43100-321	Telephone	AUGUST 2018	16.86
09/02/2018	1333271019684	E 601-49440-321	Telephone	AUGUST 2018	150.00
09/02/2018	1333271019684	E 601-49440-321	Telephone	AUGUST 2018	150.00
09/02/2018	1333271019684	E 609-49750-321	Telephone	AUGUST 2018	150.00
					<u>\$520.70</u>

**MINUTEMAN PRESS**

08/31/2018	978248	E 101-41110-344	Newsletter	NEWSLETTER	133.43
08/31/2018	978248	E 101-41400-441	Miscellaneous	NEWSLETTER	133.43
08/31/2018	978248	E 101-42110-441	Miscellaneous	NEWSLETTER	133.43
08/31/2018	978248	E 101-42210-441	Miscellaneous	NEWSLETTER	133.43
08/31/2018	978248	E 101-42400-352	General Notices and Pub Info	NEWSLETTER	133.43
08/31/2018	978248	E 101-43100-441	Miscellaneous	NEWSLETTER	133.43
08/31/2018	978248	E 101-43210-439	Recycling Days	NEWSLETTER	283.11
08/31/2018	978248	E 101-45200-441	Miscellaneous	NEWSLETTER	133.52
08/31/2018	978248	E 601-49440-441	Miscellaneous	NEWSLETTER	133.43
08/31/2018	978248	E 602-49490-441	Miscellaneous	NEWSLETTER	133.43
08/31/2018	978248	E 609-49750-441	Miscellaneous	NEWSLETTER	133.43

					\$1,617.50
<b>MN DEPT OF HEALTH</b>					
08/15/2018	081518	E 601-49440-313	Sample Testing	QUARTERLY AMOUNT	2,664.00
					\$2,664.00

<b>MN SHERIFFS ASSOCIATION</b>					
09/06/2018	172660	E 101-42110-200	Office Supplies	PERMITS TO ACQUIRE	60.00
					\$60.00

<b>NORTH MEMORIAL OCCUPATIONAL ME</b>					
09/04/2018	43088-00	E 602-49490-441	Miscellaneous	LAB TESTING	27.00
					\$27.00

<b>NORTH METRO TREE SERVICE INC.</b>					
09/07/2018	090718	E 101-43100-311	Contract	TREE REMOVAL	2,025.00
					\$2,025.00

<b>OLMSCHIED, GREG</b>					
08/20/2018	5407	G 601-22200	Deferred Revenues	REF ACCT #5407	173.19
					\$173.19

<b>OPUS 21</b>					
08/30/2018	180661	E 601-49440-382	Utility Billing	JUNE 2018	1,583.59
08/30/2018	180661	E 602-49490-382	Utility Billing	JUNE 2018	1,583.58
08/30/2018	180731	E 601-49440-382	Utility Billing	JULY 2018	1,587.10
08/30/2018	180731	E 602-49490-382	Utility Billing	JULY 2018	1,587.09
					\$6,341.36

<b>PACE ANALYTICAL SERVICES</b>					
08/28/2018	181297598	E 602-49490-313	Sample Testing	SAMPLE TESTING	31.50
08/28/2018	181297622	E 602-49490-313	Sample Testing	SAMPLE TESTING	142.00
08/28/2018	181297623	E 602-49490-313	Sample Testing	SAMPLE TESTING	154.50
09/04/2018	181297841	E 602-49490-313	Sample Testing	SAMPLE TESTING	124.50
					\$452.50

<b>PEARSON BROS. INC.</b>					
08/27/2018	4438	E 101-43100-406	Asphalt Repair & Maint	BITUMINOUS MTRL	79,466.00
					\$79,466.00

<b>PEPSI COLA</b>					
08/24/2018	18493857	E 609-49751-254	Miscellaneous Merchandise	MISC	326.35
					\$326.35

<b>PHILLIPS WINE &amp; SPIRITS CO.</b>					
08/17/2018	304094	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(4.71)
08/17/2018	304094	E 609-49751-251	Liquor For Resale	LIQUOR	(551.80)
08/22/2018	2410912	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
08/22/2018	2410912	E 609-49751-251	Liquor For Resale	LIQUOR	493.20
08/22/2018	2410913	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
08/22/2018	2410913	E 609-49751-253	Wine For Resale	WINE	605.75
08/22/2018	2410914	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
08/22/2018	2410914	E 609-49751-254	Miscellaneous Merchandise	MISC	87.00
08/24/2018	304850	E 609-49751-251	Liquor For Resale	LIQUOR	(50.92)
08/29/2018	2414609	E 609-49751-206	Freight and Fuel Charges	FREIGHT	65.94
08/29/2018	2414609	E 609-49751-251	Liquor For Resale	LIQUOR	3,278.77
08/29/2018	2414610	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
08/29/2018	2414610	E 609-49751-253	Wine For Resale	WINE	196.00
09/06/2018	2419073	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.62
09/06/2018	2419073	E 609-49751-251	Liquor For Resale	LIQUOR	3,601.48
09/06/2018	2419074	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
09/06/2018	2419074	E 609-49751-253	Wine For Resale	WINE	124.75
09/06/2018	2419075	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
09/06/2018	2419075	E 609-49751-254	Miscellaneous Merchandise	MISC	48.00
09/06/2018	305765	E 609-49751-251	Liquor For Resale	LIQUOR	(183.06)
					\$7,781.84

**RISCHER, LEVI**

07/20/2018	4954	G 601-22200	Deferred Revenues	REF ACCT #4954	123.68
					<u>\$123.68</u>
<b>SAMBATEK</b>					
09/07/2018	12861	E 101-41910-311	Contract	COMMUNITY DEVELOPMENT	868.75
09/07/2018	12861	E 101-43100-303	Engineering Fees	SMALL CELL/PW	1,267.25
					<u>\$2,136.00</u>
<b>SEMLER HOMES</b>					
05/20/2018	5119	G 601-22200	Deferred Revenues	REF ACCT #5119	94.14
					<u>\$94.14</u>
<b>SOUTHERN GLAZERS OF MN</b>					
08/23/2018	1721223	E 609-49751-206	Freight and Fuel Charges	FREIGHT	78.71
08/23/2018	1721223	E 609-49751-251	Liquor For Resale	LIQUOR	7,442.00
08/30/2018	1723888	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.96
08/30/2018	1723889	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.36
08/30/2018	1723889	E 609-49751-253	Wine For Resale	WINE	1,534.00
08/30/2018	1723890	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
08/30/2018	1723890	E 609-49751-251	Liquor For Resale	LIQUOR	695.45
09/06/2018	1726228	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.32
09/06/2018	1726229	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.80
09/06/2018	1726229	E 609-49751-251	Liquor For Resale	LIQUOR	1,243.11
09/06/2018	1726230	E 609-49751-206	Freight and Fuel Charges	LIQUOR	1.28
09/06/2018	1726230	E 609-49751-251	Liquor For Resale	LIQUOR	89.91
					<u>\$11,152.30</u>
<b>SUMMIT COMPANIES</b>					
08/10/2018	1294809	E 101-42110-401	Repairs/Maint Buildings	ANNUAL FIRE EXT INSPECTION	329.25
					<u>\$329.25</u>
<b>U S BANK EQUIPMENT FINANCE</b>					
09/10/2018	366325058	E 101-41400-240	Office Equip	COPIER/SCANNER LEASES	201.24
09/10/2018	366325058	E 101-43100-240	Office Equip	COPIER/SCANNER LEASES	201.24
09/10/2018	366325058	E 101-43210-240	Office Equip	COPIER/SCANNER LEASES	201.24
09/10/2018	366325058	E 101-45200-240	Office Equip	COPIER/SCANNER LEASES	201.24
09/10/2018	366325058	E 601-49440-240	Office Equip	COPIER/SCANNER LEASES	201.24
09/10/2018	366325058	E 602-49490-240	Office Equip	COPIER/SCANNER LEASES	201.25
					<u>\$1,207.45</u>
<b>VINOCOPIA, INC.</b>					
08/24/2018	0213996-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
08/24/2018	0213996-IN	E 609-49751-251	Liquor For Resale	LIQUOR	180.25
					<u>\$182.75</u>
<b>WALSH, JOSHUA &amp; ANGELA</b>					
07/20/2018	4249	G 601-22200	Deferred Revenues	REF ACCT #4249	75.44
					<u>\$75.44</u>
<b>WANHALA, ERIK &amp; BRITTANY</b>					
08/20/2018	4588	G 601-22200	Deferred Revenues	REF ACCT #4588	298.20
					<u>\$298.20</u>
<b>WINE MERCHANTS</b>					
08/29/2018	7198256	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
08/29/2018	7198256	E 609-49751-253	Wine For Resale	WINE	216.00
					<u>\$217.57</u>
<b>ZAJICEK, JEANNA &amp; JEREMY</b>					
07/20/2018	5330	G 601-22200	Deferred Revenues	REF ACCT #5330	48.48
					<u>\$48.48</u>

FUND SUMMARY

\$206,493.74

101 GENERAL FUND	\$107,036.72
601 WATER FUND	\$11,350.94
602 SEWER FUND	\$4,682.84
609 MUNICIPAL LIQUOR FUND	\$77,728.94
803 ESCROW	\$5,694.30
Total	<u>206,493.74</u>



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9 A**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Resolution to Adjust the Tax Levy for Bonded Indebtedness  
**DATE:** 09-12-2018

**ITEM FOR CONSIDERATION:**

Attached is Resolution 2018-31 to adjust the tax levy for bonded indebtedness for 2018.

**BACKGROUND:**

In 2013, a bond was issued to advance refund the 2007 Bonds. The city also issued GO Bonds in 2015 for street improvements. In 2017, the city also refunded the 2012A EDA Lease Revenue with the 2017A GO Bonds. All of these issues have a tax levy associated with them. The city has averaged the levy stream out over the life of the bonds so that the levy stays consistent. The attached resolution adjusts the 2015 bond levy and the 2017 bond levy.

**ACTION BE TO CONSIDERED:**

Approve the attached resolution adjusting the levy.

**BUDGET IMPLICATION:**

This sets the levy for bond indebtedness for 2019.

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**Attachments:**

1. Resolution 2018-31 Adjusting the Tax Levy for Bonded Indebtedness.

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

RESOLUTION 2018-31

A RESOLUTION ADJUSTING THE TAX LEVY  
FOR BONDED INDEBTEDNESS

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2017A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Crossover Refunding Bonds, Series 2013A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Improvement Bonds, Series 2015A; and

WHEREAS, the City may adjust the amount of taxes levied for collection in order to average the levy stream out over the life of the Bonds; and

WHEREAS, the City will make transfers of equal amounts from the Water and Sewer Funds to help pay for the 2017A Capital Improvement bonds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2019 be adjusted as follows:

<u>Bond description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	494,057.82	\$327,220.00
G.O. Crossover Refunding Bonds Series – 2013A	\$20,900.00	\$20,900.00
G.O. Improvement Bonds – 2015A	\$17,804.15	\$20,470.00

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2019.

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

and the following voted against the same:  
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Feldman, Mayor of St. Francis

\_\_\_\_\_  
Barbara I. Held, City Clerk

**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9 B**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Resolution Providing for the Preliminary Approval of a Proposed  
2019 Tax Levy and Setting the Budget Public Hearing Date  
**DATE:** 09-12-2018

**ITEM FOR CONSIDERATION:**

State law requires the City to certify its preliminary 2019 levy to the county by September 30, 2018. This levy then **cannot be increased** when the final levy is adopted in December. The council also needs to set the date that the budget and levy will be discussed in December which will also allow for public input.

**BACKGROUND:**

The 2018 levy was set at \$3,488,791. This included a General Fund Levy of \$3,120,201 and a Debt Service Levy of \$368,590.

The 2019 levy is proposed to increase to \$3,793,590. This includes the General Operating Levy of \$3,425,000 and a debt service levy of \$368,590. This levy utilizes the city's increased market value amounts to keep the overall tax rate about the same as the rate in 2018. This means that a home valued the same in both years will pay the same amount in city taxes as last year. The 2018 tax rate was 53.996%. The following table shows the tax rate for the city since 2013. As you can see the rate has been steadily dropping each year.

2013	63.025%
2014	59.627%
2015	58.908%
2016	58.428%
2017	54.116%
2018	53.996%
2019 Estimate	53.015%

The General Operating Levy is broken down to the General Fund, Capital Equipment, Building Improvements and Street Improvements. There has been \$230,000 designated to Capital Equipment to fund projects listed in the CIP Plan for 2019-2023.

[Type text]

The resolution also sets the date for the Public Hearing on the 2019 Levy and Budget for Monday December 3, 2018 at 6:00 pm as part of the regular city council meeting.

**ACTION BE TO CONSIDERED:**

Approve the attached resolution setting the preliminary levy.

**BUDGET IMPLICATION:**

The levy that is set will determine the level of the proposed expenditures for 2019.

Attachments:

1. Resolution 2018-32 Providing the Preliminary Approval of a Proposed 2019 Tax Levy and Setting Budget Public Hearing Date.

