

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
November 19, 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 – November 5, 2018
 - B. City Council Work Session Notes – November 7, 2018
 - C. Pay Estimate No. 1 to North Valley Inc. for the 2018 Street Reconditioning Project
 - D. Police Department Declaring Surplus Property – Abandoned Property
 - E. Authorization to Purchase 2019 Squad Car
 - F. Accept the Resignation of Asst. Comm. Development Director – Michael Creelman
 - G. Homerun Club –Ice Rink Management Agreement 2018-2019
 - H. Rivers Edge Letter of Credit Reduction
 - I. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Anoka County Economic Development – Memorandum of Understanding
 - B. Ordinance 244, Second Series – Amending Fee Schedule – Continued to Dec 3rd Mtg.
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –Public Works Monthly Reports
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Nov 21 Planning Comm Mtg @ St. Francis Area Schools District Office-CANCELLED
 - Nov 22-23 City Offices Closed – Thanksgiving Day Holiday
 - Nov 28 Tree Lighting in Woodbury Park 6:30 pm-8:00 pm
 - Dec 3 City Council Mtg @ St. Francis Area Schools District Office 6:00 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
NOVEMBER 5, 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, Robert Bauer, Rich Skordahl

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 & Acct Tech/Deputy Clerk, Lori Streich

3. APPROVAL OF AGENDA

MOTION TO APPROVE TONIGHT'S AGENDA BY BAUER, SECONDED BY TVEIT; 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 – October 15, 2018
- B. City Council Work Session Notes – October 9, 2018
- C. Authorization to Hire Part Time Liquor Store Clerk
- D. Payment of Claims

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

5. MEETING OPEN TO THE PUBLIC

NOTHING

6. SPECIAL BUSINESS

NOTHING

7. PUBLIC HEARINGS

A. Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2018-38

- Formal Appeal Letters received from:

- a) 5701 Ambassador Blvd. NW - Storm Water Fee
- b) 4100 236th Lane NW - Administrative Citation
- c) 23040 Butterfield Drive NW – Administrative Citation
- d) 4000 DeGardner Circle NW - Administrative Citation
- e) 23434 Pederson Drive NW - Administrative Citation
- f) 23292 Ivywood Street NW - Administrative Citation
- g) Others

Mayor Feldman opened the Public Hearing at 6:03 pm.

Joann Neve, 5701 Ambassador Blvd NW, asked for an explanation on the storm water fee.

Feldman responded and said that this is a federal law that came down to the state, and then to the county, and involves cities with a population of at least 5,000 that discharge to an outstanding resource water value system, which we do through the Seelye Brook, and that is an tributary to the Rum River source. The city has tried to get around this but there is no way at this time. It's not about being rural or urban, it goes by parcel.

Tveit explained that the stormwater fee is rainfall or snow run off. The fee is put into a separate account, only to be used for approved expenditures for cleaning out culverts, and all of the things that insure that the storm water is not running directly in to Rum River or Seelye Brook and assuring that our waterways stay clean. A lot of cities will just assess this on the county tax bill, but the City of St. Francis hasn't done that.

Randy Barrows, 23434 Pederson Drive NW, stated that he is the landlord for this property. He has gotten notices from time to time from staff about too many cars on the lot. But he thought this was all taken care of because every time he received a letter, he responded immediately by stopping in to the city office, talking to his renter, and dealing with the issue. He thought everything was in good shape last spring, didn't hear anything all summer long, and then a month ago he received another letter stating that his fee was up to \$5300. He came up right away and talked with staff and they told him about an appeal process. He certainly was not trying to ignore the city. He talks to his renter about the situation and they remove all of the cars, but then they are back again the next week. He's at the end of his rope.

Feldman said the frustration is that this goes through a process. The city has tried to work with Barrows, but when no attention is given to the problem we are forced to do something about it. Feldman said that the responsible party is the landlord and in his opinions, he should get rid of this renter because he is costing him money.

Thunstrom said that for the two years that they have been dealing with these cars, it is their understanding that it's been the same tenant.

Skordahl said the cover letter shows seven citations starting July of 2017 with infractions ranging from multiple cars to a potential business, which would require an IUP. There's also roofing done on a building without a building permit. A lot of things going on at this property. He knows Barrows is in a difficult situation as a landlord, and the fee continues to increase. What keeps that citation meter ticking?

Thunstrom explained that within the city code, when somebody receives a citation, they have 10 days at the time of issuance. However, within those payment of penalties, there is a line that states where payment of penalty without correction of the violation the city may issue subsequent administrative citations, initial criminal proceedings or initiate other proceedings and remedies. The payment of the penalty and the correction both have to happen. Thunstrom said the \$5300 is an accumulation of all of the fees. On the bottom of each letter, there's a deadline listed, as well as the fees.

Barrows said that every time he received a letter he would come up to the city. Every city has different ordinances which makes it a bit challenging to keep up with. When he bought the property there was an 8x8 shed outside. He was told that St. Francis doesn't like those so he had it taken down. That is a unique position that this city holds. Menards, Home Depot, etc. sells them, and he lives in Ramsey where all of his neighbors have them. But he complied with the rules of St. Francis.

Bauer said that he doesn't like the timelines of the offenses, but this property is a mess. He struggles with giving lenience with the citations once the process is going forward. He hopes that if this citation moves forward, Barrows can use this as a stepping stone to get some of this money recouped from his renter through legal matters.

Muehlbauer said that for Barrows to say that he thinks it's taken care of, but then he continued receiving letters every 30 days doesn't make sense. How does he think it's ok and that everything is resolved when he continued to receive five more letters in the next four months?

Barrows answered that because every letter he received, he would come right up to the city, meet with staff and they would thank him and tell him that they appreciated the help, but never once told him that he still owed. If he would have known he would have paid them and been done with it.

City Attorney Schaps confirmed that staff cannot take away the fines, only council can do that.

Feldman said that he thinks the renter is running a business, but he can't prove it. When you get a good renter, life is good. When you get a bad renter it's bad. Hopefully Barrows can do something in court with this.

Tveit said the last line in every letter states that if penalties are unpaid, they will be assessed to the property taxes. He understands that sometimes dealing with tenants is difficult, but that's what you sign up for when you become a landlord. Tveit has a property close to him that is just horrible. The city will come out, he cleans it up for one day, towing cars out onto the road so that they are not on his property, and as soon as the city inspector leaves, he hooks up a chain and pulls all of the cars back onto the property. There is something on this administration that's for reoccurring issues as well. Just because it's taken care of for one day and then as soon as the inspector leaves, it goes right back to being messed up again, that's not right.

What concerns him is that the first offense is \$100, second offense is \$200, so that's the first \$100, plus \$200, equaling \$300. The third offense is \$500 which is really \$800, fourth offense is \$1,000. Every time you get another offense, you still owe the prior balance. This is exactly why we have the administrative enforcement in effect. The other option that the city would have is to hire someone to go around and enforce this at a cost of \$100,000 with benefits and everything. Council opted not to do that because there's only 5% of our city that has these issues.

Tveit agrees with Feldman that it ultimately stops with the landlord and the way our process works is that the owner of the property on record at Anoka County would receive a letter, and an additional letter is also sent to the address located within St. Francis. So your tenants have also received this letter and knew exactly what they were doing and what they were in violation as well. The city has tried to communicate in good faith. He has a hard time being lenient. We are up to the fifth offense and this has been going on for several years.

Feldman said that this situation has gotten out of hand and cannot go on any longer. One thing that this council agreed to when they got into office was accountability. Without accountability, things run a muck, and that's what has happened here. These notifications and citations were forewarning way ahead of time. It was up to Barrows and his responsibility to tell this renter to get out of his property, but that's up to him.

Pavel Vlasyuk, 23292 Ivywood Street NW said that he has nine kids. Almost all of the kids have cars, so that's why there are so many on their property. All of the cars have current tabs. Having nine kids creates a lot of stuff like bicycles, etc. One of his sons has 4 wheelers that he takes apart and works on.

Feldman said this has been going on for some time. Vlasyuk lives in the city and has neighbors that are responsible for their properties, and he needs to be responsible with his. The pictures are showing not only the cars in the driveway, but all of the trash in the back yard as well. St. Francis has policies, and when a resident gets fined, they need to come to the city. The city doesn't want to fine people. The city's laws are not being followed.

Bauer said he grew up with a lot of kids in his family and a lot of cars. The only cars in the pictures that he has a problem with are the ones that aren't moving. It looks like an eye sore. He also has a problem with the trash behind the house. Vlasyuk needs to keep the snow plowed around the legal cars and clean the trash out. Bauer said that he does have a problem waiving the fines. The cleanup doesn't have to be done in one day but if the inspector comes out and inspects, there has to be progress shown. If he would have done that, these fines wouldn't have built up.

Muehlbauer said that the fine schedule he is seeing shows March 7th and the next one on March 14th. That isn't quite 10 days.

Thunstrom answered that the code reads "up to 10 days".

Muehlbauer continued by saying that he has kids also, but a lot of it comes down to how you handle it. He doesn't see that as an excuse. He does see that Vlasyuk has a 3 car garage that possibly some of this could be stored in. It comes down to being a good neighbor.

Tveit said he's not concerned about the cars. As long as they are operable, registered and parked correctly. If you have enough room to park them there that's not an issue. That's not what Vlasyuk is being cited for, but with that being said, he does have some vehicles parked where they aren't supposed to be. There is a lot of stuff and it does have to be kept in an orderly fashion. If it was inside a shed or a fenced in area that would block the site of it all, that would be a different story. Renting a storage unit if you don't want to get rid of it is another option. Some of the pictures he saw it looks really messy, and you have neighbors. Tveit is glad to hear that it's all cleaned up now. You won't get fined anymore going forward as long as you keep it clean. Hopefully you can put this behind you.

Skordahl said that as he looks through the pictures, he sees that the story started back in 2012. He's not in the mood to send the message to residents that they can let their yards get like this, treat their neighbors like this, and rack up the fines. As Mayor Feldman mentioned, council is trying to govern for the whole city. It's a shame that your son puts you in this position. There has to be some method for council to try to encourage people to not let this happen.

Vlasyuk said that he wants a clean yard too but his son isn't cooperating. He can't even have a bonfire in his backyard. He's done a lot of work on his property.

Feldman said that it's nice that he's keeping up with his property now. This has gone on far too long. His advice is to talk to his son. If we let you off and it happens again we look like fools. Accountability has to be involved here.

Raymond Jones, 23725 Nacre Street is here to appeal the storm water fee. This council is unfortunate that it has gotten into this situation. There are communities around us that never went this way. Jones questioned why St. Francis went with this method. Jones said that he has 36 acres. This year, we have had over 2 ½" of rain. One week it rained all week, every day and didn't stop. Where did that water go? Right into the ground. It didn't run off. This program is for a city park or where you have paved streets, gutters, no concrete, no blacktop. All he has is soil that takes the water. He wants to know why he is paying this fee. This fee leads to the residential area, not the rural area. He would like council to change this program. It hurts him to see people having to pay it. He would also like to know what they would be doing with the money.

Jones said that he saw an ad in the Anoka Union stating that the public could come to the council meeting on the 5th, but it was in the paper on the 28th. Why wasn't that information put in the fall newsletter? More people would have gotten it.

Feldman said this is a federal law that came down from the state, the county and then to the city. Jones would need to talk to the right legislature's office. He could even get a petition together with all the people that he said he's been talking to, and Feldman would be more than happy to send it out to the legislation level. He can't say whether that will do anything or not, but it's worth a try. Feldman doesn't like it any more than Jones does, but the City of St. Francis falls in to the population of at least 5,000, that offers that discharge from the outstanding resource value water. We do that through the Seelye Brook tributary off of the Rum River. Our surrounding cities do not do that. He has not heard of any other cities or states that are able to exempt agricultural property. This council's hands are tied. Feldman doesn't understand why people think that the Council is just out to fine people to make more money. That's not at all how it works here.

Skordahl said that if Jones contacted someone from the federal government, they probably said to go back to their city because the requirement is for the city to comply.

Tveit said that he works in the water and wastewater field for a living. He also has been to school for this. Although Mr. Jones has farmland, it doesn't mean you don't have storm water run-off. In fact, studies have shown that farmland is actually one of the highest polluters out there. That's why they are requiring more buffered areas like drain tile that would run through a farmer's field. What that does is that it directly conveys that water from the farmers field after it's picked up phosphorus, weed killers, etc. right into a water source. It could be pond water, or river water or creek, but a water source is a water source. There's surface water and ground water, and that rain water goes to one of those two sources. Agricultural land doesn't mean that there's no contaminants on that land that need to be controlled, mitigated or alleviated and managed where they go. That's what this MS4 is. In Stearns County along the Mississippi River, it's notoriously high in phosphate levels and that's all agricultural. There's not a lot of buildings there, but it has one of the highest pollutant levels for that stretch.

Feldman said that the Council's hands are tied by law. Jones can get a petition together and Feldman will pass it on to the right people. Names mean something and one person is not enough. Jones is punishing five people for something they have no control over.

