

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

TUESDAY, JANUARY 3, 2012

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW

6:00 PM

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. Approve City Council Minutes – December 19, 2011
 - b. Receive and File St. Francis Fire Department General Meeting Minutes – December 4, 2011
 - c. Enter into a Joint Powers Agreement for the cost share of a Northern River Crossing Study in the Cities of Oak Grove and St. Francis (CP 10-33-00)
 - d. Enter into an Agreement for 2012 Animal Control with Marline Skinner
 - e. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a.
7. Ordinances & Resolutions:
 - a. Resolution 2012-01: Approving Appointments for 2012
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN Statute 13D.03
 - c. Staff:
Fire Dept.:
Public Works:
Liquor Store:
Police:
City Administrator:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
 - a. Efficiency Report Card-Public Works
13. Adjournment

Calendar of Events

Jan 16: City Offices Closed in Observance of Martin Luther King Day
Jan 17 – Tues: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Jan 18: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Feb 6: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Feb 15: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Feb 20: City Offices Closed in Observance of Presidents Day
Feb 21 – Tues: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylen, *Matt* 
City Administrator

RE: Agenda Memorandum – January 3, 2012 Meeting

Agenda Items:

4. Consent Agenda:

- c. *Joint Powers Agreement for the Cost Share of a Northern River Crossing Study in the Cities of Oak Grove and St. Francis:* This joint project has been in the study stage for some time. This is a cost share agreement between all parties.
- d. *Enter into an Agreement for 2012 Animal Control with Marline Skinner:* There are no changes to the contract for 2012.

6. Petitions, Requests, Applications:

7. Ordinances & Resolutions:

- a. *Resolution 2012-01:* Enclosed is Resolution 2012-01 which appoints committee assignments. A motion would be in order to approve Resolution 2012-01.

8. Reports:

- a. **Engineer:**
- b. **City Attorney:** The closed session is requested to discuss current negotiations.
- c. **Staff:**
 - Fire:**
 - Public Works:**
 - Liquor Store:**
 - Police:**
 - City Administrator:**

11. Old Business

12. New Business:

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

CITY COUNCIL MINUTES

DECEMBER 19, 2011

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members, Jeff Sandoval, Tim Brown, Steve Kane and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy and Steffen, Ltd.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Fire Chief Dean Kapler, City Administrator Matt Hylen, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT THE DECEMBER 19, 2011 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE DECEMBER 19, 2011, CITY COUNCIL CONSENT AGENDA-D AS FOLLOWS:
 - a. Approve the City Council Minutes of December 5, 2011.
 - b. Enter into an Agreement for Residential Recycling Program with Anoka County for 2012 Score Reimbursement Funds.
 - c. Approve the St. Francis EDA Budget.
 - d. Approve the Payment of Claims for \$264,690.69.Motion carried 5-0.
5. **Meeting Open to the Public:** William Gardner, 5304-238th Avenue NW, I have a couple questions and I would like to have the answers sent to me in the mail. During the last few years have the taxpayers been paying taxes to build a new city hall. Second, is it a common practice to take dedicated funds and put them into the general fund or other funds and then put them towards the new building? Gardner said I read the packet and it took me the whole weekend. I asked the board if they read the whole packet and totally understand it. I think I am a very well education person. I have three degrees one in law enforcement, psychology and a master's in business administration. Some of this seems to be contradictory. The information regarding the bonds is rather confusing so I was wondering how many of you actually understand the whole thing.
6. **Petitions, Requests, Applications:**
 - a. **St. Francis EDA Resolutions and Agreement pertaining to the Sale of Public Project Lease Revenue Bonds, Series 2012A:** Mayor Tveit said it is my understanding that the items presented to the EDA tonight all passed.

7. **Ordinances & Resolution:**

a. **Resolution 2011-42: Certifying Taxes Payable in 2012:** MOTION BY KANE SECOND BROWN TO ADOPT RESOLUTION 2011-42 CERTIFYING TAXES PAYABLE IN 2012. Motion carried 5-0.

b. **Resolution 2011-43: Adopting a Budget 2012:** MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2011-43 ADOPTING A BUDGET FOR 2012. Motion carried 5-0.

c. **Resolution 2011-44: Adopting a GASB 54 Fund Balance Policy:** MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2011-44 A RESOLUTION ADOPTING A GASB 54 FUND BALANCE POLICY. Motion carried 5-0.

d. **Resolution 2011-45: Approving End of Year Transfers for the Year 2011:** MOTION BY McCLISH SECOND SANDOVAL TO ADOPT RESOLUTION 2011-45 A RESOLUTION APPROVING END OF YEAR TRANSFERS FOR THE YEAR 2011. Motion carried 5-0.

e. **Resolution 2011-46: Approving Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds:** MOTION BY McCLISH SECOND KANE TO ADOPT RESOLUTION 2011-46 A RESOLUTION APPROVING POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENTAL BONDS. Motion carried 5-0.

f. **Resolution 2011-47: Authorizing the Execution and Delivery of Ground Lease and Lease-Purchase Agreement, and Approving and Authorizing Issuance of Public Project Lease Revenue Bonds and Execution of Related Documents:** MOTION BY SANDOVAL SECOND BROWN AUTHORIZING THE EXECUTION AND DELIVERY OF GROUND LEASE AND LEASE-PURCHASE AGREEMENT, AND APPROVING AND AUTHORIZING ISSUANCE OF PUBLIC PROJECT LEASE REVENUE BONDS AND EXECUTION OF RELATED DOCUMENTS. Motion carried 5-0.

g. **Resolution 2011-48: Adopting the License Renewals for 2012:** MOTION BY BROWN SECOND KANE ADOPTING RESOLUTION 2011-48 A RESOLUTION ADOPTING THE LICENSE RENEWALS FOR 2012. Motion carried 5-0.