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

**RESOLUTION 2018-32**

**A RESOLUTION PROVIDING PRELIMINARY  
APPROVAL OF A PROPOSED 2019 TAX LEVY And  
SETTING BUDGET PUBLIC HEARING DATE**

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2019 by September 30, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA THAT:

1. To adopt the preliminary maximum tax levy payable in 2019 against taxable property in the City of St. Francis at:

**General Operating Levy**

	\$
General Fund	3,015,000.00
Capital Equipment Fund	230,000.00
Building Improvements	60,000.00
Street Improvements	120,000.00
<b>Total General Operating Levy</b>	<u><u>3,425,000.00</u></u>

**Debt Service Levy**

	\$
2013A Debt Service	20,900.00
2015A Debt Service	20,470.00
2017A Debt Service	327,220.00
	\$
<b>Total Debt Service Levy</b>	<u><u>368,590.00</u></u>

	\$
<b>Total Levy</b>	<u><u>3,793,590.00</u></u>

2. To set the date for consideration of the final levy and consideration of the 2019 Budget shall be set as Monday, December 3, 2018 at 6:00 pm at the ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES) AT 4115 AMBASSADOR BLVD. NW.

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

and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>th</sup>  
DAY OF SEPTEMBER, 2018.

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Steve Feldman, Mayor

ATTEST:

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Barbara I. Held, City Clerk



<p><b>CITY COUNCIL AGENDA REPORT</b> Agenda Item #: <b>9 C</b></p>
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**TO:** Joe Kohlmann, City Administrator  
**FROM:** Craig Jochum, City Engineer

**SUBJECT:** Kings Highway and Riverbank Lane Project – Resolution Ordering the Improvement And Preparation Plans

**DATE:** September 17, 2018

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**OVERVIEW:**

Per Minnesota Statutes 429 the council conducted the Improvement Hearing for this project at the September 4, 2018 Council Meeting. As discussed at the hearing project costs would be assessed on a per unit basis with one-unit assessment for each lot. There are 29 lots within St. Francis that abut Kings Highway and Riverbank Lane. Based on a total assessment amount of \$241,300 the per unit assessment would be \$8,320.

If the council would like to move this project forward the next step is to prepare plans and specifications. These plans would be provided to council for approval prior to soliciting bids.

**ACTION TO BE CONSIDERED:**

Consider adopting Resolution 2018-33 a Resolution Ordering the Improvement and Preparation Plans.

**BUDGET IMPLICATION:**

This project is proposed to be financed by the Stormwater Utility Fund and assessments. The total estimated project cost is \$482,600. The proposed fund split is \$241,300 from the Stormwater Utility Fund and \$241,300 from assessments. The assessments are proposed to be over a 15 year period at a rate of 3.68%. Based on the engineering contract plans and specifications will be prepared for a not-to-exceed cost of \$27,800.

**ATTACHMENTS:**

1. Resolution 2018-33 - Resolution Ordering the Improvement And Preparation Plans.

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

**RESOLUTION 2018-33**

**RESOLUTION ORDERING IMPROVEMENT AND  
PREPARATION OF PLANS**

WHEREAS, City Council conducted a public improvement hearing on the proposed improvement for Kings Highway from 245<sup>th</sup> to Riverbank Lane and Riverbank Lane from the municipal limit to the cul-de-sac; and

WHEREAS, ten days' mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 4<sup>th</sup> day of September 2018, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA:

1. Such improvement is hereby ordered as proposed in the Feasibility Report dated July 31, 2018.
2. Hakanson Anderson Associates, Inc. is hereby designated as the engineer for this improvement, and are hereby directed and authorized to prepare plans and specifications for the making of such improvement.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk



**City Council  
AGENDA REPORT  
Agenda Item #  
9 D**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Kate Thunstrom, Community Development Director  
**SUBJECT:** Nuisance Properties  
**DATE:** September 17, 2018

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**OVERVIEW**

St. Francis works on a complaint based code enforcement process. When a resident contacts the City with concerns we follow the Administrative Enforcement process as outlined in Chapter 2 of the City Code. This process begins with an inspection, followed by a notice and citations if the concerns are not addressed.

Before Council is a property in which high level concerns have been identified and owners have not communicated with city staff. The administrative notice, several inspections and citations have gone to the property. Conditions have not improved and have continued to get worse.

Once it can be identified that the Administrative Enforcement process is not successful, staff begins to work with our legal team to address the individual properties. They review the actions to date by staff and determine the next required steps towards moving the property forward to a safe situation. Those actions include the need for abatement or designation as a hazardous building.

**ITEMS TO BE DICUSSED:**

Review and consider recommendations as presented by BGS.

**POTENTIAL BUDGET:**

**ATTACHMENTS:**

Finding of Fact, Conclusions and Order

Before the St. Francis City Council  
St. Francis, Anoka County, Minnesota  
September 17, 2018

In the Matter of the Property Located at:

23255 Ambassador Blvd. NW  
St. Francis, MN 55070

Legal Description:  
LOT 4, BLOCK 2, DURIGAN  
& LOCHER ADDITION, ANOKA COUNTY

PIN: 32-34-24-31-0009

City of St. Francis's  
Findings of Fact,  
Conclusions and Order

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This matter came before the St. Francis City Council during a regularly scheduled open Council Meeting on September 17, 2018. This issue was addressed beginning at approximately \_\_\_\_\_ p.m. The owners or owners' representative was / was not present.

Based upon the record of the matter and discussion at the Council meeting, the City makes the following:

FINDINGS OF FACT

1. Matthew R. Neumann and Emily J. Neumann ("the Owners") are the owners of property located at 23255 Ambassador Blvd NW, St. Francis, Minnesota ("the Property").
2. National City Mortgage, a Division of National City Bank of Indiana, holds the mortgage on the Property pursuant to a Mortgage recorded as Document Number 1983009.006 on March 22, 2006 in the Office of the Anoka County Recorder.
3. In approximately May, 2018, the City of St. Francis ("the City") received a complaint regarding the condition of the Property relating specifically to the storage of vehicles, refuse, and junk on the Property.
4. On May 17, 2018, the Property was inspected and photographed. The photographs show refuse scattered throughout the exterior of the Property, including bags of garbage piled near a camper. Also visible was miscellaneous junk scattered throughout the exterior of the Property including building materials, tires, one or more inoperable and/or unregistered/unlicensed vehicles, and other household materials. Vehicles were observed parked on unapproved surfaces.
5. On May 21, 2018, an Administrative Notice was sent via U.S. mail to the Owners, notifying the Owners that the Property was in violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; and 8-2-1-C for refuse; abandoned, unlicensed, and/or inoperable vehicles; and

vehicles parked off an approved surface. The Owners were given until June 8, 2018 to bring the Property into compliance.

6. On June 11, 2018, a follow-up inspection was completed and photographs taken. The inspection revealed that the Owners had made progress on the violations noted; specifically refuse and junk had been cleaned up. An Administrative Notice was issued the same day, which recognized the progress made and encouraged the Owners to continue that progress. The photographs showed some miscellaneous junk/household materials continued to be visible along with multiple vehicles parked on the grass. An Administrative Notice was sent via U.S. mail to the Owners, notifying the Owners that the Property was in violation of St. Francis City Code(s) 10-16-15.D-3 and 10-16-15.F for vehicles parked off an approved surface. This Administrative Notice gave the Owners until June 20, 2018 to bring the Property into compliance.
7. On June 25, 2018, a follow-up inspection was completed and photographs taken. The inspection revealed that the Owners had not remedied the conditions on the Property and refuse was again observed scattered throughout the exterior of the Property. An Administrative Citation was issued on June 26, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; and 8-2-1-C for refuse; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$200 and a compliance date of July 3, 2018 was set.
8. On July 3, 2018 a follow-up inspection was scheduled and some photographs taken. Staff determined that a follow up inspection would be needed to provide additional photographs. The follow up inspection was completed and additional photographs taken on July 10, 2018. The inspection revealed that the Owners had not remedied the conditions on the Property. The second Administrative Citation was issued on July 10, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; and 8-2-1-C for refuse; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$400 and a compliance date of July 19, 2018 was set.
9. On July 16, 2018, the City received another complaint regarding the Condition of the Property. A Citizen Action Form was drafted. Staff discovered that garbage service had not been provided to the Property since November of 2017 and there have been no payments to City utilities in 2018.
10. On July 17, 2018 a follow-up inspection was completed and photographs taken. The inspection revealed that the Owners had not remedied the conditions on the Property and conditions have worsened. Garbage, junk, and debris were scattered about the exterior of the Property, the grass was long, one or more inoperable and/or unregistered/unlicensed vehicles, were observed, and vehicles were observed parked on unapproved surfaces. At least two unlicensed vehicles were outside on the Property. The third Administrative Citation was issued on July 17, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; 10-16-14-D; 8-2-1-C and 8-2-1-E for refuse; unlawful storage of junk; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$1,100 and a compliance date of July 24, 2018 was set.

11. On July 30, 2018 a follow-up inspection was completed and photographs taken. The inspection revealed that the Owners had not remedied the conditions on the Property. The fourth Administrative Citation was issued on July 30, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; 10-16-14-D; 8-2-1-C and 8-2-1-E for refuse; unlawful storage of junk; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$2,200 and a compliance date of August 6, 2018 was set.
12. On August 6, 2018 a follow-up inspection was completed. The inspection revealed that the Owners had not remedied the conditions on the Property. The fifth Administrative Citation was issued on August 6, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; 10-16-14-D; 8-2-1-C and 8-2-1-E for refuse; unlawful storage of junk; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$4,500 and a compliance date of August 13, 2018 was set.
13. On August 13, 2018 a follow-up inspection was completed. The inspection revealed that the Owners had not remedied the conditions on the Property. The sixth Administrative Citation was issued on August 13, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; 10-16-14-D; 8-2-1-C and 8-2-1-E for refuse; unlawful storage of junk; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$5,000 and a compliance date of August 20, 2018 was set.
14. On August 20, 2018 a follow-up inspection was completed. The inspection revealed that the Owners had not remedied the conditions on the Property. The seventh Administrative Citation was issued on August 20, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; 10-16-14-D; 8-2-1-C and 8-2-1-E for refuse; unlawful storage of junk; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$6,000 and a compliance date of August 27, 2018 was set.
15. On August 29, 2018 a follow-up inspection was completed and photographs taken. The inspection revealed that the Owners had not remedied the conditions on the Property. The eighth Administrative Citation was issued on August 29, 2018 for violation of St. Francis City Code(s) 10-16-15.D-3; 10-16-15.F; 10-16-14-D; 8-2-1-C and 8-2-1-E for refuse; unlawful storage of junk; abandoned, unlicensed, and/or inoperable vehicles; and vehicles parked off an approved surface. Owners were fined \$6,000 and a compliance date of September 6, 2018 was set.
16. Owners have not paid any of the fines and have not been in contact with the City regarding the non-compliant Property or provided any plan for bringing the Property into compliance.
17. A Notice of Hearing on Order to Abate Nuisance was personally served on Owners on September 4, 2018 and was mailed via certified mail on September 4, 2018 to the Owners and to National City Mortgage, the only parties with a recorded interest on the Property.

18. The Property remains non-compliant. Council members have had the opportunity to drive by the Property to make a determination for themselves of the current conditions existing on the Property.
19. The Owners have not taken steps to bring the Property into compliance with City Code.
20. City Code Section 8-2-2-B provides for the abatement of exterior public nuisances and City Code violations and applies to the abatement of refuse, junk, nuisances, and other violations maintained exterior to a principal structure including Refuse as identified in Section 8-2-1-B-1 and Junk as identified in Section 8-2-1-B-2.
21. City Code Section 8-2-2-E provides that upon determination by the City that a violation as identified in City Code Section 8-2-2-B exists on any public or private property within the City, the City shall order the exterior public nuisance or violation abated in accordance with City Code Section 8-2-2-F after notice to the property owner and an opportunity to be heard.
22. The Property remains noncompliant and in violation of City Code Sections 8-2-1-B (Junk Storage), 8-2-1-C (Refuse Storage) and 10-16-15-F (Parking on Unapproved Surface) as follows:

- Vehicles parked off of an approved surface

Multiple vehicles are parked in the yard and on un-surfaced areas on the property. Pursuant to City Code Section 10-16-15.D.3, a maximum of three recreational camping vehicles, utility trailers, boats, or unlicensed (operable) vehicles, or a combination thereof, may be stored outside of an accessory structure or attached garage on an approved parking surface which means a parking surfaced paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a class V aggregate, landscaping rock or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

Per City Code Section 10-16-15-F (Parking in Residential Districts), it is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

Multiple vehicles including, but not limited to, a camper (unlicensed) and van (unlicensed) have been observed parked in the yard and on un-surfaced areas on the property continuously since May 17, 2018 and were observed by City personnel on ten different inspections between May 17, 2018 and August 29, 2018.