Tveit said there's no fair way but that everyone that owns a parcel pays the same amount. If it were put on the general levy there would be some people that would get charged more and some would get charged less depending on the value of their property. Some of these arguments are not new arguments, and Jones is familiar with them. Tveit thinks it's unfair for Jones to come up and say some of the things that he's saying now when it was what Jones had advocated in the past.

Public Hearing closed at 7:33 pm.

Skordahl asked about the residents that didn't come in for the public hearing. They took the time to appeal, and he thinks they should at least discuss what they had to say.

4100 236th Lane NW, Feldman explained that a letter was sent to the city from the property owner about a deck that was built in 2017. The property owner said it was his first house and he didn't know he needed a permit. Feldman said that if you don't know, contact the city. The permits are still at City Hall and haven't been picked up for the last six months. He started the deck without his permits. He also brought an evaluation in for the deck at \$3500 and the Building Official downgraded it to \$2400. The property owner sent Feldman a letter and stated he would enclose \$50. There was no check the envelope with this letter. The letter stated that this was the owner's first home and he was not intentionally non-compliant. The Building Official came to his home and informed him that he needed to submit a building plan and permit. He said that he submitted a building plan and permit application, and wrote a check to the City of St. Francis. The City did not receive this. A few months later he heard from the city again stating that the documents that he sent were not received. They were either lost or the property owner said he may have wrote in the wrong address by mistake. He then submitted another permit application and building plan through the city website but still has not paid the permit fee. The letter continues on to talk about some of the situations taking place in his household. At the end of the letter it states that \$50 was enclosed, which it was not.

Feldman continued by saying that if the property owner would have come forward when this was at \$100 it would have never gotten to this point. Had he called first to see if he needed a permit, it would have never gotten to this point. He doesn't understand how anyone can think that they don't need to pull a permit for a structural building that can endanger someone's life. Ignorance is not an excuse.

Tveit said if you look at your checkbook and see a check hasn't been cashed you would follow up on that. Since he requested an appeal, why are they not here today? He's of the opinion that if it's not important enough for him to show up and plead his case, then the only information council has to go by is from the cities perspective. From the cities perspective, Tveit stands by our administrative process.

23040 Butterfield Drive NW, total fines due are \$10,000.

Thunstrom said they were unable to verify when they went out last week and got pictures if the deck was removed with the process they have for code enforcement. If it has been removed, they haven't notified the city. However, there is an unsafe structure that has been tagged by the Building Official and it does affect meter readings.

Tveit said that it's frustrating that they are not here. This is fairly straight forward. If you have an unsafe structure, all it would take is for the meter reader to have the deck fall on them. This could be extremely costly to the city and Tveit thinks this is important to take care of.

Feldman said in looking at the pictures, you can see all of the tires in the yard. Mosquito Control will take tires free of charge, and the City has a wonderful recycling program. There are neighbors around these people and council owes a responsibility to them. If you are concerned you might want to show up.

Bauer was unclear on how the fines accumulated to the \$10,000 mark. It takes a resident to fix these before they climb to greater heights. If they aren't going to do anything at all, then raising these fines to \$40,000 or \$50,000 isn't going to do anything. An administrative citation is trying to get them to act, but he struggles with getting to \$10,000. That's going to go onto the property and will we ever see it?

Thunstrom answered that once each fine is addressed, it gets removed from the letter. That fine would be an accumulation of all of the various violations and citations sent.

Tveit said that it sounds like Bauer is asking at what point do we stop the administrative process and do an abatement.

Thunstrom said they have discussed this as a department. To what point they would start sending the letters certified, so that it is clarified that this is real. They are holding that responsibility of signing it. There is a point that they reach out to BGS. Abatement is not cheap. There is that fine line as to how far do we push with the letter in hoping that they respond before they jump to abatement. She does agree that there has to be that point.

Feldman asked at what dollar amount do they start noticing it?

Bauer said that at some point, like the \$500 range the letter needs to be certified and signed for. That way the city is aware that they have seen it. He's not advocating to dismiss this.

Skordahl said the dollar amount seems astronomical but all of this is in the homeowner's control. Being a homeowner comes with responsibility.

4000 DeGardner Circle NW

Thunstrom said that this one took a couple citations. They did clean it up. Reading their letter, she thinks that it's that misunderstanding that if they clean it up the citation goes away. That's not the case.

Feldman said that just like the police department, once you receive a ticket, you have to pay it. You can go to court and plea your case. How important can it be to them if they are not showing up tonight.

Muehlbauer said he doesn't understand why there are so many misunderstandings.

Feldman asked Thunstrom if it was possible to send a letter to let people know that even though the citation was corrected, they are still liable for the citation?

Thunstrom said this letter is written by the city and the language can be reviewed at any time and be sent off to BGS for review to make sure we are still on point.

Tveit said this is pretty clear. It makes him happy to see the problem has been mitigated.

Skordahl said that this one needs to stand.

Bauer agrees and appreciates that it was cleared up.

MOTION TO ADOPT RESOLUTION 2018-38, CERTIFYING ASSESSMENTS FOR DELINQUENT UTILITIES, MISCELLANEOUS INVOICES AND ADMINISTRATIVE FINES BY TVEIT, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

8. OLD BUSINESS
NOTHING

9. NEW BUSINESS

- A. Ordinance 243, Second Series – Approving the Sale of City owned Real Estate (Second Reading)
- B. Ordinance 244, Second Series – Amending Fee Schedule (First Reading)
- C. Set Special Meeting to Canvass Election Results

Ordinance 243, Second Series – Approving the Sale of City owned Real Estate (Second Reading)

No discussion by Council.

MOTION TO APPROVE ORDINANCE 243, SECOND SERIES – APPROVING THE SALE OF CITY OWNED REAL ESTATE (SECOND READING) BY TVEIT, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

ROLL CALL AYES: TVEIT, MUEHLBAUER, SKORDAHL, BAUER, FELDMAN
 NAYES: NONE

Ordinance 244, Second Series – Amending Fee Schedule (First Reading)

Thunstrom said that the agenda report in their packet reflects the changes and fees related to the building department and land use specifically. What they have found is that if they use Metro West for site visits, some of our individual permit fees or flat fees were not covering that expense. So to cover their expense and the cities expense, those fees have been increased to \$120. These would be actual expenses needed to use Metro West and staff in order to cover that cost. Even though Metro West is used as a permit inspector, there's still administrative staff time for the acceptance, scheduling, processing, and data. They bumped up the ones that are zoning that either didn't have a fee or was too low, trying to make those level at \$50, and those that they need to capture and increase due to using Metro West up to \$120.

Kohlmann said that he and Thunstrom met for quite some time on this and calculated what projects the city brings in the most revenue from and where the Building Official's time should be dedicated to. It's easier to have Metro West handle the smaller projects. By having our Building Official take on the larger projects, our city captures more revenue.

Kohlmann said that it was just brought to his attention that the old water and sewer rates, prior to reduction are listed in the fee schedule. As part of the motion we will put in the updated water and sewer rates.

MOTION TO ADOPT ORDINANCE 244, SECOND SERIES-AMENDING FEE SCHEDULE (FIRST READING) WITH THE NOTED AND UPDATED WATER AND SEWER RATES BY FELDMAN, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

ROLL CALL AYES: TVEIT, MUEHLBAUER, SKORDAHL, BAUER, FELDMAN
 NAYES: NONE

SET SPECIAL MEETING TO CANVASS ELECTION RESULTS

November 14th at 5:30 at City Hall.

10. MEETING OPEN TO THE PUBLIC
NOTHING

11. REPORTS

A. Councilmember Reports -

Nov 6 Election Day – Polls open from 7 am to 8 pm

Nov 19 City Council Meeting @ St. Francis Area Schools District Office 6 pm

Nov 21 Planning Comm. Mtg @ St. Francis Area Schools District Office-CANCELLED

Nov 22-23 City Offices Closed – Thanksgiving Day Holiday

COUNCILMEMBER REPORTS

Muehlbauer said that he attended the Anoka County Fire Protection Council Meeting with Mayor Feldman. He also attended two EDA meetings this month. He talked to Administrator Kohlmann in regards to the sound system and they will have to find time in the next week or so to go on a field trip and pick something up.

Feldman said this needs to get taken care of because it does reflect our meetings. This has been an ongoing problem. We just need to solve this problem once and for all.

Tveit said that November 6th is Election Day and he hopes everyone gets out to vote. He commends the candidates for putting themselves out there and campaigning. Looking in the audience and watching the current council, he wonders why would anyone want to willingly step into this job. Hats off to the candidates. We will find out the results tomorrow. Those that win, Congratulations. Those that don't win, there are a lot of other opportunities in the city. Don't stop being active.

Tveit continued by saying to please drive safe. It's getting darker earlier. In addition, the wildlife is starting to move. There are a lot of deer/car collisions being posted online.

Bauer said he's not a big supporter of the storm water assessment fee. It's a necessary evil. He hates to see residents get charged extra. It's not rated based on how much storm water you have soaking into each lot. If you are a resident, and you are driving on St. Francis roads, that's what this assessment is paying for. Maybe there's a better way to pay it in the future. This is how we do it now. It's mandated down from the federal government.

Skordahl said to make sure and get out and vote tomorrow. He thanked Liz Fairbanks for putting together a "Meet the Candidate" meeting.

Feldman reiterated what Councilmember Bauer said that there is nothing the Council can do about the \$60 storm water fee. You have to look at the bigger picture. Those funds are in a dedicated account and will only be taken out for storm water related activities.

Feldman thanked the candidates that have been out and about. He just completed four months of walking the city. He also mentioned that when you fill out your ballot for voting, you can fill out as much of the ballot as you want. But the most important part of that ballot is the city candidates. He gets frustrated when people don't vote, but then complain later. The city level affects your life. Polls are open 7:00 am – 8:00 pm at the district offices.

Feldman said that he attended the Fire Protection Council Meeting. They will be having a budget meeting on the 25th and he will be there for that as well.

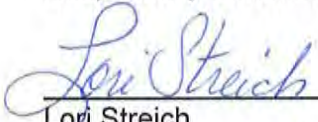
Tveit asked if they could get an update on the snowmobile parking area at one of the upcoming council meetings.

Feldman asked how many residents are currently signed up for the Nixle program. Chief Schwieger said that the number of people signed up for Nixle is right around 700.

12. ADJOURNMENT

Mayor Steve Feldman adjourned the regular City Council meeting at 8:27 pm

Respectfully Submitted by:



Lori Streich
Acct Tech/Deputy Clerk

DRAFT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION NOTES

November 7, 2018

5:30 pm

Present: Mayor Feldman, Councilmember Tveit, Councilmember Skordahl, Councilmember Bauer, and Councilmember Muehlbauer

Also present: City Engineer Craig Jochum, Public Works Director Paul Teicher, Community Development Director Kate Thunstrom and Finance Director Darcy Mulvihill

Community Development Director Thunstrom began the work session by talking about the DNR Rum River Management District and how that affects the 2040 comprehensive plan.

Staff will gather all factual information and meet with the DNR to decide which direction to move forward.

1) Oak Grove Ponds Development Sewer Connection Proposal

Feldman explained that Oak Grove has asked that the City of St. Francis make adjustments to the sewer connection proposal. He put some numbers together that he thought were mutually beneficial to the City of St. Francis and the City of Oak Grove. This extra money that our city would be getting would help our city not have to bond our residents or raise their taxes which has been done enough already.

City Engineer Jochum clarified which infrastructures they are talking about. The sewer pipe on Bridge Street was upgraded in 2012 so it's fairly new and sized correctly. The immediate need is a segment of pipe for \$250,000 and another at a million dollars.

Muehlbauer said that the first option wasn't good for Oak Grove because they would have ended up paying more than if they built their own. The secondary options are both beneficial. He's not sure what the best way to go would be and knows that Administrator Kohlmann has a concern of this being our only shot. He asked about the \$500,000.

Teicher said at the \$500,000 mark, they are covering their costs. Our immediate impacts to our infrastructure and our facility. The first segment of pipe that Jochum talks about would be covered under that connection fee. It's a low number but it's still showing that the city can make some money, and still cover the costs.

Mike Rodger said that the residents in the Ponds area have been misled and if we want to sell them anything, we need to explain to them what we are selling them.

Bauer said he came up a little shorter than the Mayor. His thought was to put the \$350,000 for the park upgrade onto Oak Grove's CIP. That would allow them to set their user rates a little bit differently. This is without changing any of the water. It's \$600,000 to fix our infrastructure, which is going to be overloaded.

Bauer said that he spoke to Scott from Oak Grove and he agrees that the infrastructure for 222 homes on the east side to push it west is something that needs to be done. This doesn't need to be done in December. We need to give the best plan that we can. He doesn't want to lose the 222 homes because if this falls apart it's going to look ugly that we have to raise rates.

Tveit said there's a reason that Met Council can do things cheaper than the City of St. Francis. That's because they are splitting the costs over more people. Regionalization is a good thing as long as it's done smart. Tveit has been on the council for a lot of years and have worked with Oak Grove for a lot of years. Oak Grove is very difficult to work with. They want everything for free and they want everyone to subsidize them because they want to run lean and mean. They don't want to raise taxes or fees so they just keep spending their reserves down. In his opinion, they need us more than we need them. Whatever the proposal is, it needs to cover our costs, plus any projected increases that we need to do for the CIP to keep them up and running. No matter what number we come up with, they won't be happy. He thinks we just need to come up with a number that works for us and if it works for them fine, but he thinks no matter what it won't work for them. That's his opinion.