8. **Reports of Consultants & Staff Members:**

a. **Engineer:**

b. **Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN State Statute 13D.03:** City Attorney Scott Lepak asked the City Council to go into close meeting for an update on union negotiations and strategy. MOTION BY SANDOVAL SECOND McCLISH TO GO INTO A CLOSED MEETING TO DISCUSS LABOR NEGOTIATION AND STRATEGY PURSUANT TO MN STATE STATUTE 13D.03 AT 6:14 PM. Motion carried 5-0. The City Council was back in session at 6:25 pm. Lepak stated we have nothing to report on negotiations from the closed session regarding the discussion on labor strategy.

c. **Staff: Fire Department: Fire Inspections:** Interim Fire Chief Dean Kapler reported that starting January 1, 2012 he would assume the duties of Fire Marshal for a four-month period. It will be a good opportunity for me to visit the businesses. It is estimated, that this activity can be done under the current contract. If the activity should increase to a point that

additional assistance is needed, I will contact the City Administrator prior to any additional costs. MOTION BY TVEIT SECOND BROWN AUTHORIZE THE FIRE CHIEF TO ANALYZE THE FIRE CODE INSPECTIONS OVER THE NEXT FOUR MONTHS. Motion carried 4-1. Sandoval voting nay.

Public Works:

Liquor Store:

Police Dept:

City Administrator Report: Building Inspector Recommendation: Hylen reported we found an applicant that will allow the City to allow us to advance with technology in our permits and records division along with pursuing a higher customer service level. Council member Sandoval had some concerns at the last meeting. Hylen meet with him this past week to listen to his concerns. I believe his questions were answered in which Sandoval agreed. Hylen reported a background check was completed and is recommending the City Council hire Andrew Schreder. Mr. Schreder also has experience in code enforcement. Currently we have a combination of our police, city planner, contract building inspector, office and our city attorney handling cases. MOTION BY KANE SECOND McCLISH TO HIRE ANDREW SCHREDER AS A PART TIME BUILDING INSPECTOR AT \$23.19 AND TO SET THE PAY STEPS AT \$23.19, \$24.03, \$24.90, \$25.80, \$26.74 AND \$28.72. McClish asked how many hours would this person be working. Hylen said I made it perfectly clear we would not go over our building inspection revenue. The one item we do need is the software, that is a fixed fee that we would need anyway. As mentioned before we will also utilize Mr. Schreder in code enforcement. He did work in the code compliance department in his previous employment. There will be fixed hours but I do not know how many. Sandoval asked if the new procedure would entail keeping the code enforcement in house and have the city council as the hearing officers. Lepak briefed the council on a couple different options that are currently being used in Coon Rapids and Blaine. Motion carried 5-0.

9. **Reports from Council Members:** Brown wishing everyone Happy Holidays. McClish stated in looking back at his first year in office he states the council has accomplished a lot. Items such as Pederson Path, updated City Website, zero percent levy, and a new public works/police facility. McClish also wanted to thank the St. Francis Fire Department, Jaycees and the Ambassador Program for going around and collecting food donations for the North Anoka Community Emergency Food Shelf.

10. **Report from Mayor:** Like to remind everyone of the January 21, 2012 Mayor's Trail Ride. I have had been in contact with one of our residents about the water and sewer rates and our billing. Kane asked to give staff direction to study the policy on how water and sewer rates are calculated and make their recommendations back to the city council. City Council received an email from a resident regarding our City Administrator. I did contact three City Administrator's from different cities today asking them if our city administrator contacted them regarding building inspections. After contacting the third city and all of them indicating that our city administrator contacted them about inspections, I am convinced he did his due diligent in contacting other communities. Thanked the Fire Department too for going around to the neighborhoods collecting food donations.

11. **Old Business:** None.

12. **New Business: Efficiency Report Card-Police Department:** Police Chief Harapat reported the police department is back to full efficiency because we have our Sargent back from FBI Academy Training. Sgt. Rehling completed the Academy with a 4.0 grade point average. Hylen asked if the council would like Sgt. Rehling to attend a future council meeting to recap his training and the council agreed.

13. **Adjournment:** The City Council adjourned the meeting at 6:37 pm.