- Unlicensed vehicles on the property

Two unlicensed vehicles, including a camper with license plate number RVD1376 and a van with license plate number 591WRA are parked outside on the property. Per City Code Section 10-16-14-D, passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period exceeding thirty (30) days, are considered refuse or junk and shall be regulated in the manner provided for Chapter 8 of the City Code. Per City Code Section 8-2-1-B-2 junk includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof. It is a violation of City Code Section 8-2-1-E to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

Two unlicensed vehicles, including a camper with license plate number RVD1376 and a van with license plate number 591WRA have been observed parked outside the property continuously since at least May 17, 2018, a period exceeding thirty (30) days, and were observed by City personnel on ten different inspections between May 17, 2018 and August 29, 2018.

- Household waste and other related items stored on the property

Refuse is scattered throughout the exterior of the property including, but not limited to, garbage, building materials, tires and other household materials. Per City Code Section 8-2-1-B-1 refuse includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition. It is a violation of City Code Section 8-2-1-C for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days. The refuse has been observed on the property continuously since May 17, 2018, a period exceeding seven days, and was observed by City personnel on ten different inspections between May 17, 2018 and August 29, 2018.

23. Conditions exist on the Property that constitute City Code violations and/or exterior public nuisances.

### CONCLUSIONS

1. Based upon the record, including the August 29, 2018 inspection, photographs and Administrative Citation showing that the Property remains in the same condition, the

property located at 23255 Ambassador Blvd NW in St. Francis is in violation of City Code Sections 8-2-1-B (Junk Storage), 8-2-1-C (Refuse Storage) and 10-16-15-F (Parking on Unapproved Surface).

2. Based upon the record, including the August 29, 2018 inspection, photographs and Administrative Citation showing that the Property remains in the same condition, conditions existing on the Property, including the existence of refuse pursuant to City Code Section 8-2-1-B-1 and junk pursuant to Section 8-2-1-B-2, constitute City code violations and/or exterior public nuisances pursuant to City Code Section 8-2-2-B.

### ORDER

THE CITY OF ST. FRANCIS THROUGH ITS CITY COUNCIL HEREBY ORDERS THE FOLLOWING:

1. The Owners of the property located at 23255 Ambassador Blvd NW in St. Francis, Minnesota are hereby ordered to bring the Property into compliance with all City of St. Francis Codes by removing all refuse and junk as identified in the July 17, 2018 Administrative Citation and herein; and by correcting any and all parking violations identified in said citation and herein within twenty (20) days following this September 17, 2018 Council meeting.
2. If correction action is not taken within twenty (20) days following this September 17, 2018 Council meeting, the City shall abate the violations and/or exterior public nuisances and shall assess the costs of abatement, as certified by the City Clerk or other appropriate officer, plus up to an additional twenty-five (25) percent to cover administrative costs to cover administrative costs, against the Property.
3. This Order shall be served upon the owners of record and all lienholders of record via certified mail.

IT IS SO ORDERED:

For the St. Francis City Council:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Dated: September 17, 2018  
1812888\_1



## ADMINISTRATIVE NOTICE

OPEN IMMEDIATELY

Issue Date: 05/21/2018

MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this **Notice** before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an **Administrative Citation** may be issued.

On 05/17/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park all vehicles, recreational vehicles, boats and trailers on an approved surface or within an enclosed building.

**Compliance Date:** 06/08/2018

**Potential Initial Fine:** \$100.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;

- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all refuse items from property.

**Compliance Date:** 06/08/2018

**Potential Initial Fine:** \$100.00

**Total Potential Fines: \$200.00**

**Payment Due by 06/08/2018**

**Payable to: City of St. Francis**

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.

763-753-2630



## ADMINISTRATIVE NOTICE

Issue Date: 6/11/2018

MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. We recognize the progress that has been made on these violations and the city would like to encourage you to continue. If you correct the conditions leading to this **Notice** before the compliance date there will be no further action. If the conditions are not corrected as of the compliance date, another **Administrative Citation** may be issued.

On 06/11/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park all vehicles, recreational vehicles, boats and trailers on an approved surface or within an enclosed building.

**Compliance Date:** 06/20/2018  
**Potential Initial Fine:** \$100.00

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**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and/or access your property to abate or remedy the situation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-27  
1<sup>st</sup> Occurrence

OPEN IMMEDIATELY  
MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Issue Date: 06/26/2018

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 1/11/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 05/17/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park all vehicles, recreational vehicles, boats and trailers on driveway or within garage.

**Compliance Date:** 07/03/2018

**Potential Initial Fine:** \$100.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;

- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all refuse items from property.

**Compliance Date:** 07/03/2018

**Potential Initial Fine:** \$100.00

**Total Potential Fines: \$200.00**

**Payment Due by 07/03/2018**

**Payable to: City of St. Francis**

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

<b>1<sup>st</sup> Offense:</b>	<b>\$100</b>
<b>2<sup>nd</sup> Offense:</b>	<b>\$200</b>
<b>3<sup>rd</sup> Offense:</b>	<b>\$500</b>
<b>4<sup>th</sup> Offense:</b>	<b>\$1,000</b>
<b>5<sup>th</sup> Offense and Beyond:</b>	<b>\$2,000</b>

Contact the Community Development Department with questions.

763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-33  
2<sup>nd</sup> Occurrence

OPEN IMMEDIATELY  
MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Issue Date: 07/10/2018

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 1/11/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 05/17/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park all vehicles, recreational vehicles, boats and trailers on driveway or within garage.

**Compliance Date:** 07/19/2018

**Potential Initial Fine:** \$200.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;

- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all refuse items from property.

**Compliance Date:** 07/19/2018

**Potential Initial Fine:** \$200.00

**Total Potential Fines: \$400.00**

**Payment Due by 07/19/2018**

**Payable to: City of St. Francis**

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
<b>2<sup>nd</sup> Offense:</b>	<b>\$200</b>
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-37  
3<sup>rd</sup> Occurrence

OPEN IMMEDIATELY  
MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Issue Date: 07/17/2018

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 1/11/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 07/17/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park van, camper and other vehicles in driveway.

**Compliance Date:** 07/24/2018

**Fine:** \$500.00

**Violation:** Unlicensed vehicles on property

**City Code/ Summary:**

**10-16-14-D: Abandoned, Unlicensed, or Inoperable Vehicles:** Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in exceed of thirty (30) days, and all materials stored outside in violation of

City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code.

8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof.

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

**Action Required:** Remove all unlicensed vehicles from property or store in enclosed building.

**Compliance Date:** 07/24/2018

**Fine:** \$100.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;
- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all garbage, tires, building materials and other household materials from property.

**Compliance Date:** 07/24/2018

**Fine:** \$500.00

<p style="text-align: center;"><b>Total Fines: \$1,100.00</b> <b>Payment Due by 07/24/2018</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-41  
4<sup>th</sup> Occurrence

OPEN IMMEDIATELY

Issue Date: 07/30/2018

MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 1/11/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 07/17/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park van, camper and other vehicles in driveway.

**Compliance Date:** 08/06/2018

**Fine:** \$1,000.00

**Violation:** Unlicensed vehicles on property

**City Code/ Summary:**

**10-16-14-D: Abandoned, Unlicensed, or Inoperable Vehicles:** Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in exceed of thirty (30) days, and all materials stored outside in violation of

City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code.

8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof.

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

**Action Required:** Remove all unlicensed vehicles from property or store in enclosed building.

**Compliance Date:** 08/06/2018

**Fine:** \$200.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation or serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;
- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all garbage, tires, building materials and other household materials from property.

**Compliance Date:** 08/06/2018

**Fine:** \$1,000.00

<p style="text-align: center;"><b>Total Fines: \$2,200.00</b> <b>Payment Due by 08/06/2018</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-42  
5<sup>th</sup> Occurrence

OPEN IMMEDIATELY  
MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Issue Date: 08/06/2018

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 1/11/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 08/06/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park van, camper and other vehicles in driveway.

**Compliance Date:** 08/13/2018

**Fine:** \$2,000.00

**Violation:** Unlicensed vehicles on property

**City Code/ Summary:**

**10-16-14-D:** Abandoned, Unlicensed, or Inoperable Vehicles: Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in exceed of thirty (30) days, and all materials stored outside in violation of

City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code.

8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof.

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

**Action Required:** Remove all unlicensed vehicles from property or store in enclosed building.

**Compliance Date:** 08/13/2018

**Fine:** \$500.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;
- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all garbage, tires, building materials and other household materials from property.

**Compliance Date:** 08/13/2018

**Fine:** \$2,000.00

<p><b>Total Fines: \$4,500.00</b> <b>Payment Due by 08/13/2018</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-44  
6<sup>th</sup> Occurrence

OPEN IMMEDIATELY

Issue Date: 08/13/2018

MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 1/11/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 08/13/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park van, camper and other vehicles in driveway.

**Compliance Date:** 08/20/2018

**Fine:** \$2,000.00

**Violation:** Unlicensed vehicles on property

**City Code/ Summary:**

**10-16-14-D:** Abandoned, Unlicensed, or Inoperable Vehicles: Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in exceed of thirty (30) days, and all materials stored outside in violation of

City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code.

8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof.

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

**Action Required:** Remove all unlicensed vehicles from property or store in enclosed building.

**Compliance Date:** 08/20/2018

**Fine:** \$1,000.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;
- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all garbage, tires, building materials and other household materials from property.

**Compliance Date:** 08/20/2018

**Fine:** \$2,000.00

<p style="text-align: center;"><b>Total Fines: \$5,000.00</b> <b>Payment Due by 08/20/2018</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-46  
7<sup>th</sup> Occurrence

OPEN IMMEDIATELY  
MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Issue Date: 08/20/2018

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 5/21/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 08/20/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park van, camper and other vehicles in driveway.

**Compliance Date:** 08/27/2018

**Fine:** \$2,000.00

**Violation:** Unlicensed vehicles on property

**City Code/ Summary:**

**10-16-14-D: Abandoned, Unlicensed, or Inoperable Vehicles:** Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in exceed of thirty (30) days, and all materials stored outside in violation of

City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code.

8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof.

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

**Action Required:** Remove all unlicensed vehicles from property or store in enclosed building.

**Compliance Date:** 08/27/2018

**Fine:** \$2,000.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;
- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all garbage, tires, building materials and other household materials from property.

**Compliance Date:** 08/27/2018

**Fine:** \$2,000.00

<p style="text-align: center;"><b>Total Fines: \$6,000.00</b> <b>Payment Due by 08/27/2018</b> <b>Payable to: City of St. Francis</b></p>
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630



## ADMINISTRATIVE CITATION

Citation #18-52  
8<sup>th</sup> Occurrence

OPEN IMMEDIATELY

Issue Date: 08/29/2018

MATTHEW & EMILY NEUMANN  
23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

Regarding Address: 23255 AMBASSADOR BLVD NW  
ST. FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 5/21/2018, you were issued an **Administrative Notice** due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 08/29/2018, the following violations of St. Francis City Code were documented:

**Violation:** Vehicles parked off of an approved surface.

**City Code/Summary:**

**10-16-15. - Outdoor storage. D-3.** Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

**F. Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

**Action Required:** Park van, camper and other vehicles in driveway.

**Compliance Date:** 09/06/2018

**Fine:** \$2,000.00

**Violation:** Unlicensed vehicles on property

**City Code/ Summary:**

**10-16-14-D: Abandoned, Unlicensed, or Inoperable Vehicles:** Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in exceed of thirty (30) days, and all materials stored outside in violation of

City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code.

8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof.

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

**Action Required:** Remove all unlicensed vehicles from property or store in enclosed building.

**Compliance Date:** 09/06/2018

**Fine:** \$2,000.00

**Violation:** Household waste and other related items being stored on the property.

**City Code/ Summary:**

**8-2-1-B-1. Refuse** means and includes all organic and inorganic:

- 1) Material resulting from the manufacture, preparation of serving of food or food products;
- 2) Spoiled, decayed or waste food from any source;
- 3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- 4) Tree, lawn or bush clippings and weeds;
- 5) Furniture, household furnishings or appliances, or parts or components thereof; or
- 6) Human or household waste of all kinds not included in any other portion of this definition.

**8-2-1-C. Refuse Storage**

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

**Action Required:** Remove all garbage, tires, building materials and other household materials from property.

**Compliance Date:** 09/06/2018

**Fine:** \$2,000.00

<p style="text-align: center;"><b>Total Fines: \$6,000.00</b> <b>Payment Due by 09/06/2018</b> <b>Payable to: City of St. Francis</b></p>
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**TOTAL FINES TO DATE: \$19,400.00**

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.org/City-code/](http://www.stfrancismn.org/City-code/) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

**Fee Schedule**

1 <sup>st</sup> Offense:	\$100
2 <sup>nd</sup> Offense:	\$200
3 <sup>rd</sup> Offense:	\$500
4 <sup>th</sup> Offense:	\$1,000
5 <sup>th</sup> Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.  
763-753-2630











**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9E**

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Storage Moratorium**  
**DATE:** September 17<sup>th</sup>, 2018

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**OVERVIEW:**

The City currently does not clearly regulate mini-storage facilities in its zoning code. The existing mini-storage facility is located in a B-1 (Business District). There are currently no performance standards that apply to mini-storage. City staff has recently received inquiries on establishing additional mini-storage facilities in the City. However, there are concerns that the City's current zoning provisions relating to mini-storage facilities, such as their appropriate location, the conditions under which they may be allowed, and their compatibility of existing uses in the City.