Skordahl said that there are also benefits for us. We are not just bailing someone out. That \$300,000 is not a bet he would be willing to take. The \$500,000 offer is not subsidizing anybody, it's not giving St. Francis extra nickels and dimes, but to him that's the bottom offer. If we offer them the \$600,000 offer, they might say they tried and move on and do their own thing. They could still say that with the \$500,000 offer. To him the \$300,000 is not worth the risk of them walking away because by them coming to us, they are helping us with what we want to do and lower the rates in our city and adding hookups. It's not a one way deal. It's beneficial to both parties. Now there's a risk with River's Edge. That \$300,000 is not worth it to him. He does not think they should be subsidized, and it has to be beneficial to both sides. He just thinks the risk of going in with something that has the potential to make their stubborn leadership just walk away from this and do their own thing when there is the potential of them accepting an offer that still covers all of our cost and brings 222 hook-ups into our system. Skordahl thinks our council really, really, really wants to have these 222 hook-ups. He doesn't think we would want to throw money in a camp fire just to get them.

Finance Director Mulvihill explained the rate decrease. They had estimated 50 new homes this year and currently have 44 and going forward was supposed to be 30 per year. That was what they based the decrease in rates on. In looking at the water fund cash balance, with the rate decrease you are drawing down some of your cash balance. We have a minimum cash balance and you can see in 2023 that we are estimating that it's going to hit that minimum balance. By the estimates, small rate increases would need to start at that point. This could set that back where you wouldn't have those rate increases going up. One thing to clarify is that when you are looking at the \$67.50, the \$67.45, and the \$64.37 on Jochum's report, understand that that is not what we are billing Oak Grove, that's what they are billing their residents. If we do this, we are only billing them the \$20.82 based on the sewer and the usage fee.

Discussion continued regarding what offer to present to Oak Grove and the benefits and drawbacks of each offer.

Teicher said that if Oak Grove chooses to agree and we move forward with this proposal, phase two would be to form a JPA (Joint Powers Agreement). That JPA would cover some of those issues and concerns that we all have about future connections and future "what if's".

Feldman asked Finance Director Mulvihill to create a spreadsheet outlining 222 units over 20 years with that \$200,000 coming to us and see how much of that upcharge we need to get if we finance it for them to get five years at \$350,000 we need for the first upgrade.

Another work session was scheduled for Tuesday, November 20th at 5:30 pm.

Meeting adjourned at 7:52 pm.

Respectfully Submitted by,

Lori Streich Acct Tech/Deputy Clerk

DRAFT



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

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2018 Street Reconditioning Project - Pay Estimate No. 1
DATE: November 19, 2018

OVERVIEW:

Attached is Pay Estimate No. 1 for the 2018 Street Reconditioning Project. This pay estimate includes payment for all of the work items. This estimate recommends payment of \$179,708.13. The contract amount is \$201,794.63. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 1 for the 2018 Street Reconditioning Project.

BUDGET IMPLICATION:

Street segments of 230th Avenue, Jivaro Street and Lipan Street are on the City's Municipal State Aid system therefore the street improvements for these streets can be paid for with Municipal State Aid funds. The Guarani Street improvements will be paid from local street and water funds. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source		
	Municipal State Aid	Local – Street & Water	Total
Work Completed to Date	\$113,497.06	\$75,669.40	\$189,166.46
Less 5% Retainage	\$5,674.85	\$3,783.47	\$9,458.32
Recommended Payment	\$107,822.21	\$71,885.92	\$179,708.13

ATTACHMENTS:

PAY ESTIMATE NO. 1

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2018 Street Reconditioning Project**

Date: November 1, 2018

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2018 Street Reconditioning Project
Contractor: North Valley Inc.
Contract Amount: \$201,794.63
Award Date: August 22, 2018
Completion Date:

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by North Valley, Inc.

Bld Schedule "A" - S.A.P. 235-133-001 - LIPAN STREET

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	SAWING CONCRETE PAVEMENT (FULL DEPTH)	228	LIN FT	\$ 6.76	28	\$ 189.28
2	REMOVE CURB AND GUTTER	60	LIN FT	\$ 6.23	48	\$ 299.04
3	REMOVE CONCRETE WALK	29	SQ YD	\$ 9.59	34	\$ 328.06
4	MILL BITUMINOUS SURFACE (1.5")	1,386	SQ YD	\$ 2.01	1,434	\$ 2,882.34
5	BITUMINOUS MATERIAL FOR TACK COAT	118	GALLON	\$ 2.82	90	\$ 253.80
6	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	131	TON	\$ 77.38	130.3	\$ 10,082.61
7	GROUT CATCH BASIN OR MANHOLE	3	EACH	\$ 159.78	3	\$ 479.34
8	6" CONCRETE WALK	311	SQ FT	\$ 6.92	308	\$ 2,131.36
9	CONCRETE CURB AND GUTTER DESIGN S512	60	LIN FT	\$ 35.90	48	\$ 1,723.20
10	TRUNCATED DOMES	32	SQ FT	\$ 44.74	32	\$ 1,431.68
11	SIGN PANEL TYPE C	8	SQ FT	\$ 95.87	8	\$ 766.96
12	LOAM TOPSOIL BORROW, LV	7	CU YD	\$ 37.28	8	\$ 298.24
Total Bld Schedule "A"						\$ 20,863.91

Bld Schedule "B" - S.A.P. 235-136-001 - 230TH AVENUE

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	SAWING CONCRETE PAVEMENT (FULL DEPTH)	12	LIN FT	\$ 6.76	16	\$ 108.16
2	REMOVE CURB AND GUTTER	60	LIN FT	\$ 6.23	22	\$ 137.06
3	MILL BITUMINOUS SURFACE (1.5")	4,456	SQ YD	\$ 1.00	4,363	\$ 4,363.00
4	BITUMINOUS MATERIAL FOR TACK COAT	379	GALLON	\$ 2.82	320	\$ 902.40
5	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	423	TON	\$ 69.63	411.75	\$ 28,670.15
6	ADJUST FRAME AND RING CASTING	2	EACH	\$ 878.76		\$ -
7	GROUT CATCH BASIN OR MANHOLE	11	EACH	\$ 133.15	13	\$ 1,730.95
8	CONCRETE CURB AND GUTTER DESIGN S512	60	LIN FT	\$ 35.90	22	\$ 789.80
9	LOAM TOPSOIL BORROW, LV	7	CU YD	\$ 37.28	3	\$ 111.84
10	4" SOLID LINE PAINT	2,600	LIN FT	\$ 0.67	2,350	\$ 1,574.50
Total Bld Schedule "B"						\$ 38,387.86

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2018 Street Reconditioning Project**

Bid Schedule "C" - S.A.P. 235-137-001 - JIVARO STREET

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	SAWING CONCRETE PAVEMENT (FULL DEPTH)	10	LIN FT	\$ 6.76	16	\$ 108.16
2	REMOVE CURB AND GUTTER	50	LIN FT	\$ 6.23	26	\$ 161.98
3	MILL BITUMINOUS SURFACE (1.5")	5,193	SQ YD	\$ 1.00	5,172	\$ 5,172.00
4	BITUMINOUS MATERIAL FOR TACK COAT	441	GALLON	\$ 2.82	370	\$ 1,043.40
5	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	493	TON	\$ 69.63	536.84	\$ 37,380.17
6	ADJUST FRAME AND RING CASTING	2	EACH	\$ 878.76		\$ -
7	GROUT CATCH BASIN OR MANHOLE	10	EACH	\$ 90.54	8	\$ 724.32
8	CONCRETE CURB AND GUTTER DESIGN S512	50	LIN FT	\$ 35.90	26	\$ 933.40
9	LOAM TOPSOIL BORROW, LV	6	CU YD	\$ 37.28	1	\$ 37.28
10	4" SOLID LINE PAINT	2,904	LIN FT	\$ 0.64	2,735	\$ 1,750.40
Total Bid Schedule "C"						\$ 47,311.11

Bid Schedule "D" - LOCAL FUNDING

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	REMOVE VALVE BOX	4	EACH	\$ 159.78	4	\$ 639.12
2	SAWING CONCRETE PAVEMENT (FULL DEPTH)	26	LIN FT	\$ 6.76	60	\$ 405.60
3	REMOVE CURB AND GUTTER	130	LIN FT	\$ 6.23	202	\$ 1,258.46
4	DEWATERING	4	EACH	\$ 1,597.75		\$ -
5	MILL BITUMINOUS SURFACE (1.5")	6,166	SQ YD	\$ 1.00	6,154	\$ 6,154.00
6	BITUMINOUS MATERIAL FOR TACK COAT	524	GALLON	\$ 2.82	595	\$ 1,677.90
7	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	585	TON	\$ 69.63	565.73	\$ 39,391.78
8	VALVE BOX	4	EACH	\$ 3,115.61	4	\$ 12,462.44
9	GROUT CATCH BASIN OR MANHOLE	22	EACH	\$ 133.15	13	\$ 1,730.95
10	CONCRETE CURB AND GUTTER DESIGN S512	130	LIN FT	\$ 35.90	202	\$ 7,251.80
11	LOAM TOPSOIL BORROW, LV	16	CU YD	\$ 37.28	2	\$ 74.56
Total Bid Schedule "D"						\$ 71,046.61

Bid Schedule "E" MOBILIZATION, TRAFFIC CONTROL AND TURF ESTABLISHMENT

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 3,728.01	1	\$ 3,728.01
2	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 532.58	1	\$ 532.58
3	TRAFFIC CONTROL	1	LUMP SUM	\$ 4,633.46	1	\$ 4,633.46
4	TURF ESTABLISHMENT	1	LUMP SUM	\$ 2,662.91	1	\$ 2,662.91
Total Bid Schedule "E"						\$ 11,556.96

Bid Schedule "A"	\$ 20,863.91
Bid Schedule "B"	\$ 38,387.86
Bid Schedule "C"	\$ 47,311.11
Bid Schedule "D"	\$ 71,046.61
Bid Schedule "E"	\$ 11,556.96
 Total Work Completed to Date	 \$ 189,166.46
LESS 5% RETAINAGE:	\$ 9,458.32
 WE RECOMMEND PAYMENT OF:	 \$ 179,708.13



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: **Surplus Property**
DATE: November 19th, 2018

OVERVIEW:

The Police department has in possession several items that are considered abandoned property. These items were acquired by the police department in several different manners including found property turned in by the public and items suspected as stolen that were confiscated. These items have been in possession of the police department for over 60 days which is the minimum amount of time per policy to hold items to be claimed by the owner. The items include a Graco stroller, Ryobi leaf blower, StrikeMaster ice auger, garden shovel, Ping golf clubs and bag, Magna mountain bike, Schwinn women's mountain bike, Schwinn girls BMX bike and Canyon Run mountain bike.

ACTION TO BE CONSIDERED:

For City Council to adopt Resolution 2018-40 declaring the mentioned bicycles and property as surplus property. The bicycles will be donated to an organization called Bikes for Kids who refurbish bicycles and provide them to the less fortunate. Other property will be sold online through Municibid to the highest bidder with the exception of the garden shovel and leaf blower which will be utilized by the public works department.

BUDGET IMPLICATION:

Funds earned through the sale of the items will be turned over to the finance department to be placed into the general fund.

Attachments: Resolution 2018-40

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

RESOLUTION 2018-40

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, the bicycles will be donated to Bikes for Kids and the Ryobi leaf blower and garden shovel will be utilized by the public works department after being declared surplus property; and

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

Surplus Property (Abandoned Property)	Estimated Value
Graco Stroller	Highest bidder on Municibid
StrikeMaster Ice Auger	"
Ping Golf Clubs and Bag	"
Magna Mountain Bike	< \$5.00
Schwinn Women's Mountain Bike	< \$5.00
Schwinn Girls BMX Bike	< \$5.00
Canyon Run Mountain Bike	< \$5.00
Ryobi Leaf Blower	< \$40.00
Garden Shovel	< \$15.00

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF NOVEMBER, 2018.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: 2019 Squad Car Purchase/Replacement
DATE: November 19, 2018

OVERVIEW:

Burnsville Dodge has the state contract for Dodge Chargers and I would like to place an order with Burnsville Dodge for 2 Dodge Chargers to be used as marked squad cars. I would also like to place an order for 1 additional Dodge Charger which will be used as the Investigator vehicle. The Investigator vehicle will be built in a way to also be used as a specially marked traffic enforcement vehicle to be used in TZD details and other traffic details. The vehicle will remain unmarked while used for investigation purposes and will be marked in accordance with MN State Statute 169.98 for traffic details. Not only will the specially marked vehicle be used for multiple purposes it will contribute to the safety of the traveling public. The investigator vehicle will have a useful life of 8 years.

The current 2013 Investigator Dodge Charger along with two 2015 Dodge Chargers in the police department fleet are expected to be traded in and deducted from the purchase price of the new cars. Upon trade in, one 2015 Dodge Charger is anticipated to have approximately 90,000 miles and the other approximately 80,000 miles. The 2013 Charger will have approximately 75,000 miles at trade in.