Barbara I. Held, City Clerk

General Meeting December 4, 2011

Dean Kapler, Bryant Loudon, Barry McDonough, Brian McDonough, Jen McDonough, Sam Strassberg, Buddy Vangelof, Dave Jorgenson, Mark Sorenson, Dan Thompson, Renee Griego, Jon Faanes, Chris Robinette, John Fraune, Kim Swenson, Matt Hysten, George Bichler

Called to Order 6:02pm

Matt: There is an electrician that the city uses, Tom Lynch. He will be contacted regarding cord reels. April 1, 2012 is the date to look at a joint services agreement or other options related to SFFD and other surrounding departments. Currently meeting once a month getting inventories done and exploration of each form of shared service ie: relief association, ISO rating. Fire dept representative needed 1st Thursday of every month at 3:30pm starting January, Kim will take the position. September will be the earliest date to move into the rest of the PD dept.

Brian- If anyone has needs, wants, ideas, or huge dreams let Brian know as it is less than a year before the PD moves.

Dan- Still need to get together with Kelly on hose testing. 1 bottle needs to be hydro tested.

Kim- has put together folders with field notes, arson signs, and graph paper information related to fires for fire investigation. We do need to fill out a Consent to Investigate form. Attached garage fire-determined the resident was outside smoking and the ashtray was overflowing and started on fire. Great job on the call! Both cameras are on the engines with batteries and memory cards.

Barry- Spoke with a guy about getting remote start on duty officer truck.

Jon- New drop tank is on T2, E1 generator repaired, scene lights shipped out and should be here this week, the siren on Rescue 1 has been fixed, Siren T2 ordered, extrication motor, E2 will be going to bus garage on 12/6/11 to replace the shocks it will be back that evening.

Bryant- Has created a tentative 2012 training schedule, if there are any questions or input, please let him know. Just a reminder Wednesday drills are from 9-11 and 1800-2000. Andover medical drills are the same as our schedule except for the dates noted on the calendar. We will hopefully be able to see the contract for medical direction this month.

Dean- Remember to keep the fire scene the way that it is as well as you can for the fire investigation.

Duty Officer Response Review- The importance of the duty officer is the fact that they are going directly to the scene to evaluate. Currently sounds like the program is going well. If the duty officer will be responding directly to the call on a medical, they will communicate through 2800. If you have any input please let Dean know.

If the Duty Officer goes directly to the scene and relays that to 2800, the other person on weekend rescue can respond with one in the rescue to meet him there.

Pay/No Pay for Calls- When the call goes out and the call is cancelled, you have ten minutes of call time to arrive to the station. If a call is cancelled right after it is paged out, it is a non-call regarding to credit and pay for the call. Documentation is still needed. Be honest with your time on the call.

Tuition and Classes not passed- The dept will pay for tuition for the first class, if you do not pass you will need to pay the tuition. This will begin 1/1/2012. Dean will follow up on individuals that have not passed prior classes and need to repay tuition.

"Tuition/Dept Approved Classes" The department will pay for the class and the "first" test/ certification and will "NOT" require the individual to repay if they fail. But, if the individual wants to retake the final exam/ certification, they will have to pay for it themselves.

Code of Conduct- Dean met with Anoka County Public Information individual. They are going to put together information related to social messaging. If a threat is made in this manner, it is the same as if you are doing it in person. Dean will be drafting a Social Networking policy in the near future that will be reviewed as a city wide policy.

John-2010 audit is done and off to the state. John will speak to Matt about the City Aid portion of the relief association. Retirement for Barry Taft is complete. A new president is needed.

December- Santa and the Fire truck will be the 15th and 16th, if you would like to participate contact Brigit.

Committees- The committee for the Appreciation Dinner is Dan, Sam, George, Buddy, Brian, Jen, and Barry. The legion is not rented as of now. Captains wants \$700 to close off to public. Tentative Feb 4th.

Engine 2- If you have input on the layout of the Engine please contact Jon.

- Compartmentalize/Reconfigure compartments
 - Build shelving with side guard in back
 - Mounting plate for tools (Pass. Side)
 - Add SCBA packs (Driver Side above wheels)
 - Make apartment bundle out of rolls of hose
 - Remove tools not currently used (porta tolls, slide chisels, consolidate tool boxes, etc)
- Mark tools on trucks with tape
 - R1, E1, E2 (red, yellow, blue)
- Cab Organization
 - Relocate Thermo Camera in cab along with charger
 - Mount gloves on back above passengers
 - Flashlights
 - Utilize SCBA seatbelts

- Move large set of Rescue tools to R1 and small set to E2
 - Rescue closer to scene
 - May need access to patient make patient contact
 - Sometimes engine response is long
- Tools needed
 - Chimney Kit
 - Sledge Hammer
 - Flares
 - Bolt Cutters
 - Fire Line Tape
 - Brooms/Shovels for R1 &E1
- Recommendations arose for E2 discussion
 - SCBA's on T2
 - Radios for G1 possibly the tankers

Pumps will be drained 1/1/12. Remember this when arriving on scene.

Adjourned 8:42

**JOINT POWERS AGREEMENT
FOR THE COST SHARE OF A NORTHERN RIVER CROSSING STUDY
IN THE CITIES OF OAK GROVE AND ST. FRANCIS
(CP 10-33-00)**

This Agreement made and entered into _____, 2012, by and between the County of Anoka, State of Minnesota, a political subdivision of the State of Minnesota, 2100 Third Avenue North, Anoka, Minnesota, 55303, hereinafter referred to as "County", and the City of Oak Grove, 19900 Nightingale St NW, Cedar, MN 55011, hereinafter referred to as the "City".