As a result of these important land use and zoning issues, the City desires to conduct a study for the purposes of considering possible amendments to the City's official controls to address the issues relating to mini-storage facilities. The City finds that this Interim Ordinance is necessary to protect the planning process and the health, safety, and welfare of its residents.

**Recommended Motion:**

Adopt the attached Moratorium on mini-storage facilities.

## ORDINANCE 242, SECOND SERIES

### AN INTERIM ORDINANCE TEMPORARILY ESTABLISHING A PLANNING MORATORIUM ON MINI-STORAGE FACILITIES

THE CITY OF ST. FRANCIS, MINNESOTA DOES HEREBY ORDAIN:

#### **Section 1. Background.**

- 1.01. **Authority.** The City of St. Francis (the "City") has the authority to establish moratoriums to regulate, restrict, or prohibit any use in all or part of the City. In particular, pursuant to Minnesota Statutes Section 462.355, Subd 4, the City is authorized to adopt a planning moratorium to on uses while the City or its planning consultant is conducting studies or has authorized a study to be conducted, or has scheduled a hearing to consider the adoption or amendment of the comprehensive plan or official zoning controls.
- 1.02. The City currently does not clearly regulate mini-storage facilities in its zoning code. The existing mini-storage facility is located in a B-1 (Business District). There are currently no performance standards that apply to mini-storage. City staff has recently received inquiries on establishing additional mini-storage facilities in the City. However, there are concerns that the City's current zoning provisions relating to mini-storage facilities, such as there appropriate location, the conditions under which they may be allowed, and there compatibility of existing uses in the City. As a result of these important land use and zoning issues, the City desires to conduct a study for the purposes of considering possible amendments to the City's official controls to address the issues relating to mini-storage facilities. The City finds that this Interim Ordinance is necessary to protect the planning process and the health, safety, and welfare of its residents.

#### **Section 2. Definitions.**

For the purposes of this Interim Ordinance, the term "mini-storage" shall have the same meaning as "self-service storage facility," as defined in Minnesota Statutes Section 514.971, subd 2.

#### **Section 3. Prohibition.**

- 3.01. In accordance with the findings set forth in Section 1.02, a zoning moratorium is Established on mini-storage within the City.

- 3.02. During the effective period of this Interim Ordinance, no new mini-storage facilities shall be established in the City and applications for building permits or zoning approvals for mini-storage facilities will not be processed, approved, or accepted by the City. This Ordinance also prohibits the further consideration of and approval of any pending license or zoning applications for mini-storage. Previously received applications (if any exist) shall be withdrawn by the applicant or the application shall not be acted upon by the City in accordance with this Interim Ordinance.

**Section 4. Study.**

The City hereby authorizes a study by City staff and consultants of all issues related to the regulation of mini-storage.

**Section 5. Enforcement.**

The City may enforce this Ordinance by injunction or any other appropriate civil remedy in any court of competent jurisdiction.

**Section 6. Severability.**

Every section, provision of this Ordinance is declared separable from every section, provision or part of this Ordinance. If any section, provision, or part of this Ordinance is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

**Section 7. Duration.**

This Interim Ordinance shall take effect immediately upon adoption and publication and shall be effective until the earlier of the following dates: (a) on year from its effective date, or (b) the date upon which the City reaffirms, amends, or repeals its ordinances and official controls related to mini-storage.

This Ordinance shall take effect and be in full force from and after its adoption and publication, as provided by law.

Passed by the City Council of the City of St. Francis, Minnesota, on this \_\_\_\_ of \_\_\_\_\_, 2018

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Steven D. Feldman, Mayor

Attest:

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Barb I. Held, City Clerk



**Streets and Parks Monthly  
Report – August 2018**

Public Works  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	20	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	22.64	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	100	Inspections
Parks	Events	Preparation and Inspection	12 4	Baseball Misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	238	Acres
Streets	Signs	Signs Installed or Repaired	13	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1 2 1	Sewer Park Street
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	8	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	42	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	40	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	60	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	10	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	5	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	7	Hours

Recycling	Meeting	Meeting with Anoka County	2	Hours
Recycling	Event	Hosted by LePage & Sons	51	Vehicles



**Water and Sewer Monthly  
Report – August 2018**

Public Works  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	18	Inspections
Water	Operational Hours	Hours spent at facility.	36	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	18	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	18	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	23.8	Million Gallons
		Total Finished water	22.6	Million Gallons
		Oak Grove water use	4.2	Million Gallons
		Average Daily Flow	.729	Million Gallons
		Average Chlorine	.32	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.088	Mg/l
		Average Fluoride	.71	Mg/l
		Iron Removal	99	%
		Manganese Removal	84	%
Wastewater	Wastewater Treatment Report			

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents; 8 Effluent (50 Constituents; Monitoring wells (25)	79	Constituents
Wastewater	Operational Hours	Hours spent at facility.	144	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	18	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	<b>Wastewater Flows/Results</b>			
		Discharge Point	Seelye Brook	
		Total Influent	9.2	Million Gallons
		Total Effluent	8.7	Million Gallons
		Reuse effluent	.784	Million Gallons
		Influent TSS	349	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	2	Mg/l
	<i>Limit: (85 %)</i>	<b>TSS % Removal</b>	<b>99</b>	<b>% Removal</b>
		Influent CBOD	240	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	.27	Mg/l
	<i>Limit: (85 %)</i>	<b>CBOD % Removal</b>	<b>99</b>	<b>% Removal</b>
		Influent Phosphorus	5	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		<b>Phosphorus % Removal</b>	<b>100</b>	<b>% Removal</b>
		Influent Ammonia Nitrogen	29.1	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.092	Mg/l
		<b>Ammonia Nitrogen % Removal</b>	<b>99</b>	<b>% Removal</b>
<b>Water/ Sewer</b>	<b>Monthly Tasks</b>			
Water/Sewer	Locates	Process Locate Requests	90	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections

<b>WATER AND SEWER</b>	<b>TASK</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNITS</b>
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	38	Work Orders
<b>Water/Sewer</b>	<b>Monthly Projects</b>			
Water/Sewer	Continue District 3 Inspections - Manholes	Inspect manholes for abnormalities and I & I.	199	Manholes
WWTP	Blower Motor Replacement	Faulty Bearings - Covered Under Warranty	1	Motor
WWTP	Aeration Blower Filter Change Out	Replace 8 filters on Aeration Building.	8	Filters
City Buildings	Vacuum Out Oil/Water Separator Traps	Sediment that has built up over the year.	8	Traps
Lift Stations	Vacuum Out Lift Station	Clean Out Grit and Grease	1	Lift Station
Lift Stations	Pull Pump at Royal Oaks Lift	Plugged Due to Rags	1	Pump
Lift Stations	Wash Down Lift Station	Wash Down Grease Mat at Turtle Run	1	Lift Station
Lift Stations	Power outage - hook up portable generator to Turtle run and Royal oaks.	Power outage on east side of town.( August 27 <sup>th</sup> ) *Scada call-in.	2	Hours
Water and Sewer	Terminate Water and Sewer to 3765 Bridge St.	Building to be Demolished	2	Services
Water	Change oil on sludge pump at WTP	Change Oil, Inspect Wear	1	Pump
Water	Water Meter Rereads	Re-read meters that Opus didn't read.	17	Rereads

\*Each time a lift station pump is pulled due to plugging, it is equal to two man hours.



Sunday Sales Report (one year progress report)

Respectfully Submitted by:

John Schmidt

Liquor Store Manager



Date: 9/17/18

Mayor and City Council:

After 1 year of Sunday sales, I can say it has been good to be open. The first 6 months were tough, but after people realized that we were open sales picked up. During the first 6+ months Sundays were slow and took away sales from both Saturdays and Mondays. Then once the weather started warming up Saturdays and Mondays went back to normal and Sundays were busier. My recommendation is to continue to monitor sales and possibly make an adjustment to hours of operation.

Overall Sunday Sales has been a profitable venture. As you can see with the exception of April, every month had an increase with being open on Sunday.

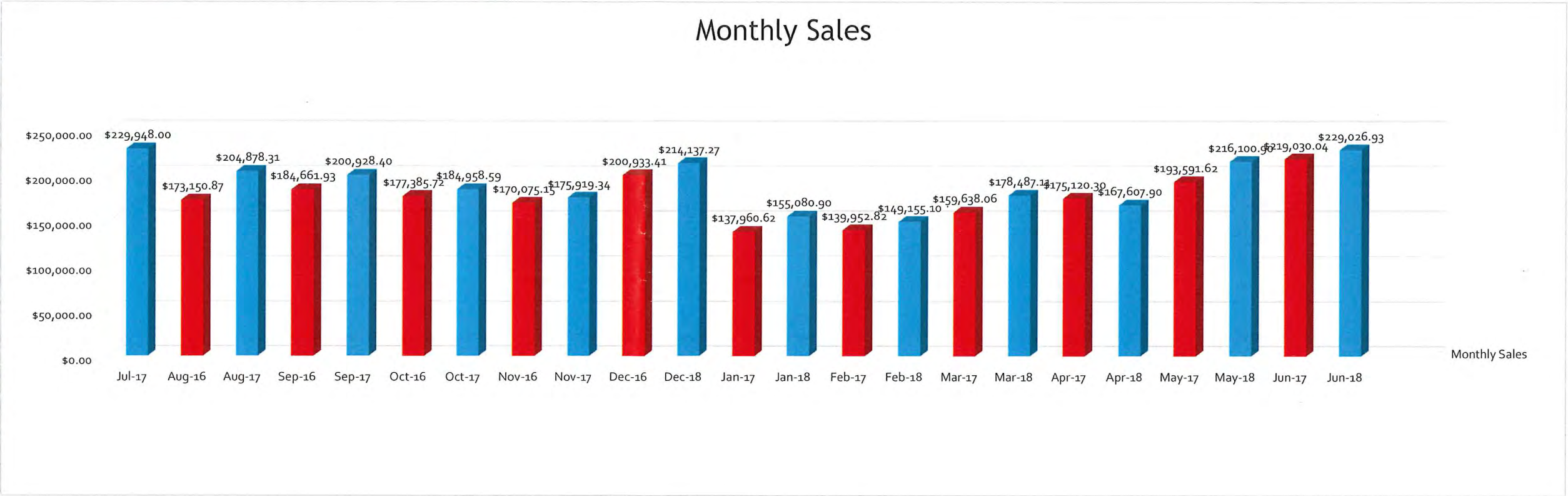
Respectfully,

John Schmidt

Sunday Sales Comparison

Date	Monthly Sales
Jul-16	\$209,960.00
Jul-17	\$229,948.00
Aug-16	\$173,150.87
Aug-17	\$204,878.31
Sep-16	\$184,661.93
Sep-17	\$200,928.40
Oct-16	\$177,385.72
Oct-17	\$184,958.59
Nov-16	\$170,075.15
Nov-17	\$175,919.34
Dec-16	\$200,933.41
Dec-18	\$214,137.27
Jan-17	\$137,960.62
Jan-18	\$155,080.90
Feb-17	\$139,952.82
Feb-18	\$149,155.10
Mar-17	\$159,638.06
Mar-18	\$178,487.11
Apr-17	\$175,120.30
Apr-18	\$167,607.90
May-17	\$193,591.62
May-18	\$216,100.90
Jun-17	\$219,030.04
Jun-18	\$229,026.93