By replacing squad cars in this manner the police department will maintain a fleet of 7 marked squad cars in 2019 which has proven to be a satisfactory number of squad cars. The squad cars get assigned and utilized in a way that keeps mileage down and maintenance costs reasonable. Also, trade in values are increased by keeping mileage less than 100,000 which is normally achieved by keeping the useful life of the marked squads at 4 years.

ACTION TO BE CONSIDERED:

City Council to approve placing the order for (3) 2019 Dodge Chargers. These vehicle orders are filled in the order that they are received and by ordering as soon as possible we have typically received the vehicle(s) by March or April of the following year.

BUDGET IMPLICATION:

The squad car purchases are described in the Capital Improvement Plan in PlanIt 2000. The vehicles are budgeted for in the 2019 Capital Improvement Plan and the contract price is \$23,574.00 for each vehicle. After added options the total amount for each vehicle is \$24,140.00. Added options include an LED spotlight (Marked Squads Only), deactivated doors and windows, Fleet Alike Key and power heated mirrors. When the squad cars arrive the 2015 Dodge Chargers and 2013 Charger will be traded in and trade in values will be deducted from the price of the new vehicles.

Capital Improvement Plan
City of St. Francis, Minnesota

2019 thru 2023

Department Police Department
 Contact Chief of Police
 Type Equipment
 Useful Life 4 years
 Category Vehicles

Project # POL-17-001
 Project Name Squad Cars

Description	Total Project Cost: \$720,000
2018- 2 Dodge Charger Police AWD V8- Trade 2014 Dodge Charger	
2019- 3 Squad vehicles - Trade 2- 2015 Dodge Chargers, 1 2013 Dodge Charger- Tahoe to city	
2020- 1 Squad vehicle- Trade 2016 Dodge Charger	
2021- 2 Squad vehicles- Trade Trade 2- 2017 Dodge Chargers	
2022- 1 Squad vehicle- Trade 2018 Dodge Charger	
2023- 2 Squad vehicles- Trade 2 squads	
2024- 1 Squad vehicle- Trade 1 squad	
2025- 2 Squad vehicles- Trade 2 squads	
2026- 1 Squad vehicle- Trade 1 squad	
2027- 2 Squad vehicles- 1 Investigator vehicle replacement- Trade 2 squads, 1 Inv vehicle	
2028- 1 Squad vehicle- Trade 1 squad	

Justification
 Regular replacement of squad cars to maintain a fleet of 7 marked squad cars and an unmarked chiefs car. Also budgeted in 2019 is a vehicle for the department investigator to drive. In years past the investigator has been driving vehicles that were seized by the police department and were awarded to the city in a forfeiture process. The vehicles typically had higher mileage and would be driven for 2-3 years until they became impractical due to rising maintenance costs. There were also set up fees and equipment fees each time a forfeited vehicle was brought into service. Originally the 2011 Chevy Tahoe squad was due for replacement in 2019 for an estimated \$40,000. An investigator vehicle would cost substantially less and could have a life span of 8-10 years. A Dodge Charger will replace the Chevy Tahoe in 2019 and will be added to the fleet in 2018. The Tahoe could be utilized by other city staff. By keeping marked squads on a 4 year rotation we see less maintenance issues and higher trade in values. Traditionally we see a trade in value of \$4,000 to \$5,000 for cars with under 100,000 miles at trade in to current state contract holder Dodge of Burnsville. Amounts budgeted account for at least one trade in each year possibly two depending on if the vehicle could be utilized elsewhere in the city. Amounts budgeted account for equipment and installation.

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings	95,000	35,000	65,000	35,000	70,000	300,000
Total	95,000	35,000	65,000	35,000	70,000	300,000

Funding Sources	2019	2020	2021	2022	2023	Total
Capital Equipment Fund	95,000	35,000	65,000	35,000	70,000	300,000
Total	95,000	35,000	65,000	35,000	70,000	300,000

Budget Impact/Other



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 G

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Ice Rink Management
DATE: 11-19-2018

OVERVIEW: We would like to again partner with the St Francis Home Run Club to manage our ice skating facilities. Our goals continue to be: 1. Follow Council direction to stay within our operation and maintenance budget for our parks. 2. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets. Last year, we had a successful 51 day season. This season we again have The St Francis Home Run Club, a Insured Local Non Profit Charitable Organization that would like to manage the warming house, provide rink attendants, care for the rinks/facility and provide snow removal for the facility, all for a fee. They would also have the opportunity to provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice. We are proposing a 51 day season (closed Christmas Day). This will run from 12-21-2018 thru 2-10-2019, weather permitting. The time selected for this season will allow ice making to happen during what should be the "optimum weather period", thus further reducing the amount of man hours it will take to make and maintain the ice. Of course, only if the weather permits.

ACTION TO BE CONSIDERED: Authorize the Mayor to sign Management Agreement entering the City into a contract with The St Francis Home Run Club to manage the outdoor Ice Skating Facility.

BUDGET IMPLICATION: The payment the Home Run Club would receive is approximately \$7,373.58 weather permitting. This is based on a 51 day season (12-21-2018 thru 2-10-2019). This is a budgeted item and would be paid out of our Parks operation and maintenance budget.

Attachments:

- Management Agreement

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT is made and entered into this 5th day of November, 2018, by and between the City of St. Francis, a Minnesota municipal corporation (the "City"), and St Francis Homerun Club, a Minnesota Nonprofit 501 C3 Charitable Organization (the "Contractor").

WHEREAS, Contractor is in the business of providing management services at recreational facilities including ice arenas and outdoor skating rinks; and

WHEREAS, the City desires to retain the services of Contractor to manage its outdoor skating rinks.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. MANAGEMENT SERVICES. The City hereby retains Contractor to provide management services at the City's outdoor skating rinks. In connection with the foregoing, Contractor shall be responsible for the following:
 - (A) Contractor shall provide all operational staff and shall be exclusively responsible for the management of such personnel and the payment of all wages and withholdings in connection therewith. Contractor shall provide site-specific training to all staff members with a focus on providing excellent customer service.
 - (B) Contractor shall maintain all ice surfaces and keep the same free from snow and debris.
 - (C) Contractor shall keep all walkways free from ice and snow.
 - (D) Contractor shall clean and maintain the interior of the warming house and provide all supplies in connection therewith. Contractor's duties shall include, without limitation, vacuuming, cleaning bathrooms, cleaning windows, restocking toilet paper, hand soap, and hand towels, and providing basic first aid supplies.
 - (E) Contractor shall keep all outdoor areas free from trash and debris.
 - (F) Contractor shall ensure that all City ordinances, rules, and regulations are followed and enforced.
 - (G) Contractor shall ensure that the ice rinks are used only by members of the public and for no private purpose or event without the City's prior written consent.
 - (H) Contractor shall immediately notify the City in the event repairs are required to any building, equipment, or area.

- (I) Contractor shall secure all buildings and equipment when not in use and will be liable for any damages, thefts or other costs resulting from the failure to properly secure any building or equipment.
- (J) Contractor shall manage and take full responsibility for all concession activities, including obtaining all necessary licenses and permits and providing all concession merchandise and supplies. On a monthly basis, Contractor shall provide the City with a written report showing concession revenues, product costs, and the gross margin for each month. Along with such report, Contractor shall pay the City an amount equal to ten percent (10%) of the gross margin shown on such report. Contractor shall be entitled to retain the balance of concession proceeds, which amounts shall be in addition to the Management Fee paid hereunder.
- (K) Contractor shall ensure that any costs incurred in connection with the maintenance or operation of the ice rinks, above and beyond the Management Fee, are within budgeted amounts or otherwise approved in advance by the City.

2. CITY RESPONSIBILITIES. Notwithstanding any language in this Agreement to the Contrary, the City shall be responsible for the following:

- (A) The City shall perform all building and grounds repairs.
- (B) The City shall plow all parking areas.
- (C) The City shall provide basic utilities, including water, sewer, garbage, and local phone service (no long distance).
- (D) The City shall provide one (1) handicapped-accessible toilet (mini-biff) and shall be responsible for cleaning and maintaining the same.
- (E) The City shall provide blue hand towel service.
- (F) The City's Public Works Department shall work with the Contractor to make ice for the purpose of skating as weather and time permits. The Contractor must have all snow and debris removed from the ice surface before City Staff will attempt to make ice.

3. MANAGEMENT FEE.

- (A) For all services provided pursuant to this Agreement, the City shall pay Contractor the sum of One Hundred Forty Four and 58/100 Dollars (\$144.58) per day of open operation (the "Management Fee").
- (B) Contractor acknowledges and agrees that the Management Fee shall constitute Contractor's entire compensation hereunder. All expenses of every kind incurred by Contractor in its performance under this Agreement shall be the sole responsibility of and be promptly paid by Contractor.

- (C) All keys, property, and equipment must be returned by Contractor and a final inspection/inventory of the property must be performed by the City prior to the payment of the final installment of the Management Fee.

4. TERM. The term of this Agreement will be for the duration of the 2018-2019 ice skating season, which is anticipated to run approximately 51 days from December 21, 2018, through February 10, 2019, weather permitting (closed Christmas Day). Notwithstanding the foregoing, this Agreement may be terminated at any time:

- (A) Upon the mutual written agreement of the parties;
- (B) By the City in the event the Contractor fails to fully and satisfactorily perform in accordance with the terms and conditions of this Agreement; provided, the City must provide Contractor with written notice and ten (10) days to correct the failure prior to termination.
- (C) By the City, immediately and without prior notice, in the event Contractor (i) files bankruptcy or becomes insolvent, (ii) sells all or substantially all of its assets, or (iii) dissolves or files a notice of intent to dissolve.

5. CONTRACTOR'S REPRESENTATIONS. In order to induce the City to enter into this Agreement, Contractor makes the following representations to the City:

- (A) The Contractor has visited the City's outdoor ice skating rinks and has had the opportunity to become familiar with and is satisfied as to the conditions that may affect its ability to perform under this Agreement.
- (B) The Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect its ability to perform under this Agreement.

6. INDEPENDENT CONTRACTOR STATUS. Contractor shall perform under this Agreement as an independent contractor and nothing contained herein is intended or shall be construed to make or constitute Contractor as the agent, employee, partner, joint venturer, or representative of the City, but rather Contractor shall act and perform hereunder according to its own means and methods, which means and methods shall at all times be under its exclusive charge and control.

7. INSURANCE. During the term of this Agreement, Contractor will maintain the following insurance: (1) commercial general liability insurance with coverage in the minimum coverage amount of \$1,500,000 per occurrence and \$2,000,000 annual aggregate that shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability; and (2) workers compensation insurance; and 3) if the Contractor utilizes an automobile to perform the duties under this agreement, automobile insurance with liability limit of \$1,000,000 combined single limit. All policies of insurance shall name the City as an additional insured and shall require the insurance provider to provide the City with written notice at least thirty (30) days prior to any reduction or termination of such insurance coverage. Upon the execution of this Agreement, and any time thereafter upon

demand of the City, Contractor shall provide a certificate of insurance showing the required coverage.

8. INDEMNIFICATION. To the fullest extent permitted by the law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor indemnification obligations shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligations shall survive the completion or termination of this Agreement.

9. REMEDIES. In the event of the breach of this Agreement by Contractor, the City shall be entitled to seek all remedies available at law, in equity, or otherwise. Contractor shall pay the City's costs and expenses, including reasonable attorneys' fees, incurred by the City in order to enforce this Agreement. Contractor expressly agrees that any remedies available to the City are cumulative and in no way exclusive. The seeking or exercising by the City of a particular remedy does not constitute a waiver or relinquishment by the City of its right to seek or exercise any other remedy available to it at law, in equity, or otherwise.

10. MISCELLANEOUS.

- (A) Governing Law. This Agreement has been executed in the State of Minnesota and shall be governed by the laws of said state, without regard to the conflict of laws rules thereof.
- (B) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein.
- (C) Amendment. No amendment or modification of this Agreement shall be deemed effective unless made in writing and signed by both parties.
- (D) Waiver. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.
- (E) Assignment. Except as otherwise provided for herein, no party may assign this Agreement without the consent of the other party. All of the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective transferees, successors and permitted assigns.
- (F) Severability. In the event any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed stricken. The remaining provisions of this Agreement will continue to be valid

and binding and the Agreement will be reformed to replace the stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- (G) Captions and Headings. The captions and paragraph headings used in this Agreement are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement or any of the provisions thereof.
- (H) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have executed this Agreement as of the date first above written.

CITY:

CITY OF ST. FRANCIS

By: _____
Its: _____

CONTRACTOR:

ST FRANCIS HOMERUN CLUB

By: *Michael D. Jensen*
Its: *President*

514843_1



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

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Rivers Edge Letter Of Credit Reduction
DATE: November 13, 2018

OVERVIEW:

The City has previously approved the Rivers Edge development and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Development Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status and recommend that the Letter of Credit may be reduced at this time.