WITNESSETH

WHEREAS, the parties of this agreement have identified the need for additional river crossing capacity in the northern part of the county; and

WHEREAS, the County sent out RFPs for said corridor; and

WHEREAS, the County will enter into Purchase of Service Agreement with a consulting firm for the work identified in the RFP (Exhibit A); and

WHEREAS, the parties agree that it is in their best interest that the cost of project be shared; and

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of studying the need for and potential location of additional river crossing capacity in the Cities of Oak Grove and Saint Francis. Upon completion the City shall be provided a copy of the study.

II. METHOD

The County shall provide all services and has caused the study of Anoka County Project No. C.P. 10-33-00 in conformance with said RFP. The County has done the calling for all bids and will accept the bid proposals.

III. COSTS

The cost will be detailed in the Purchase of Service Agreement between Anoka County and the selected consultant. The cost is estimated to be between Two Hundred Thousand and Two Hundred Fifty Thousand Dollars (\$200,000 - \$250,000).

The City of St. Francis has agreed to contribute to the County an amount of Five Thousand Dollars (\$5,000) which will be paid in a lump-sum payment, upon receipt of an Invoice from Anoka County upon execution of this JPA.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts and disbursements shall be made upon request by either party.

VIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. If notice is delivered by mail, it shall be deemed to be received two (2) days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods, which occurred prior to such notice of termination. The City shall pay its pro rata share of costs, which the County incurred prior to such notice of termination.

IX. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the County Administrator of Anoka County 2100 Third Avenue North, Anoka, Minnesota 55303, on behalf of the County, and the City Administrator of St. Francis, 23340 Cree St NW, St. Francis, MN 55070, on behalf of the City.

X. INDEMNIFICATION

The City and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XI. ENTIRE AGREEMENT REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to

the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

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

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____
Rhonda Sivarajah
Board of Commissioners

By: _____
Jerry Tveit
Mayor

Dated: _____

Dated: _____

ATTEST:

By: _____
Jerry Soma
Anoka County Administrator

By: _____
Name:
Title:

Dated: _____

Dated: _____

RECOMMENDED FOR APPROVAL:

By: _____
Douglas Fischer, P.E.
Anoka County Engineer

By: _____
Name:
Title:

Dated: _____

Dated: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Dan Klint
Assistant Anoka County Attorney

By: _____
Name:
Title:

Dated: _____

Dated: _____

ANIMAL CONTROL OFFICER AGREEMENT

THIS AGREEMENT, made this 1st day of January, 2012, by and between Marline Skinner, 28901 Dahlia Street, Isanti, Minnesota 55040, hereinafter referred to as "Contractor", and the City of St. Francis, Minnesota, hereinafter referred to as "City".

WITNESSETH, that the Contractor and the City, for the consideration stated herein, mutually agree as follows:

1. Statement of Work. Contractor shall furnish all labor, equipment and services performed for the jobs of dog catcher and confining dogs for the City, as set forth below in an efficient and workmanlike manner in accordance with this Agreement. Contractor shall comply with all federal, state and local laws and ordinances in performing the duties as specified herein.

2. Contractor's Duties. Contractor shall, upon request of the members of the Police Department or the City Clerk's office, take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance or Minnesota State Statute. All apprehensions of dogs directed by members of the Police Department or the City Clerk's office shall be in an efficient, workmanlike and humane manner. Contractor agrees to use snares to capture the dogs. Contractor shall supervise the drafting and service of appropriate notice when a dog has been picked up, and deliver notice to the City Clerk for further posting, as required, pursuant to St. Francis Code 8.05, Subd. 8.

Contractor shall take all reasonable and necessary steps to control, kennel and care for dogs taken into custody by the City in a humane manner. The Contractor agrees to comply with all state laws regarding waiting periods on dogs taken into custody. It is specifically made part of this Agreement that the nature of services to be provided by Contractor shall include providing a place for each dog to stay; together with the provision of food, water and walking/exercising the dogs. Contractor shall also provide medication for the needs of any dogs in its care. Contractor will also transport all dogs to the veterinarian or rescue party at the end of the five day period each unclaimed dog is required to be held pursuant to City Ordinance. The five day holding period shall not include weekends or holidays. If a dog that has bitten a person is impounded, that dog must be kept apart from other animals and observed for a period of 10 days, during which time Contractor shall notify the City of signs of any transmittable diseases.

It is understood, pursuant to this Agreement, that Contractor shall bring all dogs caught directly to Contractor's kennel in Isanti, Minnesota. Contractor will provide services for the City of St. Francis seven days a week, twenty-four hours per day.