Red Months are prior to Sunday Sales      Blue Months are after Sunday Sales



**\*Check Detail Register©**

August 2018 to September 2018

			Check Amt	Invoice	Comment
<b>10100 CASH</b>					
Paid Chk#	000238E	8/10/2018	<b>AMAZON.COM</b>		
E 101-43100-441	Miscellaneous		\$59.39		SUPPLIES
E 101-43100-441	Miscellaneous		\$54.99		SUPPLIES
E 101-45200-217	Other Operating Supplies		\$46.16		SUPPLIES
E 602-49490-217	Other Operating Supplies		\$143.58		SUPPLIES
E 602-49490-441	Miscellaneous		\$16.49		SUPPLIES
	<b>Total AMAZON.COM</b>		\$320.61		
Paid Chk#	000238E	8/10/2018	<b>ASPEN MILLS</b>		
E 101-42210-437	Uniform Allowance		\$11.85		BRASS COLLAR PIECES
	<b>Total ASPEN MILLS</b>		\$11.85		
Paid Chk#	000238E	8/10/2018	<b>BACK DEFENSE SYSTEM</b>		
E 101-42110-437	Uniform Allowance		\$90.84		UNIFORMS-BLACK
	<b>Total BACK DEFENSE SYSTEM</b>		\$90.84		
Paid Chk#	000238E	8/10/2018	<b>CASEY S GENERAL STORE</b>		
E 101-42110-212	Motor Fuels		\$1,906.92		FUEL
E 101-42210-212	Motor Fuels		\$89.26		FUEL
E 101-43100-212	Motor Fuels		\$437.99		FUEL
E 101-45200-212	Motor Fuels		\$215.43		FUEL
E 601-49440-212	Motor Fuels		\$211.57		FUEL
E 602-49490-212	Motor Fuels		\$141.65		FUEL
	<b>Total CASEY S GENERAL STORE</b>		\$3,002.82		
Paid Chk#	000238E	8/10/2018	<b>CLIPPINGMAGIC.COM</b>		
E 101-43100-433	Dues and Subscriptions		\$3.99		SUBSCRIPTION
	<b>Total CLIPPINGMAGIC.COM</b>		\$3.99		
Paid Chk#	000238E	8/10/2018	<b>COUNTY MARKET - CITY ACCOUNT</b>		
E 101-42110-212	Motor Fuels		\$910.40		FUEL
E 101-42400-212	Motor Fuels		\$62.03		FUEL
E 101-43100-212	Motor Fuels		\$539.15		FUEL
E 101-45200-212	Motor Fuels		\$268.72		FUEL
E 601-49440-212	Motor Fuels		\$163.38		FUEL
E 602-49490-212	Motor Fuels		\$100.00		FUEL
	<b>Total COUNTY MARKET - CITY ACCOUNT</b>		\$2,043.68		
Paid Chk#	000238E	8/10/2018	<b>DRIVER &amp; VEHICLE SERVICES</b>		
E 101-42110-213	Vehicle Oper Supplies		\$87.59		REGISTRATION-VEHICLES
	<b>Total DRIVER &amp; VEHICLE SERVICES</b>		\$87.59		
Paid Chk#	000238E	8/10/2018	<b>GRAINGER, INC.</b>		
E 101-42210-401	Repairs/Maint Buildings		\$25.80		SUPPLIES
	<b>Total GRAINGER, INC.</b>		\$25.80		
Paid Chk#	000238E	8/10/2018	<b>HOSTGATOR</b>		
E 101-41400-441	Miscellaneous		\$279.15		WEBSITE
	<b>Total HOSTGATOR</b>		\$279.15		
Paid Chk#	000238E	8/10/2018	<b>LUBE-TECH</b>		
E 602-49490-229	Project Repair & Maintenance		\$135.93		OIL
	<b>Total LUBE-TECH</b>		\$135.93		
Paid Chk#	000238E	8/10/2018	<b>MENARDS</b>		

**\*Check Detail Register©**

August 2018 to September 2018

			Check Amt	Invoice	Comment
E 101-42210-401	Repairs/Maint Buildings		\$76.30		SUPPLIES
E 101-45200-217	Other Operating Supplies		\$74.72		SUPPLIES
E 101-45200-401	Repairs/Maint Buildings		\$48.99		SUPPLIES
E 601-49440-233	Water Treatment Plant Maint		\$81.95		SUPPLIES
<b>Total MENARDS</b>			\$281.96		
Paid Chk# 000238E	8/10/2018	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
R 101-36241	Surcharge-Permits		(\$79.69)		2ND QUARTER SURCHARGE
G 101-20820	Surcharge Payable		\$1,992.13		2ND QUARTER SURCHARGE
<b>Total MN DEPT OF LABOR &amp; INDUSTRY</b>			\$1,912.44		
Paid Chk# 000238E	8/10/2018	<b>MN GFOA</b>			
E 101-41500-208	Training and Instruction		\$210.00		CONFERENCE-MULVIHILL
<b>Total MN GFOA</b>			\$210.00		
Paid Chk# 000238E	8/10/2018	<b>NORTHERN SAFETY CO., INC.</b>			
E 101-43100-417	Uniform Clothing & PPE		\$82.69		VESTS
E 101-45200-417	Uniform Clothing & PPE		\$82.69		VESTS
E 601-49440-417	Uniform Clothing & PPE		\$82.69		VESTS
E 602-49490-417	Uniform Clothing & PPE		\$82.69		VESTS
<b>Total NORTHERN SAFETY CO., INC.</b>			\$330.76		
Paid Chk# 000238E	8/10/2018	<b>NORTHERN TOOL &amp; EQUIPMENT</b>			
E 101-45200-217	Other Operating Supplies		\$44.06		TRIMMER LINE
<b>Total NORTHERN TOOL &amp; EQUIPMENT</b>			\$44.06		
Paid Chk# 000238E	8/10/2018	<b>OREILLY AUTO PARTS</b>			
E 101-43100-218	Equipment Repair & Maintenance		\$11.53		SUPPLIES
E 602-49490-228	Equipment Maintenance		\$38.53		SUPPLIES
<b>Total OREILLY AUTO PARTS</b>			\$50.06		
Paid Chk# 000238E	8/10/2018	<b>PALMFLEX</b>			
E 602-49490-217	Other Operating Supplies		\$255.98		GLOVES
<b>Total PALMFLEX</b>			\$255.98		
Paid Chk# 000238E	8/10/2018	<b>POND GUY</b>			
E 101-45200-229	Project Repair & Maintenance		\$372.91		LIGHT
<b>Total POND GUY</b>			\$372.91		
Paid Chk# 000238E	8/10/2018	<b>POPP TELECOM</b>			
E 101-42210-321	Telephone		\$99.72		TELEPHONE
E 101-45200-321	Telephone		\$49.01		TELEPHONE
E 609-49750-321	Telephone		\$50.01		TELEPHONE
<b>Total POPP TELECOM</b>			\$198.74		
Paid Chk# 000238E	8/10/2018	<b>POSTMASTER - ST. FRANCIS</b>			
E 101-41400-322	Postage		\$100.00		POSTAGE
E 601-49440-322	Postage		\$19.40		POSTAGE
<b>Total POSTMASTER - ST. FRANCIS</b>			\$119.40		
Paid Chk# 000238E	8/10/2018	<b>SAMS CLUB</b>			
E 609-49751-254	Miscellaneous Merchandise		\$860.86		MISCELLANEOUS
E 609-49750-210	Operating Supplies		\$45.80		OPERATING
<b>Total SAMS CLUB</b>			\$906.66		
Paid Chk# 000238E	8/10/2018	<b>SPRINKLER WAREHOUSE</b>			
E 101-45200-237	Small Equipment		\$172.40		SUPPLIES

**\*Check Detail Register©**

August 2018 to September 2018

			Check Amt	Invoice	Comment
<b>Total SPRINKLER WAREHOUSE</b>			\$172.40		
Paid Chk#	000238E	8/10/2018	<b>STAMPS.COM</b>		
E 101-41400-322	Postage		\$17.99		POSTAGE
E 101-42110-322	Postage		\$15.99		POSTAGE
<b>Total STAMPS.COM</b>			\$33.98		
Paid Chk#	000238E	8/10/2018	<b>SUPER AMERICA</b>		
E 101-42110-212	Motor Fuels		\$49.87		FUEL
E 101-42400-212	Motor Fuels		\$32.42		FUEL
<b>Total SUPER AMERICA</b>			\$82.29		
Paid Chk#	000238E	8/10/2018	<b>ULINE</b>		
E 101-42110-221	Vehicle Repair & Maintenance		\$140.68		SUPPLIES
<b>Total ULINE</b>			\$140.68		
Paid Chk#	000239E	8/31/2018	<b>CAYAN</b>		
E 609-49751-207	Credit Card Expenditures		\$3,624.14		LIQUOR CC FEE
E 609-49751-207	Credit Card Expenditures		\$39.90		CREDIT CARD
<b>Total CAYAN</b>			\$3,664.04		
Paid Chk#	000239E	8/31/2018	<b>FWT</b>		
G 101-21703	FICA Tax Withholding		\$7,886.06		PAYROLL 08-09-2018
G 101-21709	Medicare		\$2,789.86		PAYROLL 08-09-2018
G 101-21701	Federal Withholding		\$9,228.62		PAYROLL 08-09-2018
G 101-21703	FICA Tax Withholding		\$843.04		PAYROLL 08-21-2018
G 101-21709	Medicare		\$289.96		PAYROLL 08-21-2018
G 101-21701	Federal Withholding		\$134.34		PAYROLL 08-21-2018
G 101-21703	FICA Tax Withholding		\$7,887.28		PAYROLL 08-23-2018
G 101-21709	Medicare		\$2,764.88		PAYROLL 08-23-2018
G 101-21701	Federal Withholding		\$9,135.87		PAYROLL 08-23-2018
<b>Total FWT</b>			\$40,959.91		
Paid Chk#	000239E	8/31/2018	<b>HEALTH PARTNERS</b>		
G 101-21708	Health Premium		\$19,307.36	83325500	SEPTEMBER INSURANCE
<b>Total HEALTH PARTNERS</b>			\$19,307.36		
Paid Chk#	000239E	8/31/2018	<b>HSA CONTRIBUTION</b>		
G 101-21714	Health Care Savings		\$669.50		PAYROLL 08-09-2018
G 101-21714	Health Care Savings		\$669.50		PAYROLL 08-23-2018
<b>Total HSA CONTRIBUTION</b>			\$1,339.00		
Paid Chk#	000239E	8/31/2018	<b>ICMA</b>		
G 101-21710	Deferred Comp		\$475.00		PAYROLL 08-09-2018
G 101-21710	Deferred Comp		\$475.00		PAYROLL 08-23-2018
<b>Total ICMA</b>			\$950.00		
Paid Chk#	000239E	9/30/2018	<b>LIQUOR GIFT CARDS</b>		
E 609-49751-207	Credit Card Expenditures		\$5.30		AUGUST FEE
<b>Total LIQUOR GIFT CARDS</b>			\$5.30		
Paid Chk#	000239E	8/31/2018	<b>MASSACHUSETTS, STATE OF</b>		
G 101-21716	Other Deductions		\$103.61		PAYROLL 08-21-2018
<b>Total MASSACHUSETTS, STATE OF</b>			\$103.61		
Paid Chk#	000239E	8/31/2018	<b>MN DEPT OF REVENUE</b>		
G 609-20810	Sales Tax Payable		\$20,368.00		SALES TAX

**\*Check Detail Register©**

August 2018 to September 2018

			Check Amt	Invoice	Comment
G 601-20810	Sales Tax Payable		\$918.00		SALES TAX
	<b>Total MN DEPT OF REVENUE</b>		<b>\$21,286.00</b>		
Paid Chk# 000239E	8/31/2018	<b>MN STATE RETIREMENT SYSTEM</b>			
G 101-21714	Health Care Savings		\$659.51		PAYROLL 08-09-2018
G 101-21714	Health Care Savings		\$647.82		PAYROLL 08-23-2018
	<b>Total MN STATE RETIREMENT SYSTEM</b>		<b>\$1,307.33</b>		
Paid Chk# 000239E	8/31/2018	<b>PAYMENT SERVICE NETWORK</b>			
E 601-49440-430	Bank Fees		\$301.95		CC FEE
	<b>Total PAYMENT SERVICE NETWORK</b>		<b>\$301.95</b>		
Paid Chk# 000239E	8/31/2018	<b>PERA</b>			
G 101-21704	PERA		\$17,391.03		PAYROLL 08-09-2018
G 101-21704	PERA		\$864.00		PAYROLL 08-21-2018
G 101-21704	PERA		\$17,103.19		PAYROLL 08-23-2018
	<b>Total PERA</b>		<b>\$35,358.22</b>		
Paid Chk# 000239E	8/31/2018	<b>STATE OF ARIZONA</b>			
G 101-21716	Other Deductions		\$118.67		PAYROLL 08-21-2018
	<b>Total STATE OF ARIZONA</b>		<b>\$118.67</b>		
Paid Chk# 000239E	8/31/2018	<b>SWT</b>			
G 101-21702	State Withholding		\$4,261.72		PAYROLL 08-09-2018
G 101-21702	State Withholding		\$63.02		PAYROLL 08-21-2018
G 101-21702	State Withholding		\$4,204.18		PAYROLL 08-23-2018
	<b>Total SWT</b>		<b>\$8,528.92</b>		
Paid Chk# 000239E	8/31/2018	<b>VILLAGE BANK</b>			
G 601-11500	Accounts Receivable		\$200.00		RETURN CK-BRUNN #2444
E 601-49440-430	Bank Fees		\$4.00		RETURN CK-BRUNN #2444
R 603-37400	Storm Water Fees		\$60.00		RET CK-GLESSING
E 603-49490-418	Storm Water Management		\$4.00		RET CK-GLESSING
E 101-41500-430	Bank Fees		\$23.92		BANK FEES
E 601-49440-430	Bank Fees		\$23.92		BANK FEES
E 602-49490-430	Bank Fees		\$23.92		BANK FEES
E 609-49750-430	Bank Fees		\$23.94		BANK FEES
	<b>Total VILLAGE BANK</b>		<b>\$363.70</b>		
Paid Chk# 000239E	8/31/2018	<b>VOYA</b>			
G 101-21710	Deferred Comp		\$1,565.00		PAYROLL 08-09-2018
G 101-21710	Deferred Comp		\$1,565.00		PAYROLL 08-23-2018
	<b>Total VOYA</b>		<b>\$3,130.00</b>		
Paid Chk# 000240E	9/18/2018	<b>GRIDOR CONSTRUCTION, INC.</b>			
G 602-16500	Construction in Progress		\$286,123.00		PAYMENT #28
	<b>Total GRIDOR CONSTRUCTION, INC.</b>		<b>\$286,123.00</b>		
Paid Chk# 074730	9/18/2018	<b>ACE SOLID WASTE, INC.</b>			
E 101-43210-384	Refuse/Garbage Disposal	\$53.19	4147265		GARBAGE
E 101-42210-384	Refuse/Garbage Disposal	\$43.59	4147265		GARBAGE
E 609-49750-384	Refuse/Garbage Disposal	\$171.71	4147265		GARBAGE
E 601-49440-384	Refuse/Garbage Disposal	\$67.03	4147265		GARBAGE
E 602-49490-384	Refuse/Garbage Disposal	\$67.02	4147265		GARBAGE
E 101-43210-384	Refuse/Garbage Disposal	\$0.00	4147265		GARBAGE
E 101-43100-384	Refuse/Garbage Disposal	\$21.76	4147265		GARBAGE
E 101-45200-384	Refuse/Garbage Disposal	\$21.76	4147265		GARBAGE