ACTION TO BE CONSIDERED:

City Council approval of the Letter of Credit reduction from \$480,000 to \$169,200 based on work completed to date.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Rivers Edge Letter of Credit Reduction Recommendation Letter

November 13, 2018

Joe Kohlmann, City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: Rivers Edge
Letter of Credit Reduction

Dear Mr. Kohlmann:

We have reviewed the status of the Rivers Edge project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

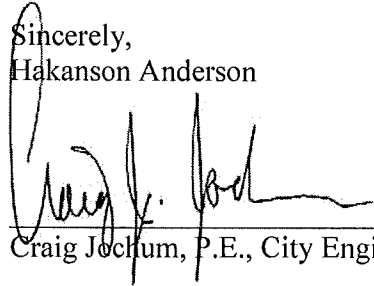
1. The grading has been substantially completed. However, additional turf establishment and erosion control measures are needed and as-built plans are needed to verify that grading has been completed correctly. It appears the corrective measures will be required for Pond 6.
2. The sanitary sewer has been constructed and is substantially complete. The castings will have to be raised prior to paving the wear course of bituminous.
3. The watermain has been installed and is substantially complete. The gate valve boxes will have to be raised prior to paving the wear course of bituminous.
4. The storm sewer is partially installed. One outlet control structure remains to be constructed.
5. The aggregate base, concrete curb and gutter, and bituminous non-wear course have been constructed. The bituminous wear course remains to be completed.
6. The bituminous trail and sidewalks remain to be completed.
7. We have not received the as-built utility plans or grading plans.
8. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is \$112,800. We therefore recommend that the Letter of Credit may be reduced to \$169,200.00 at this time, which is 150% of the estimated cost of the remaining improvements.

Mr. Joe Kohlmann, City Administrator
November 13, 2018
Page 2

If you have any questions please call me at 763-427-5860.

Sincerely,
Hakanson Anderson



Craig Jochum, P.E., City Engineer

cc: Barb Held, City Clerk
Darcy Mulvihill, Finance Director
Kate Thunstrom, Community Development Director
Paul Teicher, Public Works Director
Shane Nelson, P.E., Assistant City Engineer
Dale Willenbring, Developer
Marty Campion, Developer's Engineer

**Rivers Edge
Value of Remaining Work
November 13, 2018**

Description	Value
Outlet Control Structure	\$5,000.00
Bituminous Wear	\$26,200.00
Tack	\$800.00
Ped Ramps	\$1,900.00
Sidewalk	\$21,300.00
Trail	\$9,000.00
5% of Utilities Pending As-Builts / Punchlist / Walk Thru / Casting Adjustments	\$14,500.00
5% of Grading Pending As-Builts / Punchlist / Walk Thru	\$9,100.00
Pond 6 Correction and/or re-design	\$5,000.00
General Seeding and ESC Maintenance	\$10,000.00
Seeding Infiltration Basins and Wetland Buffers	\$10,000.00
Estimated Remaining Construction Cost	\$112,800.00
Required LOC (150%)	\$169,200.00



**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: 11/15/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$188,621.24 plus any additional bills that are handed out on Monday night. Also to be approved are the October Transfers of \$149,253.76.

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:

- 11-19-2018 Packet List
- 11-19-2018 Other Checks



PAYMENT BATCH AP 11-19-18

ABDO, EICK & MEYERS, LLP

09/18/2018	404598	E 601-49440-301	Auditing and Acct g Services	RATE STUDY	2,500.00
					<u>\$2,500.00</u>

AHMED, ADAM

11/10/2018	5394	G 601-22200	Deferred Revenues	REF ACCT #5394	43.27
					<u>\$43.27</u>

AIRGAS NORTH CENTRAL

10/31/2018	9956987271	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	12.98
10/31/2018	9956987271	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	12.98
10/31/2018	9956987271	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	12.98
10/31/2018	9956987271	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	12.98
10/31/2018	9956987271	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	13.01
					<u>\$64.93</u>

ALLINA HEALTH

10/31/2018	110024589	E 101-42210-305	Medical & Testing Fees	MEDICAL DIRECTORSHIP	1,148.25
					<u>\$1,148.25</u>

ARK TOWING AND RECOVERY

11/05/2018	89772	E 101-42110-441	Miscellaneous	2007 CHEV TRUCK FORFEITURE	124.00
					<u>\$124.00</u>

ARTISAN BEER COMPANY

10/31/2018	3302435	E 609-49751-252	Beer For Resale	BEER	32.00
					<u>\$32.00</u>

ASPEN MILLS

11/01/2018	226055	E 101-42210-437	Uniform Allowance	UNIFORMS-STURZL	113.70
11/06/2018	226240	E 101-42110-437	Uniform Allowance	UNIFORMS-BLACK	1,117.95
					<u>\$1,231.65</u>

BELLBOY CORPORATION

11/06/2018	0066860600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.35
11/06/2018	0066860600	E 609-49751-251	Liquor For Resale	LIQUOR	1,175.25
11/06/2018	0098542200	E 609-49750-210	Operating Supplies	OPERATING	196.64
11/06/2018	0098542200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.09
11/06/2018	0098542200	E 609-49751-254	Miscellaneous Merchandise	MISC	38.34
					<u>\$1,429.67</u>

BERNICK COMPANIES, THE

11/09/2018	463381	E 609-49751-252	Beer For Resale	BEER	162.80
					<u>\$162.80</u>

BGS (BARNA GUZY)

10/31/2018	194404	E 101-41600-304	Civil Legal Fees	PETITION FOR CERTIFICATE OF	496.00
10/31/2018	194405	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN 6TH	56.00
10/31/2018	194453	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
10/31/2018	194717	E 101-41600-304	Civil Legal Fees	FORFEITURES	(416.00)
10/31/2018	194718	E 101-41600-304	Civil Legal Fees	FORFEITURE	341.00
10/31/2018	194719	E 101-41600-304	Civil Legal Fees	Forfeiture	42.00
10/31/2018	194781	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
10/31/2018	194782	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	112.00
10/31/2018	194783	E 101-41600-304	Civil Legal Fees	GARY SMITH	1,972.00
10/31/2018	194784	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT	3,094.00
10/31/2018	194785	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUF	2,400.00

10/31/2018	194786	E 101-41600-304	Civil Legal Fees	MISC/NON-RETAINER	168.00
10/31/2018	194828	E 101-41600-304	Civil Legal Fees	WORKERS COMP	658.00
10/31/2018	194829	E 101-41600-304	Civil Legal Fees	23255 AMBASSADOR BLVD	56.00
					<u>\$15,879.00</u>

BREAKTHRU BEVERAGE

11/01/2018	1080881433	E 609-49751-206	Freight and Fuel Charges	FREIGHT	54.95
11/01/2018	1080881433	E 609-49751-251	Liquor For Resale	LIQUOR	6,038.69
11/01/2018	1080881433	E 609-49751-253	Wine For Resale	WINE	327.33
11/01/2018	1080881484	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.30
11/01/2018	1080881484	E 609-49751-251	Liquor For Resale	LIQUOR	206.90
11/08/2018	1080884889	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.15
11/08/2018	1080884889	E 609-49751-251	Liquor For Resale	LIQUOR	1,367.71
11/08/2018	1080884889	E 609-49751-253	Wine For Resale	WINE	60.00
					<u>\$8,081.03</u>

BROCK WHITE CO. LLC

10/30/2018	12919802-00	E 410-45203-232	Site Prep for Events	CUSTOM SANDBLASTING	22.00
10/30/2018	12937760-00	E 410-45203-232	Site Prep for Events	CUSTOM SANDBLASTING	44.00
					<u>\$66.00</u>

CAPITOL BEVERAGE SALES, L.P

11/12/2018	2186753	E 609-49751-252	Beer For Resale	BEER	268.50
11/12/2018	2186753	E 609-49751-254	Miscellaneous Merchandise	MISC	26.00
					<u>\$294.50</u>

CARLSON MCCAIN, INC

11/05/2018	0037512	E 101-41910-318	Economic Development	PROFESSIONAL SERVICES	4,436.14
					<u>\$4,436.14</u>

CENTURY LINK

11/07/2018	111418	E 601-49440-321	Telephone	PHONE	73.65
11/07/2018	111418	E 602-49490-321	Telephone	PHONE	73.64
					<u>\$147.29</u>

CINTAS

11/06/2018	4011848647	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					<u>\$9.31</u>

CITY OF EAST BETHEL

10/29/2018	10292018	E 101-41910-318	Economic Development	50% OF MNCAR BOOTH	500.00
					<u>\$500.00</u>

COUNTY MARKET - CITY ACCOUNT

10/19/2018	0008295-89	E 101-42210-212	Motor Fuels	TWO ACCOUNTS	362.61
					<u>\$362.61</u>

CRYSTAL SPRINGS ICE

11/07/2018	003.B008517	E 609-49751-254	Miscellaneous Merchandise	MISC	139.05
					<u>\$139.05</u>

DAHLHEIMER DIST. CO. INC.

10/30/2018	191943	E 609-49751-252	Beer For Resale	BEER	(154.40)
10/31/2018	191720	E 609-49751-252	Beer For Resale	BEER	8,581.40
10/31/2018	191720	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
11/07/2018	192069	E 609-49751-252	Beer For Resale	BEER	5,020.50
11/09/2018	1382140	E 609-49751-252	Beer For Resale	BEER	256.00
					<u>\$13,967.50</u>

DEX MEDIA EAST LLC

11/05/2018	111418	E 609-49750-340	Advertising	ADVERTISING	80.00
					<u>\$80.00</u>

DISRUD, CHRISTINE

10/03/2018	3718	G 601-22200	Deferred Revenues	REFUND ACCT #3718	60.00
					<u>\$60.00</u>

ECM PUBLISHERS, INC.

11/09/2018	647035	E 101-41410-351	Legal Notices Publishing	CANVASSING BOARD	26.88
11/09/2018	647036	E 101-41400-351	Legal Notices Publishing	ORDINANCE NO 243	69.88
					\$96.76

EMERGENCY AUTOMOTIVE TECH. INC

11/01/2018	SVC26782	E 101-42110-218	Equipment Repair & Maintenance	DODGE CHARGER 117	388.25
					\$388.25

FLYTE HCM LLC

11/08/2018	90187	G 101-21706	Flex Account	NOVEMBER FSA	415.00
					\$415.00

GRAINGER, INC.

11/28/2018	9948305256	E 602-49490-228	Equipment Maintenance	HELICO THREAD REPAIR KIT	49.95
					\$49.95

GRANITE CITY JOBBING CO.

10/30/2018	112761	E 609-49750-210	Operating Supplies	OPERATING	66.18
10/30/2018	112761	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/30/2018	112761	E 609-49751-254	Miscellaneous Merchandise	MISC	6.50
10/30/2018	112761	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,588.85
					\$1,665.78

HAKANSON ANDERSON ASSOC., INC.

10/23/2018	40931	E 101-41910-303	Engineering Fees	SUBDIVISION	206.00
10/23/2018	40939	E 101-42400-303	Engineering Fees	BLDG PERMIT REVIEWS	952.75
					\$1,158.75

HAWKINS, INC.

10/26/2018	4388014	E 602-49490-216	Chemicals and Chem Products	BULK DRINKING	4,930.22
					\$4,930.22

INNOVATIVE OFFICE SOLUTIONS, L

11/06/2018	IN2275745	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	30.20
11/06/2018	IN2275745	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	30.20
					\$60.40

JACKSON, KASSI & JON

		G 601-22200	Deferred Revenues	REF ACCT #3923	314.38
					\$314.38

JJ TAYLOR DISTRIBUTING

10/31/2018	2905349	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/31/2018	2905349	E 609-49751-252	Beer For Resale	BEER	1,076.35
11/07/2018	2915609	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/07/2018	2915609	E 609-49751-252	Beer For Resale	BEER	1,521.90
					\$2,604.25

JOHNSON BROS WHLSE LIQUOR

10/31/2018	1141748	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
10/31/2018	1141748	E 609-49751-251	Liquor For Resale	LIQUOR	803.60
10/31/2018	1141749	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.55
10/31/2018	1141749	E 609-49751-253	Wine For Resale	WINE	810.40
10/31/2018	1141750	E 609-49751-253	Wine For Resale	WINE	68.97
11/07/2018	1146988	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.68
11/07/2018	1146988	E 609-49751-251	Liquor For Resale	LIQUOR	2,499.28
11/07/2018	1146989	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
11/07/2018	1146989	E 609-49751-253	Wine For Resale	WINE	511.70
					\$4,780.30

KORY KEVIN STUDIO

10/25/2018	2018-1025	E 101-41940-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 101-42110-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 101-42210-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 101-43100-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 101-45200-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 601-49440-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 602-49490-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75
10/25/2018	2018-1025	E 609-49750-401	Repairs/Maint Buildings	PHOTOGRAPHY	218.75

\$1,750.00

LMC INSURANCE TRUST

10/06/2018	1004638	E 101-42110-160	Work Comp Insurance	DEDUCTIBLE	117.07
10/23/2018	4000177	E 101-41110-360	Insurance	INSURANCE	81.65
10/23/2018	4000177	E 101-41120-360	Insurance	INSURANCE	0.83
10/23/2018	4000177	E 101-41400-360	Insurance	INSURANCE	821.21
10/23/2018	4000177	E 101-41410-360	Insurance	INSURANCE	18.35
10/23/2018	4000177	E 101-41500-360	Insurance	INSURANCE	422.95
10/23/2018	4000177	E 101-41600-360	Insurance	INSURANCE	263.37
10/23/2018	4000177	E 101-41910-360	Insurance	INSURANCE	583.44
10/23/2018	4000177	E 101-41940-360	Insurance	INSURANCE	491.60
10/23/2018	4000177	E 101-42110-360	Insurance	INSURANCE	6,706.13
10/23/2018	4000177	E 101-42210-360	Insurance	INSURANCE	1,468.03
10/23/2018	4000177	E 101-42400-360	Insurance	INSURANCE	342.69
10/23/2018	4000177	E 101-43100-360	Insurance	INSURANCE	3,919.52
10/23/2018	4000177	E 101-43210-360	Insurance	INSURANCE	130.63
10/23/2018	4000177	E 101-45000-360	Insurance	INSURANCE	2.66
10/23/2018	4000177	E 101-45200-360	Insurance	INSURANCE	3,609.00
10/23/2018	4000177	E 601-49440-360	Insurance	INSURANCE	3,825.52
10/23/2018	4000177	E 602-49490-360	Insurance	INSURANCE	6,428.65
10/23/2018	4000177	E 609-49750-360	Insurance	LIQUOR LIABILITY	2,385.00
10/23/2018	4000177	E 609-49750-360	Insurance	INSURANCE	1,312.77

\$32,931.07

LTR SERVICES LLC

11/07/2018	111418	G 803-22000	Deposits	ESCROW REF-2163 242ND AVE	3,500.00
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\$3,500.00

MARTIES FARM SERVICE

11/08/2018	84922	E 101-43100-408	Ice& Snow Removal	ECO THAW	683.55
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\$683.55

MCDONALD DIST CO.