3. Compensation. Contractor shall receive a fixed monthly sum from the City of Five Hundred Dollars (\$500.00) for any and all services related to the pick-up, board and transport of dogs. Additionally, Contractor shall also receive Twenty Dollars (\$20.00) per day for boarding a dog that has been subjected to a "Declaration of Dangerous Dog," or a dog that needs to be

quarantined for any reason. Contractor will provide the City with a monthly expense sheet showing:

- a) the number of animal pickups in that month;
- b) the number of late animal pickups (defined as pick ups occurring between 6 p.m. and 8 a.m.)
- c) the number of animals and days that Contractor boarded animals in that month that have not been subjected to a "Declaration of Dangerous Dog," or a dog that needs to be quarantined for any reason;

This monthly report will also calculate animal pickups at \$60 per animal pick up from 8 a.m. to 6 p.m.; \$75 per animal for late pick up; \$20 per day for boarding each animal that has not been subjected to a "Declaration of Dangerous Dog" or a quarantined dog. This amount will not constitute additional payments however, in the event that this calculation exceeds five hundred dollars (\$500) for three consecutive months, the fixed monthly sum from the City will increase to Six Hundred Dollars (\$600.00) for the balance of the Agreement. Contractor shall receive no benefits other than the above-referenced dollar amounts. In the event Contractor finds a home for an unclaimed dog after its required holding period, Contractor shall contact City as to required charges to release said dog. Contractor must instruct a person claiming a dog to pay fees directly to City and show a paid receipt to Contractor prior to picking up the dog during regular business hours. The Contractor will be closed the same Holidays as City Hall.

4. Licensing and Certification. Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Association for Dog Catchers and Dog Kennels.

5. Relationship of Parties. The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested only in the results to be achieved, specifically; the caring for dogs not restrained with City limits, and the conduct and control of the work will rest solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose, and the employees of Contractor, if any, are not to be considered employees of the City, and are not entitled to any of the benefits that the City provides its employees. It is understood that the City does not agree to use Contractor exclusively. It is further understood that Contractor may perform services for other entities, as long as such relationship does not impede, or prohibit, the provision of services for City pursuant to this Agreement.

6. Liability Insurance and Indemnification. The services to be performed by Contractor pursuant to this Agreement will be performed entirely at Contractor's risk, and Contractor assumes all responsibility for the use and condition of tools and equipment used in the performance of Contractor's duties, efforts and work as a dog care provider. Contractor further agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement, including costs and attorney's fees.

7. Insurance. Contractor agrees to maintain in full force and effect general liability coverage in the amount of \$400,000 per occurrence, \$75,000 aggregate naming City as an additional insured on the policy. The policy must state that the insurance company must give written notice to the City thirty (30) days prior to canceling the insurance contract. The initial policy and any subsequent changes in the insurance policy must be approved by the City.

8. Termination. City and Contractor may terminate this Agreement at any time with or without cause by providing written notice to the other party no later than thirty (30) days prior to the termination date. City and Contractor may immediately terminate this Agreement upon breach of any of the material terms herein by providing written notice of the termination. Such notice shall be given to the City at City offices. Such notice shall be given to Contractor at its place of business.

9. Facilities and Equipment. Contractor shall be responsible for providing all tools and equipment necessary to perform its duties as the City dog kennel. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

10. Accounting and Billing. The City agrees to pay for such services each month within twenty (20) days of its receipt of each month's billing from Contractor. The City shall be responsible for collecting payments from any individual, or individuals, for retrieving their dog during regular business hours.

11. Business Records. At all times during the course of this Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor. Contractor shall maintain records as required by St. Francis Ordinance 8.05.

12. Audit of Records. The books, records, documents and accounting procedures and practices of Contractor relevant to the Agreement are subject to the examination by County representatives and either the legislative auditor or the state auditor as appropriate pursuant to Minn. Stat. §16B.06, Subd. 4. and any amendments there under.

13. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

14. Headings. Headings are for convenience only and are not a part of this Agreement.

CITY OF ST. FRANCIS

By: _____
Jerry Tveit, Mayor

CONTRACTOR

Dated: _____, 2011

By: Marline Skinner
Marline Skinner

308355_1



PAYMENT BATCH AP YE11-1

ADVANCED AUTOMOTIVE CARE, INC.

09/27/2011	32837	E 101-42110-221	Vehicle Repair & Maintenance	11 CHEV TAHOE	51.85
09/27/2011	32845	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARG	58.25
09/28/2011	32857	E 101-41400-221	Vehicle Repair & Maintenance	07 FORD CROWN V	596.96
10/06/2011	32931	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARG	104.96
11/09/2011	33207	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARG	740.34
12/05/2011	33411	E 101-42110-221	Vehicle Repair & Maintenance	09 DODGE CHARGE	80.69
12/05/2011	33414	E 101-42110-221	Vehicle Repair & Maintenance	10 DODGE CHARGE	820.25
					\$2,453.30

ANOKA COUNTY CENTRAL COMM.

12/06/2011	2011073	E 101-42110-321	Telephone	MOTOROLA DESKTOP CHARGE	123.75
					\$123.75

ANOKA COUNTY TREASURY DEPT.