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E 601-49440-384	Refuse/Garbage Disposal		\$21.76	4147265	GARBAGE
E 602-49490-384	Refuse/Garbage Disposal		\$21.76	4147265	GARBAGE
E 101-42110-384	Refuse/Garbage Disposal		\$87.05	4147265	GARBAGE
E 101-43100-384	Refuse/Garbage Disposal		\$55.43	4147265	GARBAGE
E 101-45200-384	Refuse/Garbage Disposal		\$55.43	4147265	GARBAGE
<b>Total ACE SOLID WASTE, INC.</b>			\$687.49		
Paid Chk# 074731	9/18/2018	<b>AIRGAS NORTH CENTRAL</b>			
E 101-43100-217	Other Operating Supplies		\$11.96	9955635200	CYLINDER RENTAL
E 101-43210-217	Other Operating Supplies		\$11.96	9955635200	CYLINDER RENTAL
E 101-45200-217	Other Operating Supplies		\$11.96	9955635200	CYLINDER RENTAL
E 601-49440-217	Other Operating Supplies		\$11.96	9955635200	CYLINDER RENTAL
E 602-49490-217	Other Operating Supplies		\$11.96	9955635200	CYLINDER RENTAL
<b>Total AIRGAS NORTH CENTRAL</b>			\$59.80		
Paid Chk# 074732	9/18/2018	<b>ALS PROPERTIES</b>			
G 601-22200	Deferred Revenues		\$136.15	5364	REF ACCT #5364
<b>Total ALS PROPERTIES</b>			\$136.15		
Paid Chk# 074733	9/18/2018	<b>ANOKA COUNTY</b>			
E 101-41400-441	Miscellaneous		\$46.00	052118	DEV AGREEMENT WOODHAVEN
<b>Total ANOKA COUNTY</b>			\$46.00		
Paid Chk# 074734	9/18/2018	<b>ANOKA COUNTY FIRE PROTECTION C</b>			
E 101-42210-311	Contract		\$4,308.00	18-1816	PSDS ANNUAL COST ALLOCATION
<b>otal ANOKA COUNTY FIRE PROTECTION C</b>			\$4,308.00		
Paid Chk# 074735	9/18/2018	<b>ARK TOWING AND RECOVERY</b>			
E 101-42210-221	Vehicle Repair & Maintenance		\$120.00	89464	2004 FORD TRUCK F250
E 101-42110-441	Miscellaneous		\$124.00	89583	1996 CHEV TRUCK
<b>Total ARK TOWING AND RECOVERY</b>			\$244.00		
Paid Chk# 074736	9/18/2018	<b>ARTISAN BEER COMPANY</b>			
E 609-49751-252	Beer For Resale		\$105.50	3287846	BEER
<b>Total ARTISAN BEER COMPANY</b>			\$105.50		
Paid Chk# 074737	9/18/2018	<b>BATHKE, FRANK</b>			
G 601-22200	Deferred Revenues		\$965.26	2027	REF ACCT #2027
<b>Total BATHKE, FRANK</b>			\$965.26		
Paid Chk# 074738	9/18/2018	<b>BAUER BUILT INC.</b>			
E 101-42110-221	Vehicle Repair & Maintenance		\$387.30	940052618	TIRES
<b>Total BAUER BUILT INC.</b>			\$387.30		
Paid Chk# 074739	9/18/2018	<b>BAUERMEISTER, DAVID &amp; MARY</b>			
G 601-22200	Deferred Revenues		\$72.15	3668	REF ACCT #3668
<b>Total BAUERMEISTER, DAVID &amp; MARY</b>			\$72.15		
Paid Chk# 074740	9/18/2018	<b>BELLBOY CORPORATION</b>			
E 609-49751-206	Freight and Fuel Charges		\$33.57	0065729100	FREIGHT
E 609-49751-251	Liquor For Resale		\$2,042.30	0065729100	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$2.15	0098165900	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		\$32.60	0098165900	MISC
<b>Total BELLBOY CORPORATION</b>			\$2,110.62		
Paid Chk# 074741	9/18/2018	<b>BERNICK COMPANIES, THE</b>			
E 609-49751-252	Beer For Resale		\$137.60	447914	BEER

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E 609-49751-255	N/A Products		\$25.55	447914	NA
E 609-49751-254	Miscellaneous Merchandise		\$20.00	449373	MISC
E 609-49751-252	Beer For Resale		\$652.00	449374	BEER
<b>Total BERNICK COMPANIES, THE</b>			\$835.15		
Paid Chk# 074742	9/18/2018	<b>BREAKTHRU BEVERAGE</b>			
E 609-49751-206	Freight and Fuel Charges		\$10.73	1080851551	FREIGHT
E 609-49751-251	Liquor For Resale		\$614.88	1080851551	LIQUOR
E 609-49751-253	Wine For Resale		\$60.00	1080851551	WINE
E 609-49751-206	Freight and Fuel Charges		\$28.19	1080854492	FREIGHT
E 609-49751-251	Liquor For Resale		\$1,467.67	1080854492	LIQUOR
E 609-49751-253	Wine For Resale		\$139.62	1080854492	WINE
E 609-49751-251	Liquor For Resale		(\$114.72)	2080206799	LIQUOR
E 609-49751-253	Wine For Resale		(\$13.87)	2080208804	WINE
<b>Total BREAKTHRU BEVERAGE</b>			\$2,192.50		
Paid Chk# 074743	9/18/2018	<b>BROTHERS FIRE PROTECTION CO</b>			
E 601-49440-401	Repairs/Maint Buildings		\$50.00	27047	2018 ANNUAL MONITORING
E 602-49490-401	Repairs/Maint Buildings		\$50.00	27047	2018 ANNUAL MONITORING
E 101-45200-401	Repairs/Maint Buildings		\$50.00	27047	2018 ANNUAL MONITORING
E 101-43100-401	Repairs/Maint Buildings		\$50.00	27047	2018 ANNUAL MONITORING
E 101-42110-401	Repairs/Maint Buildings		\$50.00	27047	2018 ANNUAL MONITORING
<b>Total BROTHERS FIRE PROTECTION CO</b>			\$250.00		
Paid Chk# 074744	9/18/2018	<b>BUNN, DAWN</b>			
G 601-22200	Deferred Revenues		\$34.59	1981	REF ACCT #1981
<b>Total BUNN, DAWN</b>			\$34.59		
Paid Chk# 074745	9/18/2018	<b>BURNHAM, DARRIN</b>			
G 601-22200	Deferred Revenues		\$106.32	2342	REF ACCT #2342
<b>Total BURNHAM, DARRIN</b>			\$106.32		
Paid Chk# 074746	9/18/2018	<b>CAPITOL BEVERAGE SALES, L.P</b>			
E 609-49751-252	Beer For Resale		\$323.50	6114030	BEER
<b>Total CAPITOL BEVERAGE SALES, L.P</b>			\$323.50		
Paid Chk# 074747	9/18/2018	<b>CARLSON, ROBIN</b>			
G 601-22200	Deferred Revenues		\$314.19	2054	REF ACCT #2054
<b>Total CARLSON, ROBIN</b>			\$314.19		
Paid Chk# 074748	9/18/2018	<b>CENTURY LINK</b>			
E 602-49490-321	Telephone		\$72.81	.0918	PHONE
E 601-49440-321	Telephone		\$72.81	.0918	PHONE
<b>Total CENTURY LINK</b>			\$145.62		
Paid Chk# 074749	9/18/2018	<b>CINTAS</b>			
E 601-49440-402	Janitorial Service		\$23.04	4007913269	RUGS
E 601-49440-402	Janitorial Service		\$23.04	4008852820	MATS
E 609-49750-219	Rug Maintenance		\$11.26	4009304073	RUG MAINTENANCE
E 602-49490-417	Uniform Clothing & PPE		\$9.31	4009304144	UNIFORMS
E 101-41940-219	Rug Maintenance		\$12.96	4009304156	MATS
E 602-49490-417	Uniform Clothing & PPE		\$9.31	4009594405	UNIFORMS
<b>Total CINTAS</b>			\$88.92		
Paid Chk# 074750	9/18/2018	<b>CLAREYS SAFETY EQUIPMENT, INC.</b>			
E 101-42210-217	Other Operating Supplies		\$1,022.41	178893	GLOVES (DONATION MONEY)

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<b>Total CLAREYS SAFETY EQUIPMENT, INC.</b>			\$1,022.41		
Paid Chk#	074751	9/18/2018	<b>COPELAND, DAWN</b>		
	G 601-22200	Deferred Revenues	\$30.17	5086	REF ACCT #5086
<b>Total COPELAND, DAWN</b>			\$30.17		
Paid Chk#	074752	9/18/2018	<b>COUNTY MARKET - CITY ACCOUNT</b>		
	E 101-42210-212	Motor Fuels	\$378.61	083118	FUEL
<b>Total COUNTY MARKET - CITY ACCOUNT</b>			\$378.61		
Paid Chk#	074753	9/18/2018	<b>COURIER, THE</b>		
	E 101-43210-439	Recycling Days	\$118.00	104655	SEPTEMBER AD
	E 101-41400-441	Miscellaneous	\$126.00	105239	SUMMER 2018 NEWSLETTER
	E 101-41400-441	Miscellaneous	\$126.00	105240	FALL 2018 NEWSLETTER
<b>Total COURIER, THE</b>			\$370.00		
Paid Chk#	074754	9/18/2018	<b>CRYSTAL SPRINGS ICE</b>		
	E 609-49751-254	Miscellaneous Merchandise	\$108.54	002.B004829	MISC
	E 609-49751-254	Miscellaneous Merchandise	\$64.12	002.B004877	MISC
	E 609-49751-254	Miscellaneous Merchandise	\$147.96	002.B004951	MISC
	E 609-49751-254	Miscellaneous Merchandise	\$86.40	002.B005011	MISC
<b>Total CRYSTAL SPRINGS ICE</b>			\$407.02		
Paid Chk#	074755	9/18/2018	<b>DAHLHEIMER DIST. CO. INC.</b>		
	E 609-49751-252	Beer For Resale	\$10,413.20	186543	BEER
	E 609-49751-252	Beer For Resale	\$6,803.10	187430	BEER
	E 609-49751-254	Miscellaneous Merchandise	\$264.00	187430	MISC
<b>Total DAHLHEIMER DIST. CO. INC.</b>			\$17,480.30		
Paid Chk#	074756	9/18/2018	<b>DARSOW, CARLENE</b>		
	G 601-22200	Deferred Revenues	\$2.04	4265	REF ACCT #4265
<b>Total DARSOW, CARLENE</b>			\$2.04		
Paid Chk#	074757	9/18/2018	<b>DAVIDS HYDRO VAC, INC</b>		
	E 101-42210-401	Repairs/Maint Buildings	\$252.00	17540	VAC OUT DRAINS
	E 101-42110-401	Repairs/Maint Buildings	\$357.00	17541	VAC OUT LIFT STN
	E 101-45200-401	Repairs/Maint Buildings	\$357.00	17541	VAC OUT LIFT STN
	E 101-43210-401	Repairs/Maint Buildings	\$357.00	17541	VAC OUT LIFT STN
	E 101-43100-401	Repairs/Maint Buildings	\$357.00	17541	VAC OUT LIFT STN
	E 602-49490-401	Repairs/Maint Buildings	\$357.00	17541	VAC OUT LIFT STN
	E 601-49440-401	Repairs/Maint Buildings	\$357.00	17541	VAC OUT LIFT STN
<b>Total DAVIDS HYDRO VAC, INC</b>			\$2,394.00		
Paid Chk#	074758	9/18/2018	<b>DEMO, ROGER &amp; DANNA</b>		
	G 601-22200	Deferred Revenues	\$89.45	2452	REF ACCT #2452
<b>Total DEMO, ROGER &amp; DANNA</b>			\$89.45		
Paid Chk#	074759	9/18/2018	<b>DENNY, BOB</b>		
	G 601-22200	Deferred Revenues	\$53.93	3246	REF ACCT #3246
<b>Total DENNY, BOB</b>			\$53.93		
Paid Chk#	074760	9/18/2018	<b>DEX MEDIA EAST LLC</b>		
	E 609-49750-340	Advertising	\$80.00	.0918	ADVERTISING
<b>Total DEX MEDIA EAST LLC</b>			\$80.00		
Paid Chk#	074761	9/18/2018	<b>DOCKHAM, DALE</b>		
	G 601-22200	Deferred Revenues	\$194.55	2553	REF ACCT #2553