10/30/2018	466819	E 609-49751-252	Beer For Resale	BEER	9,750.65
11/06/2018	467589	E 609-49751-252	Beer For Resale	BEER	8,204.10

\$17,954.75

MED-COMPASS, INC.

10/16/2018	34454	E 101-43100-311	Contract	ANNUAL HEARING TEST	189.25
10/16/2018	34454	E 101-45200-311	Contract	ANNUAL HEARING TEST	189.25
10/16/2018	34454	E 601-49440-311	Contract	ANNUAL HEARING TEST	189.25
10/16/2018	34454	E 602-49490-311	Contract	ANNUAL HEARING TEST	189.25

\$757.00

MEDTOX LABORATORIES, INC.

10/31/2018	10201895907	E 101-43100-441	Miscellaneous	MED TESTING	48.12
10/31/2018	10201895907	E 101-45200-441	Miscellaneous	MED TESTING	48.12
10/31/2018	10201895907	E 601-49440-441	Miscellaneous	MED TESTING	48.12
10/31/2018	10201895907	E 602-49490-441	Miscellaneous	MED TESTING	48.14

\$192.50

MIDCONTINENT COMMUNICATIONS

11/02/2018	1333486019858	E 101-41940-321	Telephone	CITY HALL	37.18
11/02/2018	1333486019858	E 101-42110-321	Telephone	Police	16.94
11/02/2018	1333486019858	E 101-43100-321	Telephone	Public Works	16.94
11/02/2018	1333486019858	E 601-49440-321	Telephone	WATER PLANT	150.00
11/02/2018	1333486019858	E 601-49440-321	Telephone	WELL HOUSE	150.00
11/02/2018	1333486019858	E 609-49750-321	Telephone	LIQUOR STORE	150.00

\$521.06

MN DEPT OF LABOR & INDUSTRY

11/01/2018	ABR01984261	E 601-49440-441	Miscellaneous	POLICE/PW	5.00
11/01/2018	ABR01984261	E 602-49490-441	Miscellaneous	POLICE/PW	5.00

\$10.00

MUNICIPAL CODE CORPORATION

11/06/2018	00320401	E 101-41110-441	Miscellaneous	ANNUAL WEBSITE HOSTING	3,300.00
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\$3,300.00

PACE ANALYTICAL SERVICES

10/31/2018	1812000880	E 602-49490-313	Sample Testing	SAMPLE TESTING	108.00
					<u>\$108.00</u>

PAUSTIS WINE COMPANY

10/29/2018	28924	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.00
10/29/2018	28924	E 609-49751-253	Wine For Resale	WINE	388.92
11/06/2018	29964	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
11/06/2018	29964	E 609-49751-253	Wine For Resale	WINE	334.00
					<u>\$734.42</u>

PHILLIPS WINE & SPIRITS CO.

10/31/2018	2449466	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
10/31/2018	2449466	E 609-49751-251	Liquor For Resale	LIQUOR	1,040.70
10/31/2018	2449467	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.71
10/31/2018	2449467	E 609-49751-253	Wine For Resale	WINE	100.00
11/07/2018	2453198	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
11/07/2018	2453198	E 609-49751-251	Liquor For Resale	LIQUOR	772.00
11/07/2018	2453199	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.71
11/07/2018	2453199	E 609-49751-253	Wine For Resale	WINE	144.00
					<u>\$2,091.24</u>

PROGRESSIVE BUILDERS

11/10/2018	5334	G 601-22200	Deferred Revenues	REF ACCT #5334	309.70
					<u>\$309.70</u>

RJM DISTRIBUTING INC.

10/30/2018	IND017374	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
					<u>\$37.50</u>

SEMLER CONSTRUCTION

10/19/2018	5411	G 601-22200	Deferred Revenues	REF ACCT #5411	671.99
					<u>\$671.99</u>

SOUTHERN GLAZERS OF MN

11/01/2018	1747729	E 609-49751-206	Freight and Fuel Charges	FREIGHT	35.95
11/01/2018	1747729	E 609-49751-251	Liquor For Resale	LIQUOR	3,446.19
11/01/2018	1747730	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.68
11/01/2018	1747730	E 609-49751-251	Liquor For Resale	LIQUOR	89.91
11/01/2018	1747730	E 609-49751-253	Wine For Resale	WINE	210.00
11/08/2018	1750432	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
11/08/2018	1750433	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
11/08/2018	1750433	E 609-49751-251	Liquor For Resale	LIQUOR	740.57
11/08/2018	1750434	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.12
11/08/2018	1750434	E 609-49751-253	Wine For Resale	WINE	256.00
					<u>\$4,800.38</u>

STANCER, SHAWN

11/10/2018	1966	G 601-22200	Deferred Revenues	REF ACCT #1966	858.96
					<u>\$858.96</u>

SUMMIT COMPANIES

08/10/2018	1294812	E 101-43100-401	Repairs/Maint Buildings	ANNUAL FIRE EXT MAINT	104.25
08/10/2018	1294812	E 101-45200-401	Repairs/Maint Buildings	ANNUAL FIRE EXT MAINT	104.25
08/10/2018	1294812	E 601-49440-401	Repairs/Maint Buildings	ANNUAL FIRE EXT MAINT	104.25
08/10/2018	1294812	E 602-49490-401	Repairs/Maint Buildings	ANNUAL FIRE EXT MAINT	104.25
					<u>\$417.00</u>

SUN LIFE FINANCIAL

11/13/2018	9159201114	E 101-41400-130	Employer Paid Insurance	DECEMBER 2018	212.02
11/13/2018	9159201114	E 101-41500-130	Employer Paid Insurance	DECEMBER 2018	139.43
11/13/2018	9159201114	E 101-41910-130	Employer Paid Insurance	DECEMBER 2018	142.34
11/13/2018	9159201114	E 101-42110-130	Employer Paid Insurance	DECEMBER 2018	849.37
11/13/2018	9159201114	E 101-42400-130	Employer Paid Insurance	DECEMBER 2018	71.34
11/13/2018	9159201114	E 101-43100-130	Employer Paid Insurance	DECEMBER 2018	198.32
11/13/2018	9159201114	E 101-43210-130	Employer Paid Insurance	DECEMBER 2018	44.07
11/13/2018	9159201114	E 101-45200-130	Employer Paid Insurance	DECEMBER 2018	198.32

11/13/2018	9159201114	E 601-49440-130	Employer Paid Insurance	DECEMBER 2018	62.86
11/13/2018	9159201114	E 602-49490-130	Employer Paid Insurance	DECEMBER 2018	62.85
11/13/2018	9159201114	E 609-49750-130	Employer Paid Insurance	DECEMBER 2018	134.11
					\$2,115.03

SUPERIOR MARKETING CONCEPTS

11/06/2018	111418	E 609-49750-340	Advertising	ADVERTISING	250.00
					\$250.00

TAYLOR ELECTRIC CO.

10/31/2018	1271	G 601-16500	Construction in Progress	WELL HOUSE	19,604.00
					\$19,604.00

TOTAL CONTROL SYSTEMS, INC.

11/02/2018	8449	E 602-49490-229	Project Repair & Maintenance	RAS PUMP REPAIR	260.50
					\$260.50

U S BANK EQUIPMENT FINANCE

11/09/2018	370824104	E 101-41400-240	Office Equip	COPIER LEASE	201.24
11/09/2018	370824104	E 101-43100-240	Office Equip	COPIER LEASE	201.24
11/09/2018	370824104	E 101-43210-240	Office Equip	COPIER LEASE	201.24
11/09/2018	370824104	E 101-45200-240	Office Equip	COPIER LEASE	201.24
11/09/2018	370824104	E 601-49440-240	Office Equip	COPIER LEASE	201.24
11/09/2018	370824104	E 602-49490-240	Office Equip	COPIER LEASE	201.25
					\$1,207.45

VALLEY-RICH CO., INC

10/26/2018	18504	E 602-49490-229	Project Repair & Maintenance	SEWER REPAIR	9,150.00
					\$9,150.00

VERIZON WIRELESS

11/10/2018	9818125741	E 101-42210-321	Telephone	FIRE DATA	210.06
					\$210.06

WELLINGTON SECURITY SYSTEMS

12/01/2018	142889	E 101-41940-445	Security	CITY HALL ALARM	346.40
					\$346.40

WILSON, ADAM

11/10/2018	4076	G 601-22200	Deferred Revenues	REF ACCT #4076	102.89
					\$102.89

WSB & ASSOCIATES

09/30/2018	R-012343-000-2	E 101-43100-303	Engineering Fees	JPA CHIP SEAL INSPECTIONS	22.75
					\$22.75

YALE MECHANICAL

10/31/2018	18-1817	G 602-16500	Construction in Progress	WASTEWATER TREATMENT FAC	16,500.00
					\$16,500.00

FUND SUMMARY

\$188,621.24

101 GENERAL FUND	\$53,833.86
410 WOODBURY PARK PROJECT	\$66.00
601 WATER FUND	\$29,506.81
602 SEWER FUND	\$38,352.77
609 MUNICIPAL LIQUOR FUND	\$63,305.80
803 ESCROW	\$3,556.00
Total	<u>188,621.24</u>

CITY OF ST. FRANCIS
11/19/2018

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
TOTAL				<u>0.00</u>

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		<u>0.00</u>

Disbursements via Debits to Checking Account

	Payee	Description	Amount
10/01/18	Cayan	Liquor CC Fee	3,048.70
10/02/18	Cayan	Liquor CC Fee	12.00
10/04/18	Federal Tax	Payroll	19,805.36
	PERA	Payroll	17,278.96
	VOYA	Payroll	1,590.00
	ICMA	Payroll	460.00
	State Tax	Payroll	4,241.15
	MSRS	Payroll	653.45
	Healthcare Savings	Payroll	669.50
	Federal Tax	Payroll	1,941.42
	State Tax	Payroll	584.46
	Sick Leave	Payroll	2,253.08
10/10/18	Visa	Credit Card Bill	12,299.99
10/16/18	Federal Tax	Payroll	1,425.94
	PERA	Payroll	847.80
	State Tax	Payroll	59.92
	Child support	Payroll	330.89
10/18/18	Federal Tax	Payroll	19,632.63
	PERA	Payroll	17,188.85
	VOYA	Payroll	1,590.00
	ICMA	Payroll	460.00
	State Tax	Payroll	4,134.65
	MSRS	Payroll	649.70
	Healthcare Savings	Payroll	669.50
	MN Dept of Revenue	Sales Tax	18,595.00
10/22/18	Cayan	Liquor CC Fee	39.90
10/31/18	Health Partners	Health Insurance	18,384.36
10/31/18	Village Bank	Bank Fees	119.35
	PSN	Credit Card Fees	287.20
TOTAL			<u>149,253.76</u>

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Memorandum of Understanding –AC Economic Development
DATE: 11/19/2018

OVERVIEW

Over the past 18 months staff has been working with cities, Anoka County, Connexus Energy and Metro North Chamber on a countywide Economic Development partnership.

One of the first steps was to hire an organization to complete a countywide assessment of the strengths, weaknesses and opportunities as they relate to Economic Development. From that report there have been advances made in aligning the group towards meeting goals, creating a marketing campaign to support the region, a brand and a logo. From this initiative, Anoka County created a staff position to handle this initiative and take direction from an executive committee which includes municipal input.

Attached is the memo from County staff with the initiatives logo at the top. Ms. Hajder memo outlines the history and accomplishments of this group this far. At this time we are working on the organization and structure of this group. Currently St. Francis is part of a subcommittee.