12/19/2000	214984	E 101-43100-408	Ice& Snow Removal	SALT	943.91
					\$943.91

ASSURANT EMPLOYEE BENEFITS

01/01/2012	5447229.0112	E 101-41400-130	Employer Paid Insurance	JANUARY PREMIUM	126.72
01/01/2012	5447229.0112	E 101-41500-130	Employer Paid Insurance	JANUARY PREMIUM	45.97
01/01/2012	5447229.0112	E 101-42110-130	Employer Paid Insurance	JANUARY PREMIUM	503.53
01/01/2012	5447229.0112	E 101-43100-130	Employer Paid Insurance	JANUARY PREMIUM	71.93
01/01/2012	5447229.0112	E 101-43210-130	Employer Paid Insurance	JANUARY PREMIUM	15.99
01/01/2012	5447229.0112	E 101-45200-130	Employer Paid Insurance	JANUARY PREMIUM	71.93
01/01/2012	5447229.0112	E 601-49440-130	Employer Paid Insurance	JANUARY PREMIUM	80.64
01/01/2012	5447229.0112	E 602-49490-130	Employer Paid Insurance	JANUARY PREMIUM	80.64
01/01/2012	5447229.0112	E 609-49750-130	Employer Paid Insurance	JANUARY PREMIUM	81.13
					\$1,078.48

CENTERPOINT ENERGY

12/16/2011		E 101-41940-383	Gas Utilities	DECEMBER UTILITIES	37.28
12/16/2011		E 101-41940-383	Gas Utilities	DECEMBER UTILITIES	41.36
12/16/2011		E 101-41940-383	Gas Utilities	DECEMBER UTILITIES	31.18
12/16/2011		E 101-41940-383	Gas Utilities	DECEMBER UTILITIES	13.53
12/16/2011		E 101-42110-383	Gas Utilities	DECEMBER UTILITIES	293.47
12/16/2011		E 101-42210-383	Gas Utilities	DECEMBER UTILITIES	684.76
12/16/2011		E 101-43100-383	Gas Utilities	DECEMBER UTILITIES	245.19
12/16/2011		E 101-45200-383	Gas Utilities	DECEMBER UTILITIES	245.19
12/16/2011		E 101-45200-383	Gas Utilities	DECEMBER UTILITIES	209.18
12/16/2011		E 601-49440-383	Gas Utilities	DECEMBER UTILITIES	56.30
12/16/2011		E 601-49440-383	Gas Utilities	DECEMBER UTILITIES	839.88
12/16/2011		E 602-49490-383	Gas Utilities	DECEMBER UTILITIES	56.31
12/16/2011		E 602-49490-383	Gas Utilities	DECEMBER UTILITIES	237.47

12/16/2011		E 602-49490-383	Gas Utilities	DECEMBER UTILITIES	55.48
12/16/2011		E 609-49750-383	Gas Utilities	DECEMBER UTILITIES	170.80
					\$3,217.38

CHISAGO LAKES DISTRIBUTING CO.

12/19/2011	461893	E 609-49751-252	Beer For Resale	BEER	439.80
12/19/2011	461894	E 609-49751-254	Miscellaneous Merchandise	MISC	20.50
					\$460.30

CONSTRUCTION & GENERAL

12/27/2011	122711	G 101-21707	Union Dues	MAINT UNION DUES - JANUARY	228.00
					\$228.00

CRAWFORD EQUIPMENT

12/13/2011	26428	E 101-43100-218	Equipment Repair & Maintenance	HARNES, ACD IMPUT	88.52
12/13/2011	26428	E 101-45200-218	Equipment Repair & Maintenance	HARNES, ACD IMPUT	88.52
12/19/2011	1366	E 101-43100-237	Small Equipment	SNOW BLOWER	1,648.74
12/19/2011	1366	E 101-45200-237	Small Equipment	SNOW BLOWER	1,648.74
12/19/2011	1366	E 601-49440-237	Small Equipment	SNOW BLOWER	1,648.73
12/19/2011	1366	E 602-49490-237	Small Equipment	SNOW BLOWER	1,648.73
					\$6,771.98

DAHLHEIMER DIST. CO. INC.

12/21/2011	1009414	E 609-49751-252	Beer For Resale	BEER	9,766.25
12/21/2011	1009414	E 609-49751-254	Miscellaneous Merchandise	MISC	356.00
					\$10,122.25

DELTA DENTAL

12/15/2011	4750573	G 101-21710	Other Deductions	JAN PREMIUM	243.04
					\$243.04

DEX MEDIA EAST LLC

12/23/2011	110097519.1211	E 609-49750-340	Advertising	AD 12/01/11 - 12/31/11	64.05
					\$64.05

ECM PUBLISHERS, INC.

12/23/2011	IQ01793001	E 101-41910-352	General Notices and Pub Info	CHARTER COMMISSION	40.00
					\$40.00

FAANES, JOHN

12/27/2011	122711	E 101-42210-218	Equipment Repair & Maintenance	PARTS AND POSTAGE	17.29
					\$17.29

FIRE SAFETY USA, INC.

12/12/2011	48938	E 101-42110-221	Vehicle Repair & Maintenance	KUSSMAUL AUTO PUMP CONPF	443.55
					\$443.55

G&K SERVICES, INC

12/23/2011	1043874905	E 101-43100-402	Janitorial Service	TOWELS	20.61
12/23/2011	1043874905	E 101-45200-402	Janitorial Service	TOWELS	20.61
12/23/2011	1043874905	E 601-49440-402	Janitorial Service	TOWELS	20.60
12/23/2011	1043874905	E 602-49490-402	Janitorial Service	TOWELS	20.60
					\$82.42

GRAINGER, INC.