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<b>Total DOCKHAM, DALE</b>			\$194.55		
Paid Chk# 074762	9/18/2018	<b>ECM PUBLISHERS, INC.</b>			
E 405-43100-351	Legal Notices Publishing		\$107.50	626393	RIVERBANK HEARING
G 803-22043	Esc-River s Edge/Siwiek		\$43.00	630143	RIVERS EDGE PUBLIC HEARING
<b>Total ECM PUBLISHERS, INC.</b>			\$150.50		
Paid Chk# 074763	9/18/2018	<b>EIESNSHENK, TIM</b>			
G 601-22200	Deferred Revenues		\$504.37	2904	REF ACCT #2904
<b>Total EIESNSHENK, TIM</b>			\$504.37		
Paid Chk# 074764	9/18/2018	<b>EMERGENCY APARATUS MAINTENENC</b>			
E 101-42210-221	Vehicle Repair & Maintenance		\$494.68	101601	PUMP TEST-ENGINE 1
E 101-42210-221	Vehicle Repair & Maintenance		\$571.24	101602	PUMP TEST-ENGINE 2
E 101-42210-221	Vehicle Repair & Maintenance		\$454.30	101603	PUMP TEST-TANKER 2
E 101-42210-221	Vehicle Repair & Maintenance		\$515.20	101604	PUMP TEST-TANKER T-1
E 101-42210-221	Vehicle Repair & Maintenance		\$243.16	101672	GLYCERIN/PLUGS-TANKER
<b>tal EMERGENCY APARATUS MAINTENENC</b>			\$2,278.58		
Paid Chk# 074765	9/18/2018	<b>EXTREME ASPHALT</b>			
E 101-41910-441	Miscellaneous		\$600.00	000052	3765 BRIDGE DISCONNECT
<b>Total EXTREME ASPHALT</b>			\$600.00		
Paid Chk# 074766	9/18/2018	<b>FAHRNER ASPHALT SEALERS, LLC</b>			
E 101-43100-406	Asphalt Repair & Maint		\$6,375.02	508500806-01	F&I TRAIL BLOW & GO CRACK SEALING
<b>Total FAHRNER ASPHALT SEALERS, LLC</b>			\$6,375.02		
Paid Chk# 074767	9/18/2018	<b>FINCO, JASON</b>			
G 601-22200	Deferred Revenues		\$69.37	5429	REF ACCT #5429
<b>Total FINCO, JASON</b>			\$69.37		
Paid Chk# 074768	9/18/2018	<b>GERADS, KEVIN</b>			
G 601-22200	Deferred Revenues		\$45.17	5377	REF ACCT #5377
<b>Total GERADS, KEVIN</b>			\$45.17		
Paid Chk# 074769	9/18/2018	<b>GOPHER STATE ONE-CALL</b>			
E 602-49490-442	Gopher State		\$61.42	8080744	AUGUST TICKETS
E 601-49440-442	Gopher State		\$61.43	8080744	AUGUST TICKETS
<b>Total GOPHER STATE ONE-CALL</b>			\$122.85		
Paid Chk# 074770	9/18/2018	<b>GRANITE CITY JOBBING CO.</b>			
E 609-49751-254	Miscellaneous Merchandise		\$11.07	105630	MISC
E 609-49751-256	Tobacco Products For Resale		\$2,263.09	105630	TOBACCO
<b>Total GRANITE CITY JOBBING CO.</b>			\$2,274.16		
Paid Chk# 074771	9/18/2018	<b>GRATITUDE FARMS</b>			
E 101-42700-311	Contract		\$350.00	0818	ANIMAL CONTROL
<b>Total GRATITUDE FARMS</b>			\$350.00		
Paid Chk# 074772	9/18/2018	<b>HAKANSON ANDERSON ASSOC., INC.</b>			
G 803-22102	Esc-Meridian Beh Health		\$653.38	40562	MERIDIAN BEHAVIORAL HEALTH
G 803-22154	ALS-WOODHAVEN COND USE		\$3,179.07	40563	WOODHAVEN
G 803-22043	Esc-River s Edge/Siwiek		\$1,861.85	40564	RIVERS EDGE
E 101-43100-303	Engineering Fees		\$1,362.39	40565	MUNICIPAL STATE AID
E 405-43100-802	Riverbank/Kings Hwy		\$616.50	40566	RIVERBANK/KINGS
E 405-43100-801	2018 Street Improvements		\$2,706.58	40567	2018 STREET REHABILITATION
E 603-49490-418	Storm Water Management		\$620.61	40568	MS4 PERMIT

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E 101-43100-303	Engineering Fees	\$773.25	40569	GENERAL ENGINEERING
E 101-41910-303	Engineering Fees	\$133.33	40570	ROUTINE SERVICES
E 101-43100-303	Engineering Fees	\$133.33	40570	ROUTINE SERVICES
E 101-45200-303	Engineering Fees	\$133.33	40570	ROUTINE SERVICES
E 601-49440-303	Engineering Fees	\$133.33	40570	ROUTINE SERVICES
E 602-49490-303	Engineering Fees	\$133.33	40570	ROUTINE SERVICES
E 603-49490-303	Engineering Fees	\$133.35	40570	ROUTINE SERVICES
E 101-42400-303	Engineering Fees	\$746.75	40571	BLDG PERMIT REVIEWS
E 101-43100-309	ROW-Engineering	\$721.00	40572	UTILITY PERMITS
Total HAKANSON ANDERSON ASSOC., INC.		\$14,041.38		
Paid Chk# 074773 9/18/2018 HOISINGTON KOEGLER GROUP, INC				
E 101-45200-229	Project Repair & Maintenance	\$3,172.50	018-037-1	PARK & TRAIL MAPPING
Total HOISINGTON KOEGLER GROUP, INC		\$3,172.50		
Paid Chk# 074774 9/18/2018 INNOVATIVE OFFICE SOLUTIONS, L				
E 101-42110-200	Office Supplies	\$61.24	IN2178903	OFFICE SUPPLIES
E 101-41400-200	Office Supplies	\$93.50	IN2195824	OFFICE SUPPLIES
E 101-41400-200	Office Supplies	\$37.38	IN2196096	OFFICE SUPPLIES
Total INNOVATIVE OFFICE SOLUTIONS, L		\$192.12		
Paid Chk# 074775 9/18/2018 JJ TAYLOR DISTRIBUTING				
E 609-49751-206	Freight and Fuel Charges	\$3.00	2885839	FREIGHT
E 609-49751-252	Beer For Resale	\$1,991.65	2885839	BEER
E 609-49751-252	Beer For Resale	\$1,617.71	2885884	BEER
E 609-49751-255	N/A Products	\$27.65	2885884	N/A
Total JJ TAYLOR DISTRIBUTING		\$3,640.01		
Paid Chk# 074776 9/18/2018 JOHNSON BROS WHLSE LIQUOR				
E 609-49751-206	Freight and Fuel Charges	\$69.87	1086699	FREIGHT
E 609-49751-251	Liquor For Resale	\$4,145.66	1086699	LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$50.24	1086700	FREIGHT
E 609-49751-253	Wine For Resale	\$2,122.60	1086700	WINE
E 609-49751-206	Freight and Fuel Charges	\$47.10	1092085	FREIGHT
E 609-49751-251	Liquor For Resale	\$2,563.40	1092085	LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$17.27	1092086	FREIGHT
E 609-49751-253	Wine For Resale	\$712.85	1092086	WINE
E 609-49751-252	Beer For Resale	\$150.00	1092087	BEER
E 609-49751-206	Freight and Fuel Charges	\$1.57	1092088	FREIGHT
E 609-49751-254	Miscellaneous Merchandise	\$49.50	1092088	MISC
E 609-49751-206	Freight and Fuel Charges	\$12.56	1098644	FREIGHT
E 609-49751-251	Liquor For Resale	\$929.02	1098644	LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$29.83	1098645	FREIGHT
E 609-49751-253	Wine For Resale	\$1,245.95	1098645	WINE
E 609-49751-206	Freight and Fuel Charges	(\$3.14)	697207	FREIGHT
E 609-49751-251	Liquor For Resale	(\$486.23)	697207	LIQUOR
E 609-49751-251	Liquor For Resale	(\$53.52)	699416	LIQUOR
E 609-49751-251	Liquor For Resale	(\$2.12)	699417	LIQUOR
Total JOHNSON BROS WHLSE LIQUOR		\$11,602.41		
Paid Chk# 074777 9/18/2018 KIMBER, LINDSEY				
G 601-22200	Deferred Revenues	\$102.52	5406	REF ACCT #5406
Total KIMBER, LINDSEY		\$102.52		
Paid Chk# 074778 9/18/2018 KUSNIER, AARON & JANESEA				
G 601-22200	Deferred Revenues	\$191.11	3509	REF ACCT #3509

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<b>Total KUSNIER, AARON &amp; JANESEA</b>			\$191.11		
Paid Chk# 074779	9/18/2018	<b>LANDTITLE TRUST ACCOUNT</b>			
G 601-22200	Deferred Revenues		\$21.48	5312	REF ACCT #5312
<b>Total LANDTITLE TRUST ACCOUNT</b>			\$21.48		
Paid Chk# 074780	9/18/2018	<b>LEAGUE OF MN CITIES</b>			
E 101-41400-433	Dues and Subscriptions		\$30.00	090118	MN MAYORS ASSOC MEMBERSHIP DUES
E 101-41400-433	Dues and Subscriptions		\$7,537.00	275376	MEMBERSHIP DUES
<b>Total LEAGUE OF MN CITIES</b>			\$7,567.00		
Paid Chk# 074781	9/18/2018	<b>LEWANDOWSKI, MICHAEL</b>			
G 601-22200	Deferred Revenues		\$169.05	2738	REF ACCT #2738
<b>Total LEWANDOWSKI, MICHAEL</b>			\$169.05		
Paid Chk# 074782	9/18/2018	<b>LONSKY, JANE</b>			
G 601-22200	Deferred Revenues		\$160.79	4442	REF ACCT #4442
<b>Total LONSKY, JANE</b>			\$160.79		
Paid Chk# 074783	9/18/2018	<b>LUNSFORD, DAVID</b>			
G 601-22200	Deferred Revenues		\$47.05	4125	REF ACCT #4125
<b>Total LUNSFORD, DAVID</b>			\$47.05		
Paid Chk# 074784	9/18/2018	<b>LUPULIN BREWING</b>			
E 609-49751-252	Beer For Resale		\$126.00	15061	BEER
<b>Total LUPULIN BREWING</b>			\$126.00		
Paid Chk# 074785	9/18/2018	<b>MARTIES FARM SERVICE</b>			
E 602-49490-419	Turf/Fertilizer/Weed Control		\$31.95	95011	ERASER
<b>Total MARTIES FARM SERVICE</b>			\$31.95		
Paid Chk# 074786	9/18/2018	<b>MCDONALD DIST CO.</b>			
E 609-49751-252	Beer For Resale		(\$61.45)	112-0403	BEER
E 609-49751-252	Beer For Resale		\$8,571.15	459263	BEER
E 609-49751-255	N/A Products		\$22.35	459263	N/A
E 609-49751-252	Beer For Resale		\$7,834.11	460371	BEER
E 609-49751-255	N/A Products		\$41.10	460371	N/A
<b>Total MCDONALD DIST CO.</b>			\$16,407.26		
Paid Chk# 074787	9/18/2018	<b>MEDTOX LABORATORIES, INC.</b>			
E 101-43100-441	Miscellaneous		\$41.87	08201895907	MED TESTING
E 101-45200-441	Miscellaneous		\$41.87	08201895907	MED TESTING
E 601-49440-441	Miscellaneous		\$41.87	08201895907	MED TESTING
E 602-49490-441	Miscellaneous		\$41.89	08201895907	MED TESTING
<b>Total MEDTOX LABORATORIES, INC.</b>			\$167.50		
Paid Chk# 074788	9/18/2018	<b>MESSNER, GINA</b>			
G 601-22200	Deferred Revenues		\$102.01	1418	REF ACCT #1418
<b>Total MESSNER, GINA</b>			\$102.01		
Paid Chk# 074789	9/18/2018	<b>METRO SALES, INC.</b>			
E 101-41400-200	Office Supplies		\$95.68	INV1151939	COPIES
E 101-42400-200	Office Supplies		\$95.68	INV1151939	COPIES
E 101-42110-200	Office Supplies		\$95.68	INV1151939	COPIES
E 101-43100-200	Office Supplies		\$95.68	INV1151939	COPIES
E 101-45200-200	Office Supplies		\$95.68	INV1151939	COPIES
E 601-49440-200	Office Supplies		\$95.68	INV1151939	COPIES