All 21 cities and townships have agreed to participate. As this group moves forward there will be financial contributions to support the work that is being done as a group. As you can see the cost share for the City of St. Francis is \$424.00 for 2019.

ITEMS TO BE DICUSSED:

1. Authorize continued participation with the partnership through a Memorandum of Understanding (MOU)
2. Authorize as part of the participation the Voluntary Cost Sharing Agreement

POTENTIAL BUDGET:

2019 - \$424.00

ATTACHMENTS:

- Packet from Jacquell Hajder, Anoka County Economic Development Specialist



ANOKA COUNTY
Regional Economic Development

Positioned for Success

MEMORANDUM

To: St. Francis City Council

From: Jacquell Hajder, Anoka County Economic Development Specialist

Date: October 9, 2018 for the November 18, 2018 CC Meeting

Subject: Anoka County Regional Economic Development Partnership

BACKGROUND

Anoka County along with its 21 communities, Connexus Energy and Metro North Chamber of Commerce have identified the need for a regional economic development focus. With the need identified, Connexus Energy, Metro North Chamber of Commerce and Anoka County hired Ady Advantage to complete an assessment of the County. After a year of research, Ady provided a 200+page report with many goals and action steps to help the region grow to its full economic potential. However, there was a need for a staff person at the County that could complete this work and be the point person for economic development assistance in the County. The County hired an Economic Development Specialist in July to tackle these goals and help many of the municipalities with their economic development needs/strategies.

There are three overall goals that are leading much of the work the Economic Development Specialist will be focusing on regionally. Those three goals are to change the perception of Anoka County, clearly define roles among regional partners and ensure the County is ready for development from a talent and product (sites and buildings) perspective. An example on how to ensure the County is ready from a talent and product standpoint, is completing an assessment of the available buildings, and advertising those key development sites to key real estate individuals and business owners. This information will be hosted on the Regional Economic Development website. That way when investors and businesses are looking at the region, they have one site to find properties available, community information, talent and financial resources that are available in the region.

To accomplish many of the regional marketing goals, a \$20,000 budget was recommended by Ady Advantage. Because the work that will be done regionally will benefit all the 21 municipalities, it is important there is an opportunity to cost share and control how the funds are being used. The cost sharing will be based off the population size of a community, at \$0.057 per person of population. The budget will be approved

by all communities annually before a new voluntary cost sharing agreement can go in effect. The communities vote on their financial contributions and the Committees/Subcommittees advise on tasks throughout the year the budget items are directed too. The three subcommittees include the marketing subcommittee, regionalism & alignment subcommittee, and the readiness subcommittee. Additional to the subcommittees, is an Executive Committee, that guides much of the County-wide Economic Development Activities. The Executive Committee is comprised of 4 different municipalities, Connexus Energy, Metro North Chamber of Commerce, County staff (only county as 1 vote), and County Commissioner(s) (also only county as 1 vote).

ATTACHMENTS

1. Memorandum of Understanding
2. Exhibit A
3. Exhibit B
4. Voluntary Cost Sharing Agreement
5. 2019 Anoka County Regional Economic Development Budget and Expenditure List

**MEMORANDUM OF UNDERSTANDING
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT**

By and Among

**THE COUNTY OF ANOKA, CONNEXUS ENERGY, METRONORTH CHAMBER OF COMMERCE,
AND PARTICIPATING MUNICIPALITIES WITHIN ANOKA COUNTY**

This Memorandum of Understanding (“MOU”) is by, between, and among the County of Anoka, a political subdivision of the state of Minnesota, (hereinafter “the County”); Connexus Energy, a Minnesota corporation in Ramsey, Minnesota; MetroNorth Chamber of Commerce, a Minnesota nonprofit organization; and participating Municipalities located within Anoka County, Minnesota (See Exhibit A). For purposes of this MOU, the aforementioned are referred to collectively as the “Hosting Agencies” for the Anoka County economic development initiative.

WHEREAS, a research study was completed by a Consultant, Ady Advantage, in December 2017 (“the Study”) for a market research analysis and evaluation of business opportunities, targets, and strategies for economic development within Anoka County; and

WHEREAS, as a result of the Study, the Hosting Agencies plan to gather with one another as well as other community partners to develop a vision, create an action plan, and set realistic goals to implement shared objectives for economic development and business recruitment within Anoka County; and

WHEREAS, the Hosting Agencies wish to enter into this MOU to establish organizational structures and to develop specific goals and objectives for the collaboration;

NOW, THEREFORE, it is agreed as follows:

- A. Purpose. The purpose of this MOU is to set a framework for the Hosting Agencies and other participating entities, to further the goals of the economic development collaboration by: (a) outlining general objectives, (b) defining mutual responsibilities, and (c) setting goals, timelines, communication, and other details necessary to achieve the desired outcomes.
- B. Term. This Memorandum of Understanding is effective upon execution and will continue in effect for five (5) years, or until completion and implementation of a Final Action Plan, as determined by the Executive Committee. The term of this MOU may be renewed for subsequent five (5) year terms upon written agreement of the parties.
- C. Executive Committee. For purposes of this MOU, the Executive Committee for the Anoka County economic development initiative is comprised of representatives from Anoka County, Connexus Energy, Metro North Chamber, and up to four participating cities (“City members”). City members of the Executive Committee shall have staggered, rotating terms as addressed below. A Chairperson may be selected by the members of the Executive Committee to set and conduct meetings and be the primary point of contact between the Executive Committee and any subcommittees.

The names and contact information for the initial Executive Committee members are listed in the attached **Exhibit B** to this Agreement.

1. Executive Committee Members' Terms, Election, and Appointment:

- The members of the Executive Committee shall serve for initial terms of eighteen (18) and twenty four (24) months, as designated on Exhibit B. Certain Executive Committee members' terms may be renewed, as appropriate, to fulfill the objectives set forth in this MOU.
- No more than two County representatives may be designated as "voting members" on the Executive Committee. Other County representatives serving on the Executive Committee, in excess of two voting members, shall participate as non-voting members.
- The four City members of the Executive Committee shall have staggered, rotating terms to enable other participating municipalities to serve on the Executive Committee, as desired. City members may serve a maximum of two (2) consecutive terms.
- As City members' terms expire, the Executive Committee shall survey interest among all participating cities and elect new City members to the Executive Committee to fill expired or vacant terms. The Committee's selection of new City members shall take into consideration such factors as the size of each municipality, and location, to ensure that the Executive Committee constitutes a diverse geographic representation of Anoka County.
- Election of Executive Committee members shall be accomplished by majority vote, to take place at a regular meetings of the Committee, or by electronic means (email) if a vacancy arises. .

2. Executive Committee Meetings:

- The Executive Committee members will hold regular meetings approximately every other month, with the first meeting to be scheduled in the fall of 2018.
- At least two times per year, the Executive Committee will schedule broad based meetings and invite a larger group of City officials and staff, community partners, and other stakeholders, to provide updates and information regarding the current priorities of the economic development collaboration.
- The Executive Committee may also communicate electronically (via email) to review opportunities and give direction to subcommittees as needed.

3. Executive Committee Goals and Objectives:

- Define a Vision: The Executive Committee is responsible for gathering information from its subcommittees to form a vision for the business climate and opportunities within Anoka County. The Executive Committee will then communicate that vision with all Cities, community partners and identified stakeholders in the County.

- Develop a Strategic Plan. The Executive Committee will engage in strategic planning, to develop goals, interim activities, and a Final Action Plan, within applicable time frames as set by the Executive Committee.
- Communication. The Executive Committee will ensure that reliable communication occurs with all subcommittees, and that cities and community partners are kept informed of the progress and results of the collaboration.
- Review and Contracting. The Executive Committee will continually review its progress and may enter into contracts with outside partners or private companies, as required to effectively research and/or implement work developed over the course of this project.

D. Subcommittees. The purpose of subcommittees is to ensure diversification of ideas and representation across Anoka County in taking on specific tasks related to economic development.

- The Executive Committee may, at any time during one of its regular meetings, seek to establish, modify, or eliminate one or more subcommittees, which may be comprised of County and City officials/staff, community partners, or other public or private individuals or entities assisting in the economic development collaboration.
- Subcommittees may also include additional advisory members with expertise relevant to the work of the subcommittee.
- As of the date of this MOU, three Subcommittees have been formed: (1) Alignment/Regionalism; (2) Readiness; (3) Marketing and Differentiation.
- Subcommittees should attempt to meet on a monthly basis if possible.

E. Reporting. The following persons/entities should provide written or oral monthly reports to the Executive Committee:

- a. Subcommittee Reports. All subcommittees shall promptly deliver reports to the Executive Committee on matters which the subcommittee has addressed.
- b. Economic Development Specialist. Anoka County will direct its Economic Development Specialist (“ED Specialist”) to assist the Executive Committee and other entities in this collaboration. The ED Specialist will report directly to the County Administrator regarding day-to-day operations and activities. At the request of the Executive Committee, the ED Specialist will provide reports to the Executive Committee as to research outcomes and progress. The ED Specialist may also be asked to present findings at the broader, semi-annual meetings attended by cities, community partners, and other stakeholders.

F. Financial Contributions.

- a. Economic Development Specialist. The County is subsidizing and monitoring the activities of the Economic Development Specialist, described herein, to provide direct project assistance and research in connection with this collaboration.
- b. Budget and Cost Sharing. If the Executive Committee seeks continued services for website and social media support, marketing assistance, or other outside services,

the cost allocation among cities and financial responsibilities will require execution of separate agreements. On or around August of each calendar year, a proposed budget for the following year will be voted on by the Executive Committee at a regular meeting, and distributed to the members. An agreement for voluntary cost sharing among participating municipalities will also be distributed, with the first agreement effective for year 2019. Negotiation, execution, and administration of any such cost sharing agreement must comply with applicable statutes and regulations. Nothing in this MOU shall obligate the agencies or partners to obligate or transfer any funds absent a separate agreement authorizing such contributions.

G. Modification: Material alternations, modifications, or variations of the terms of this MOU must be reduced to writing as an amendment and signed by the parties. Election or appointment of members to the Executive Committee, the formation of subcommittees, and updates to Exhibits A and B to this MOU do not require formal amendment of this MOU.

H. Authorized Representatives. By signing this MOU, the undersigned certifies that he/she is authorized to act and carry out the terms of this MOU.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated below.

County of Anoka:

Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

Date: _____

Attest:

Jerry Soma, County Administrator

Date: _____

Connexus Energy:

Bruce Sayler, Principal

Date: _____

NorthMetro Chamber of Commerce:

Lori Higgins, President

Date: _____

City of Andover:

By: _____
Its: _____

Date: _____

City of Anoka:

By: _____
Its: _____

Date: _____

City of Bethel:

By: _____
Its: _____

Date: _____

City of Blaine:

By: _____
Its: _____

Date: _____

City of Centerville:

By: _____
Its: _____

Date: _____

City of Circle Pines:

By: _____
Its: _____

Date: _____

City of Columbia Heights:

By: _____
Its: _____

Date: _____

City of Columbus:

By: _____
Its: _____

Date: _____

City of Coon Rapids:

By: _____
Its: _____

Date: _____

City of East Bethel:

By: _____
Its: _____

Date: _____

City of Fridley:

By: _____
Its: _____

Date: _____

City of Ham Lake:

By: _____
Its: _____

Date: _____

City of Hilltop:

By: _____
Its: _____

Date: _____

City of Lexington:

By: _____
Its: _____

Date: _____

City of Lino Lakes:

By: _____
Its: _____

Date: _____

Linwood Township:

By: _____
Its: _____

Date: _____

City of Nowthen:

By: _____
Its: _____

Date: _____

City of Oak Grove:

By: _____
Its: _____

Date: _____

City of Ramsey:

By: _____
Its: _____

Date: _____

City of St. Francis:

By: _____
Its: _____

Date: _____

City of Spring Lake Park:

By: _____
Its: _____

Date: _____

EXHIBIT A
"HOSTING AGENCIES"
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT

County of Anoka	Jerry Soma County Administrator 2100 Third Ave., Ste 700 Anoka, MN 55303	763-324-4715	Jerry.Soma@co.anoka.mn.us
County of Anoka	Rhonda Sivarajah Chair, Anoka County Board of Commissioners 2100 Third Ave., Ste 700 Anoka, MN 55303	763-324-4706	Rhonda.Sivarajah@co.anoka.mn.us
County of Anoka	Scott Schulte County Commissioner 2100 Third Ave., Ste 700 Anoka, MN 55303	763-324-4712	Scott.Schulte@co.anoka.mn.us
County of Anoka	Karen Skepper Director of Community and Government Relations 2100 Third Ave., Ste 700 Anoka, MN 55303	763-227-5807	Karen.Skepper@co.anoka.mn.us
County of Anoka	Jacquel Hajder Economic Development Specialist 2100 Third Ave., Ste 700 Anoka, MN 55303	763-324-4609	Jacquel.Hajder@co.anoka.mn.us
Connexus Energy	Bruce Saylor Principal/ Community Development Connexus Energy 14601 Ramsey Blvd. NW Ramsey, MN 55303	763-323-2600	Bruce.saylor@connexusenergy.com
Metro North Chamber of Commerce	Lori Higgins 21 st Century Bank Building 9380 Central Ave. NE, Ste 320 Blaine, MN 55434	763-783-3553	lori@metronorthchamber.org
CITIES/TOWNSHIPS			
Andover	Joe Janish Community Development Director City of Andover 1685 Crosstown Blvd. NW Andover, MN 55304	763-767-5140	j.janish@andovermn.gov
Anoka	Doug Borglund Community Development Director City of Anoka 2015 First Avenue North Anoka, MN 55303	763-576-2723	dborglunch@ci.anoka.mn.us
Bethel	Ginger Berg City Administrator	763-434-4366	info@bethelmn.govoffice2.com