12/20/2011	9712930263	E 601-49440-234	Water Tower Maintenance	TAPE	157.52
------------	------------	-----------------	-------------------------	------	--------

\$157.52

GRANITE CITY JOBBING CO.

12/20/2011	705911	E 609-49750-210	Operating Supplies	OPERATING	29.58
12/20/2011	705911	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
12/20/2011	705911	E 609-49751-254	Miscellaneous Merchandise	MISC	12.48
12/20/2011	705911	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,055.08
12/20/2011	705911	G 101-20810	Sales Tax Payable	TAX	(0.78)
					<hr/>
					\$1,100.61

HAWKINS, INC.

12/19/2011	3292123	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	1,452.75
					<hr/>
					\$1,452.75

INNOVATIVE OFFICE SOLUTIONS, L

12/02/2011	WO-10891492-1	E 101-43100-200	Office Supplies	SUPPLIES	37.11
12/02/2011	WO-10891492-1	E 101-45200-200	Office Supplies	SUPPLIES	37.11
12/02/2011	WO-10891492-1	E 601-49440-200	Office Supplies	SUPPLIES	37.12
12/02/2011	WO-10891492-1	E 602-49490-200	Office Supplies	SUPPLIES	37.12
12/13/2011	WO-10901003-1	E 101-41400-200	Office Supplies	CLIMATE CONTROL FOOTREST	57.70
12/20/2011	WO109067061	E 101-41400-200	Office Supplies	SUPPLIES	12.75
					<hr/>
					\$218.91

ISD #15

12/14/2011	288	E 101-43100-408	Ice& Snow Removal	INTERNATIONS 7400/DT466	787.49
12/14/2011	290	E 601-49440-221	Vehicle Repair & Maintenance	2007 DODGE	167.40
12/14/2011	290	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE	167.39
12/14/2011	382	E 602-49490-228	Equipment Maintenance	2005 PERKINS GENSET	213.14
12/14/2011	384	E 101-43100-218	Equipment Repair & Maintenance	2007 KUBOTA	18.87
12/14/2011	384	E 101-45200-218	Equipment Repair & Maintenance	2007 KUBOTA	18.88
12/19/2011	230	E 101-43100-218	Equipment Repair & Maintenance	2005 KAWASAKI	28.98
12/19/2011	230	E 101-45200-218	Equipment Repair & Maintenance	2005 KAWASAKI	28.99
12/19/2011	242	E 101-42210-221	Vehicle Repair & Maintenance	1998 CHEV TANKER TRUCK	274.49
12/19/2011	258	E 601-49440-228	Equipment Maintenance	1991 HOMELITE	47.78
12/19/2011	258	E 602-49490-228	Equipment Maintenance	1991 HOMELITE	47.77
12/19/2011	265	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN ENGINE	827.57
12/19/2011	386	E 101-42210-218	Equipment Repair & Maintenance	2000 SPARTAN ENGINE	95.25
12/22/2011	388	E 101-43100-218	Equipment Repair & Maintenance	2002 CATAPILLAR	341.12
					<hr/>
					\$3,065.12

J.P. COOKE COMPANY

12/20/2011	157643	E 101-42700-311	Contract	SALES TAX	4.98
12/20/2011	157643	E 101-42700-311	Contract	DOG LICENSE	72.50
12/20/2011	157643	G 101-20810	Sales Tax Payable	SALES TAX	(4.98)
					<hr/>
					\$72.50

JOHNSON BROS WHLSE LIQUOR

12/21/2011	1200154	E 609-49751-206	Freight and Fuel Charges	LIQUOR	45.57
12/21/2011	1200154	E 609-49751-251	Liquor For Resale	LIQUOR	1,728.85
12/21/2011	1200155	E 609-49751-206	Freight and Fuel Charges	WINE	95.56
12/21/2011	1200155	E 609-49751-253	Wine For Resale	WINE	2,641.80
12/22/2011	520500	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
12/22/2011	520500	E 609-49751-251	Liquor For Resale	CREDIT	(195.50)

12/22/2011	520501	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
12/22/2011	520501	E 609-49751-253	Wine For Resale	CREDIT	(49.60)
					\$4,263.74

KIMS KLEANING

12/27/2011	1935	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	106.88
12/27/2011	1936	E 101-42210-402	Janitorial Service	FIRE	136.81
12/27/2011	1937	E 101-43100-402	Janitorial Service	PUBLIC WORKS	171.01
12/27/2011	1938	E 601-49440-402	Janitorial Service	WATER TREATMENT	171.01
12/27/2011	1939	E 101-42110-402	Janitorial Service	POLICE	577.16
12/27/2011	1940	E 101-41940-402	Janitorial Service	CITY HALL	256.52
					\$1,419.39

LAW ENFORCEMENT LABOR SVCS.