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E 602-49490-200	Office Supplies		\$95.68	INV1151939	COPIES
E 609-49750-200	Office Supplies		\$95.75	INV1151939	COPIES
<b>Total METRO SALES, INC.</b>			\$765.51		
Paid Chk# 074790	9/18/2018	<b>METRO WEST INSPECTIONS SERVICE</b>			
E 101-42400-311	Contract		\$449.82	1644	FINALED PERMITS JULY 2018
<b>Total METRO WEST INSPECTIONS SERVICE</b>			\$449.82		
Paid Chk# 074791	9/18/2018	<b>MIDCONTINENT COMMUNICATIONS</b>			
E 101-43100-321	Telephone		\$16.86	133327101968	AUGUST 2018
E 101-42110-321	Telephone		\$16.85	133327101968	AUGUST 2018
E 601-49440-321	Telephone		\$150.00	133327101968	AUGUST 2018
E 601-49440-321	Telephone		\$150.00	133327101968	AUGUST 2018
E 609-49750-321	Telephone		\$150.00	133327101968	AUGUST 2018
E 101-41940-321	Telephone		\$36.99	133327101968	AUGUST 2018
<b>Total MIDCONTINENT COMMUNICATIONS</b>			\$520.70		
Paid Chk# 074792	9/18/2018	<b>MINUTEMAN PRESS</b>			
E 101-43210-439	Recycling Days		\$283.11	978248	NEWSLETTER
E 101-41400-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 601-49440-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 602-49490-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 609-49750-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 101-43100-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 101-41110-344	Newsletter		\$133.43	978248	NEWSLETTER
E 101-42400-352	General Notices and Pub Info		\$133.43	978248	NEWSLETTER
E 101-42110-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 101-42210-441	Miscellaneous		\$133.43	978248	NEWSLETTER
E 101-45200-441	Miscellaneous		\$133.52	978248	NEWSLETTER
<b>Total MINUTEMAN PRESS</b>			\$1,617.50		
Paid Chk# 074793	9/18/2018	<b>MN DEPT OF HEALTH</b>			
E 601-49440-313	Sample Testing		\$2,664.00	081518	QUARTERLY AMOUNT
<b>Total MN DEPT OF HEALTH</b>			\$2,664.00		
Paid Chk# 074794	9/18/2018	<b>MN SHERIFFS ASSOCIATION</b>			
E 101-42110-200	Office Supplies		\$60.00	172660	PERMITS TO ACQUIRE
<b>Total MN SHERIFFS ASSOCIATION</b>			\$60.00		
Paid Chk# 074795	9/18/2018	<b>M-R SIGN COMPANY, INC.</b>			
E 101-43100-226	Sign Repair Materials		\$152.77	201546	SIGNS
<b>Total M-R SIGN COMPANY, INC.</b>			\$152.77		
Paid Chk# 074796	9/18/2018	<b>NORTH MEMORIAL OCCUPATIONAL ME</b>			
E 602-49490-441	Miscellaneous		\$27.00	43088-00	LAB TESTING
<b>Total NORTH MEMORIAL OCCUPATIONAL ME</b>			\$27.00		
Paid Chk# 074797	9/18/2018	<b>NORTH METRO TREE SERVICE INC.</b>			
E 101-43100-311	Contract		\$2,025.00	090718	TREE REMOVAL
<b>Total NORTH METRO TREE SERVICE INC.</b>			\$2,025.00		
Paid Chk# 074798	9/18/2018	<b>NORTHERN AIR CORPORATION</b>			
E 602-49490-229	Project Repair & Maintenance		\$1,044.51	152311	FITTING/PIPING MTRL
<b>Total NORTHERN AIR CORPORATION</b>			\$1,044.51		
Paid Chk# 074799	9/18/2018	<b>OLMSCHIED, GREG</b>			
G 601-22200	Deferred Revenues		\$173.19	5407	REF ACCT #5407

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<b>Total OLMSCHIED, GREG</b>			\$173.19		
Paid Chk# 074800	9/18/2018	<b>OLSON POWER AND EQUIPMENT, INC</b>			
E 101-45200-218	Equipment Repair & Maintenance	\$182.75	45507		PUMP SUPPLIES
<b>total OLSON POWER AND EQUIPMENT, INC</b>		\$182.75			
Paid Chk# 074801	9/18/2018	<b>OPUS 21</b>			
E 601-49440-382	Utility Billing	\$1,583.59	180661		JUNE 2018
E 602-49490-382	Utility Billing	\$1,583.58	180661		JUNE 2018
E 601-49440-382	Utility Billing	\$1,587.10	180731		JULY 2018
E 602-49490-382	Utility Billing	\$1,587.09	180731		JULY 2018
<b>Total OPUS 21</b>		\$6,341.36			
Paid Chk# 074802	9/18/2018	<b>PACE ANALYTICAL SERVICES</b>			
E 602-49490-313	Sample Testing	(\$41.00)			CREDIT
E 602-49490-313	Sample Testing	\$31.50	181297598		SAMPLE TESTING
E 602-49490-313	Sample Testing	\$142.00	181297622		SAMPLE TESTING
E 602-49490-313	Sample Testing	\$154.50	181297623		SAMPLE TESTING
E 602-49490-313	Sample Testing	\$124.50	181297841		SAMPLE TESTING
E 602-49490-313	Sample Testing	\$186.00	181297866		SAMPLE TESTING
E 602-49490-313	Sample Testing	\$108.00	181297873		SAMPLE TESTING
E 602-49490-313	Sample Testing	\$120.00	181298012		SAMPLE TESTING
<b>Total PACE ANALYTICAL SERVICES</b>		\$825.50			
Paid Chk# 074803	9/18/2018	<b>PEARSON BROS. INC.</b>			
E 101-43100-406	Asphalt Repair & Maint	\$79,466.00	4438		BITUMINOUS MTRL
<b>Total PEARSON BROS. INC.</b>		\$79,466.00			
Paid Chk# 074804	9/18/2018	<b>PEPSI COLA</b>			
E 609-49751-254	Miscellaneous Merchandise	\$326.35	18493857		MISC
<b>Total PEPSI COLA</b>		\$326.35			
Paid Chk# 074805	9/18/2018	<b>PHILLIPS WINE &amp; SPIRITS CO.</b>			
E 609-49751-206	Freight and Fuel Charges	\$6.28	2410912		FREIGHT
E 609-49751-251	Liquor For Resale	\$493.20	2410912		LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$15.70	2410913		FREIGHT
E 609-49751-253	Wine For Resale	\$605.75	2410913		WINE
E 609-49751-206	Freight and Fuel Charges	\$3.14	2410914		FREIGHT
E 609-49751-254	Miscellaneous Merchandise	\$87.00	2410914		MISC
E 609-49751-206	Freight and Fuel Charges	\$65.94	2414609		FREIGHT
E 609-49751-251	Liquor For Resale	\$3,278.77	2414609		LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$10.99	2414610		FREIGHT
E 609-49751-253	Wine For Resale	\$196.00	2414610		WINE
E 609-49751-206	Freight and Fuel Charges	\$30.62	2419073		FREIGHT
E 609-49751-251	Liquor For Resale	\$3,601.48	2419073		LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$3.14	2419074		FREIGHT
E 609-49751-253	Wine For Resale	\$124.75	2419074		WINE
E 609-49751-206	Freight and Fuel Charges	\$1.57	2419075		FREIGHT
E 609-49751-254	Miscellaneous Merchandise	\$48.00	2419075		MISC
E 609-49751-206	Freight and Fuel Charges	(\$4.71)	304094		FREIGHT
E 609-49751-251	Liquor For Resale	(\$551.80)	304094		LIQUOR
E 609-49751-251	Liquor For Resale	(\$50.92)	304850		LIQUOR
E 609-49751-251	Liquor For Resale	(\$183.06)	305765		LIQUOR
<b>Total PHILLIPS WINE &amp; SPIRITS CO.</b>		\$7,781.84			
Paid Chk# 074806	9/18/2018	<b>RISCHER, LEVI</b>			

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G 601-22200	Deferred Revenues		\$123.68	4954	REF ACCT #4954
<b>Total RISCHER, LEVI</b>			\$123.68		
Paid Chk# 074807	9/18/2018	<b>SAFETY-KLEEN</b>			
E 101-41910-441	Miscellaneous		\$4,628.76	77864046	3765 BRIDGE ST
<b>Total SAFETY-KLEEN</b>			\$4,628.76		
Paid Chk# 074808	9/18/2018	<b>SAMBATEK</b>			
E 101-41910-311	Contract		\$868.75	12861	COMMUNITY DEVELOPMENT
E 101-43100-303	Engineering Fees		\$1,267.25	12861	SMALL CELL/PW
<b>Total SAMBATEK</b>			\$2,136.00		
Paid Chk# 074809	9/18/2018	<b>SEMLER HOMES</b>			
G 601-22200	Deferred Revenues		\$94.14	5119	REF ACCT #5119
<b>Total SEMLER HOMES</b>			\$94.14		
Paid Chk# 074810	9/18/2018	<b>SOUTHERN GLAZERS OF MN</b>			
E 609-49751-206	Freight and Fuel Charges		\$78.71	1721223	FREIGHT
E 609-49751-251	Liquor For Resale		\$7,442.00	1721223	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$0.96	1723888	FREIGHT
E 609-49751-206	Freight and Fuel Charges		\$47.36	1723889	FREIGHT
E 609-49751-253	Wine For Resale		\$1,534.00	1723889	WINE
E 609-49751-206	Freight and Fuel Charges		\$6.40	1723890	FREIGHT
E 609-49751-251	Liquor For Resale		\$695.45	1723890	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$0.32	1726228	FREIGHT
E 609-49751-206	Freight and Fuel Charges		\$12.80	1726229	FREIGHT
E 609-49751-251	Liquor For Resale		\$1,243.11	1726229	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$1.28	1726230	FREIGHT
E 609-49751-251	Liquor For Resale		\$89.91	1726230	LIQUOR
<b>Total SOUTHERN GLAZERS OF MN</b>			\$11,152.30		
Paid Chk# 074811	9/18/2018	<b>SUMMIT COMPANIES</b>			
E 101-42110-401	Repairs/Maint Buildings		\$329.25	1294809	ANNUAL FIRE EXT INSPECTION
<b>Total SUMMIT COMPANIES</b>			\$329.25		
Paid Chk# 074812	9/18/2018	<b>U S BANK EQUIPMENT FINANCE</b>			
E 101-41400-240	Office Equip		\$201.24	366325058	COPIER/SCANNER LEASES
E 101-43100-240	Office Equip		\$201.24	366325058	COPIER/SCANNER LEASES
E 101-43210-240	Office Equip		\$201.24	366325058	COPIER/SCANNER LEASES
E 101-45200-240	Office Equip		\$201.24	366325058	COPIER/SCANNER LEASES
E 601-49440-240	Office Equip		\$201.24	366325058	COPIER/SCANNER LEASES
E 602-49490-240	Office Equip		\$201.25	366325058	COPIER/SCANNER LEASES
<b>Total U S BANK EQUIPMENT FINANCE</b>			\$1,207.45		
Paid Chk# 074813	9/18/2018	<b>VINOCOPIA, INC.</b>			
E 609-49751-206	Freight and Fuel Charges		\$2.50	0213996-IN	FREIGHT
E 609-49751-251	Liquor For Resale		\$180.25	0213996-IN	LIQUOR
<b>Total VINOCOPIA, INC.</b>			\$182.75		
Paid Chk# 074814	9/18/2018	<b>WALSH, JOSHUA &amp; ANGELA</b>			
G 601-22200	Deferred Revenues		\$75.44	4249	REF ACCT #4249
<b>Total WALSH, JOSHUA &amp; ANGELA</b>			\$75.44		
Paid Chk# 074815	9/18/2018	<b>WANHALA, ERIK &amp; BRITTANY</b>			
G 601-22200	Deferred Revenues		\$298.20	4588	REF ACCT #4588
<b>Total WANHALA, ERIK &amp; BRITTANY</b>			\$298.20		

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Paid Chk# 074816	9/18/2018	<b>WINE MERCHANTS</b>			
E 609-49751-206	Freight and Fuel Charges		\$1.57	7198256	FREIGHT
E 609-49751-253	Wine For Resale		\$216.00	7198256	WINE
	<b>Total WINE MERCHANTS</b>		\$217.57		
Paid Chk# 074817	9/18/2018	<b>ZAJICEK, JEANNA &amp; JEREMY</b>			
G 601-22200	Deferred Revenues		\$48.48	5330	REF ACCT #5330
	<b>Total ZAJICEK, JEANNA &amp; JEREMY</b>		\$48.48		
	<b>10100 CASH</b>		\$665,307.11		

**Fund Summary****10100 CASH**

101 GENERAL FUND	\$245,408.34
405 Street Improvement Fund	\$3,430.58
601 WATER FUND	\$13,660.02
602 SEWER FUND	\$293,427.57
603 STORM WATER	\$817.96
609 MUNICIPAL LIQUOR FUND	\$102,825.34
803 ESCROW	\$5,737.30
	<hr/>
	\$665,307.11