	City of Bethel 23820 Dewey St. Bethel, MN 55005		
Blaine	Erik Thorvig Economic Development Coordinator City of Blaine 10801 Town Square Drive NE Blaine, MN 55449	763-785-6147	ethorvig@ci.blaine.mn.us
Centerville	Mark Statz City Administrator City of Centerville 1880 Main Street Centerville, MN 55038	651-429-3232 Ext. 10	mstatz@centervillemn.com
Circle Pines	Patrick Antonen City Administrator City of Circle Pines 200 Civic Heights Circle Circle Pines, MN 55014	763-231-2605	pantonen@ci.circle-pines.mn.us
Columbia Heights	Keith Dahl Community Development Manager City of Columbia Heights 590 40 th Avenue NE Columbia Heights, MN 55421	763-706-3675	kdahl@columbiaheightsmn.gov
Columbus	Elizabeth Mursko City Administrator City of Columbus 16319 Kettle River Blvd. Columbus, MN 55025	651-419-9003	cityadministrator@ci.columbus.mn.us
Coon Rapids	Matt Brown Economic Development Coordinator City of Coon Rapids 11155 Robinson Drive Coon Rapids, MN 55433	763-767-6451	mbrown@coonrapidsmn.gov
East Bethel	Colleen Winter Community Development Director City of East Bethel 2241 221 st Ave. NE East Bethel, MN 55011	763-367-7855	colleen.winter@ci.east-bethel.mn.us
Fridley	Scott Hickok Community Development Director City of Fridley 6431 University Avenue NE Fridley, MN 55432	763-572-3590	Scott.hickok@fridleymn.gov
Ham Lake	Denise Webster City Clerk City of Ham Lake 15544 Central Avenue NE Ham Lake, MN 55304	763-235-1680	dwebster@ci.ham-lake.mn.us
Hilltop	Ruth Nelson City Clerk	763-571-2023	rnelson@hilltop.govoffice.com

	City of Hilltop 4555 Jackson St. NE Hilltop, MN 55421		
Lexington	Bill Petracek City Administrator City of Lexington 9180 Lexington Avenue Lexington, MN 55014	763-784-2792	bill.petracek@cityoflexingtonmn.org
Lino Lakes	Michael Grochala Community Development Director City of Lino Lakes 600 Town Center Parkway Lino Lakes, MN 55014	651-982-2427	michael.grochala@ci.lino-lakes.mn.us
Linwood Township	Pam Olson Town Clerk Linwood Township 22817 Typo Creek Drive NE Stacy, MN 55079	651-462-2812	pam.olson@linwoodtownship.org
Nowthen	_____ City of Nowthen 8188 199 th Avenue NW Nowthen, MN 55330	763-441-1347	_____
Oak Grove	Loren Wickham City Administrator City of Oak Grove 19900 Nightingale St. NW Oak Grove, MN 55011-9204	763-404-7075	lwickham@ci.oak-grove.mn.us
Ramsey	Tim Gladhill Community Development Director City of Ramsey 7550 Sunwood Drive NW Ramsey, MN 55303	763-433-9826	tgladhill@cityoframsey.com
St. Francis	Kate Thunstrom Community Development Director City of St. Francis 23340 Cree Street NW St. Francis, MN 55070	763-267-6191	kthunstrom@stfrancismn.org
Spring Lake Park	Dan Buchholtz City Administrator City of Spring Lake Park 1301 81 st Avenue NE Spring Lake Park, MN 55432	763-784-6491	dbuchholtz@slpmn.org

August 30, 2018

EXHIBIT B
EXECUTIVE COMMITTEE MEMBERS

ENTITY	MEMBER/REPRESENTATIVE	INITIAL TERM	CONTACTS
County of Anoka	Jerry Soma County Administrator	*Non-voting member	Jerry.Soma@co.anoka.mn.us T: 763-324-4715
County of Anoka	Jacquel Hajder Economic Development Specialist	*Non-voting member	Jacquell.Hajder@co.anoka.mn.us T: 763-324-4609
County of Anoka	Scott Schulte Anoka County Commissioner	18 months Or Non-voting member	Scott.Schulte@co.anoka.mn.us T: 763-324-4712
County of Anoka	Rhonda Sivarajah Chair, Anoka County Board of Commissioners	18 months Or Non-voting member	Rhonda.Sivarajah@co.anoka.mn.us T: 763-324-4706
County of Anoka	Karen Skepper Director of Community and Government Relations	24 months	Karen.Skepper@co.anoka.mn.us T: 763-227-5807
Connexus Energy	Bruce Saylor Principal/ Community Development Connexus Energy	24 months	Bruce.saylor@connexusenergy.com T: 763-323-2600
Metro North Chamber of Commerce	Lori Higgins President	24 months	lori@metronorthchamber.org T: 763-783-3553
CITY MEMBERS			
Columbia Heights	Keith Dahl Community Development Manager City of Columbia Heights	18 months	kdahl@columbiaheightsmn.gov T: 763-706-3675
Coon Rapids	Matt Brown Economic Development Coordinator City of Coon Rapids	24 months	mbrown@coonrapidsmn.gov T: 763-767-6451
East Bethel	Colleen Winter Community Development Director City of East Bethel	18 months	colleen.winter@ci.east-bethel.mn.us T: 763-367-7855
Lino Lakes	Michael Grochala Community Development Director City of Lino Lakes	24 months	michael.grochala@ci.lino-lakes.mn.us T: 651-982-2427

September 4, 2018

VOLUNTARY COST SHARING AGREEMENT
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT

THIS AGREEMENT is made between the County of Anoka, a political subdivision of the State of Minnesota ("County"), and the undersigned participating municipality ("City"), a municipal corporation organized under the laws of the State of Minnesota.

WITNESSETH

WHEREAS, the County and the City, along with other community partners, entered into a Memorandum of Agreement ("MOU") on _____, to set goals, create an action plan, and implement shared objectives in promoting economic development within Anoka County;

WHEREAS, the MOU addresses the need for cost sharing between the County and municipalities of Anoka County to support continued services for website services, social media support, marketing assistance, and future services related to the county-wide economic development initiative;

WHEREAS, an annual budget for the above activities was developed, including a formula for participating municipalities to provide proportional cost sharing based upon its population;

NOW, THEREFORE, the parties understand and mutually agree as follows:

1. The budget for services related to website services, social media, marketing, and other supportive activities required for economic development, is currently set at \$20,000.00 for calendar year 2019.
2. For 2019, the City agrees to contribute the sum of \$0.057 per individual resident within its city limits, as a voluntary contribution to the economic development costs described above.
3. The City shall provide such payment annually, by the end of the first quarter in each calendar year, beginning in 2019.
4. Each calendar year, the County will provide an annual budget and proposed formula for the City's use in calculating its contributions under this Agreement.
5. The City may opt out or cancel this Agreement by providing 30 days' written notice to the County Administrator: Jerry Soma, 2100 Third Avenue, Ste. 700, Anoka, MN 55303.
6. This agreement shall terminate concurrently with the MOU, unless a City chooses to opt out or cancel this agreement prior to its expiration, as provided above.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

ANOKA COUNTY:

CITY: _____

By: _____
Scott Schulte, Board Chair
ACHRA

By: _____

Dated: _____

Dated: _____

By: _____
Karen Skepper, Executive Director
ACHRA

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Christine Carney
Assistant County Attorney

By: _____

<u>Budget</u>	2018	2019
Marketing & differentiation	\$ 40,000	\$ 20,000
Alignment	\$ -	\$ -
Readiness	\$ -	\$ -
Total Expenses	\$ 40,000	\$ 20,000

<u>Contributions from Business Par</u>	2018	2019
Connexus Energy	\$ 8,000	
Anoka County	\$ 8,000	
Metro North Chamber	\$ 5,000	
Excel	\$ -	
Other	\$ -	
Total	\$ 21,000	\$ -

Net Expense	\$ 19,000	\$ 20,000
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Population Cost Allocation	\$ 0.054	\$ 0.057
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<u>City Partners</u>	<u>Population</u>	2018	2019
Andover	32,335	\$ 1,762	\$ 1,855
Anoka	17,995	\$ 981	\$ 1,032
Bethel	461	\$ 25	\$ 26
Blaine	64,188	\$ 3,498	\$ 3,682
Centerville	3,958	\$ 216	\$ 227
Circle Pines	4,909	\$ 268	\$ 282
Columbia Heights	20,158	\$ 1,099	\$ 1,156
Columbus	3,870	\$ 211	\$ 222
Coon Rapids	62,726	\$ 3,418	\$ 3,598
East Bethel	11,788	\$ 642	\$ 676
Fridley	28,631	\$ 1,560	\$ 1,642
Ham Lake	15,891	\$ 866	\$ 912
Hill Top	784	\$ 43	\$ 45
Lexington	2,018	\$ 110	\$ 116
Lino Lakes	20,803	\$ 1,134	\$ 1,193
Linwood Township	5,359	\$ 292	\$ 307
Nowthen	4,548	\$ 248	\$ 261
Oak Grove	8,360	\$ 456	\$ 480
Ramsey	26,251	\$ 1,431	\$ 1,506
St. Francis	7,400	\$ 403	\$ 424
Spring Lake Park	6,219	\$ 339	\$ 357
Total	348,652	\$ 19,000	\$ 20,000



Streets and Parks Monthly Report – October 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.	19	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	35.43	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	111	Inspections
Parks	Events	Preparation and Inspection	1	Misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	178	Acres
Streets	Signs	Signs Installed or Repaired	14	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	3 1 2	Sewer Park Recycling
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	5	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	45	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	52	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	24.3	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	1	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	10	Hours



Streets and Parks Monthly Report – October 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	
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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	35.43	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	111	Inspections
Parks	Events	Preparation and Inspection	1	Misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	178	Acres
Streets	Signs	Signs Installed or Repaired	14	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	3 1 2	Sewer Park Recycling
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	5	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	45	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	52	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	24.3	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	1	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	10	Hours

Parks	Playground	Install Woodchips	100	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	55	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	2	Events



Water and Sewer Monthly Report – October 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	22	Inspections
Water	Operational Hours	Hours Spent at Facility	44	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.	66	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	13.6	Million Gallons
		Total Finished water	13.6	Million Gallons
		Oak Grove water use	.996	Million Gallons
		Average Daily Flow	.438	Million Gallons
		Average Chlorine	.39	Mg/l
		Average Raw Iron	.005	Mg/l
		Average Raw Manganese	.029	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	99	%
		Manganese Removal	70	%
Wastewater	Wastewater Treatment Report			

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 25 Constituents); 8 Effluent (25 Constituents; Monitoring wells:25 constituents	75	Constituents
Wastewater	Operational Hours	Hours Spent at Facility	152	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	22	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	22	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	176	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	88	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.7	Million Gallons
	*Biosolids Decant water caused higher Effluent	Total Effluent	10.4	Million Gallons
	*Reuse was used for wash water, to clean filter press.	Reuse Effluent	.422	Million Gallons
		Influent TSS	216	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	8	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	96	% Removal
		Influent CBOD	284	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	3.8	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	35.3	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.8	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	58	Utility Locate Requests

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
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
Water/Sewer	Water Miscellaneous	Work orders: Re-reads, High	28	Work Orders
Water/Sewer	Monthly Projects			
WWTP	Pretreatment room Maintenance.	Change oil on 2 fine screens, and 1 grit separator.	3	Pieces of Equipment
WWTP	Biosolids	Finish Processing Biosolids	650,000	Gallons
Well House	Install New Gas Generator	New generator install for emergency power for wells.	1	Generator
WWTP	As-Builts Meeting	Go Over Final As-Builts	4	Hours
WWTP	Clarifier Maintenance	Start draining clarifier 1, for cleaning.	1	Clarifier
WWTP/WTP	4 th Grade Tours	Students get to tour facilities.	2	Classes
Water Tower	Winterize Fill Station	Draining of fill line; turning power off for winter.	1	Fill Station
Water	Well Head Protection Meeting	Meet with other communities about Well Head Protection.	2	Hours
Water	Intern	St. Cloud Technical Student - On the Job Training	1	Week
Water	Meter Re-Reads	Re-read meters that were not read by Opus.	20	Meters
Sewer	Sanitary Main Repair	During routine televising, a failure was discovered. The hole has been repaired.	8	Hours
Lift Station	Deer Creek Lift Station	Wash down grease mat and inspect transducer.	1	Lift Station
Lift Station	Deer creek Lift Station	Replace Pump #1 Motor	1	Pump Motor
HVAC	Winter HVAC Maintenance	The winter HVAC maintenance has been completed.	35	Units

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