12/27/2011	122711	G 101-21707	Union Dues	POLICE UNION DUES - JAN 2012	323.82
					\$323.82

LMC INSURANCE TRUST

12/14/2011	38641	E 101-41110-100	Wages and Salaries	QUARTERLY	0.00
12/14/2011	38641	E 101-41110-360	Insurance	QUARTERLY	102.62
12/14/2011	38641	E 101-41120-360	Insurance	QUARTERLY	3.32
12/14/2011	38641	E 101-41400-360	Insurance	QUARTERLY	1,005.38
12/14/2011	38641	E 101-41410-360	Insurance	QUARTERLY	30.69
12/14/2011	38641	E 101-41500-360	Insurance	QUARTERLY	364.19
12/14/2011	38641	E 101-41540-360	Insurance	QUARTERLY	8.16
12/14/2011	38641	E 101-41550-360	Insurance	QUARTERLY	18.04
12/14/2011	38641	E 101-41600-360	Insurance	QUARTERLY	54.41
12/14/2011	38641	E 101-41910-360	Insurance	QUARTERLY	55.29
12/14/2011	38641	E 101-41940-360	Insurance	QUARTERLY	1,067.83
12/14/2011	38641	E 101-42110-360	Insurance	QUARTERLY	5,186.49
12/14/2011	38641	E 101-42210-360	Insurance	QUARTERLY	3,973.55
12/14/2011	38641	E 101-42400-360	Insurance	QUARTERLY	24.30
12/14/2011	38641	E 101-42700-360	Insurance	QUARTERLY	22.13
12/14/2011	38641	E 101-43100-360	Insurance	QUARTERLY	4,229.48
12/14/2011	38641	E 101-43210-360	Insurance	QUARTERLY	110.09
12/14/2011	38641	E 101-45000-360	Insurance	QUARTERLY	34.12
12/14/2011	38641	E 101-45200-360	Insurance	QUARTERLY	6,107.37
12/14/2011	38641	E 101-49200-360	Insurance	QUARTERLY	20.69
12/14/2011	38641	E 225-45100-360	Insurance	QUARTERLY	121.40
12/14/2011	38641	E 230-49990-360	Insurance	QUARTERLY	13.72
12/14/2011	38641	E 601-49440-360	Insurance	QUARTERLY	5,390.33
12/14/2011	38641	E 602-49490-360	Insurance	QUARTERLY	2,449.08
12/14/2011	38641	E 609-49750-360	Insurance	QUARTERLY	929.82
12/14/2011	38642	E 609-49750-360	Insurance	ANNUAL PAY PLAN	3,026.00
12/19/2011	21719	E 101-41400-160	Work Comp Insurance	WORK COMP FINAL AUDIT	47.95
12/19/2011	21719	E 101-41400-160	Work Comp Insurance	WORK COMP FINAL AUDIT	26.69
12/19/2011	21719	E 101-41410-160	Work Comp Insurance	WORK COMP FINAL AUDIT	0.52
12/19/2011	21719	E 101-41500-160	Work Comp Insurance	WORK COMP FINAL AUDIT	29.66
12/19/2011	21719	E 101-42110-160	Work Comp Insurance	WORK COMP FINAL AUDIT	997.10
12/19/2011	21719	E 101-42110-160	Work Comp Insurance	WORK COMP FINAL AUDIT	2.36
12/19/2011	21719	E 101-42110-160	Work Comp Insurance	WORK COMP FINAL AUDIT	30.89
12/19/2011	21719	E 101-42210-160	Work Comp Insurance	WORK COMP FINAL AUDIT	340.96

12/19/2011	21719	E 101-43100-160	Work Comp Insurance	WORK COMP FINAL AUDIT	469.36
12/19/2011	21719	E 101-43210-160	Work Comp Insurance	WORK COMP FINAL AUDIT	23.91
12/19/2011	21719	E 101-45200-160	Work Comp Insurance	WORK COMP FINAL AUDIT	187.10
12/19/2011	21719	E 601-49440-160	Work Comp Insurance	WORK COMP FINAL AUDIT	191.44
12/19/2011	21719	E 602-49490-160	Work Comp Insurance	WORK COMP FINAL AUDIT	161.74
12/19/2011	21719	E 609-49750-160	Work Comp Insurance	WORK COMP FINAL AUDIT	131.32
					\$36,989.50

MCDONALD DIST CO.

12/22/2011	290220	E 609-49751-252	Beer For Resale	BEER	31.10
12/22/2011	290221	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
12/22/2011	290221	E 609-49751-252	Beer For Resale	BEER	9,137.85
					\$9,171.95

MIDCONTINENT COMMUNICATIONS

12/27/2011	122711	E 101-41940-321	Telephone	JANUARY 2012 BILLS	69.95
12/27/2011	122711	E 601-49440-321	Telephone	JANUARY 2012 BILLS	69.95
12/27/2011	122711	E 601-49440-321	Telephone	JANUARY 2012 BILLS	69.95
12/27/2011	122711	E 601-49440-321	Telephone	JANUARY 2012 BILLS	34.97
12/27/2011	122711	E 602-49490-321	Telephone	JANUARY 2012 BILLS	34.98
12/27/2011	122711	E 609-49750-321	Telephone	JANUARY 2012 BILLS	69.95
					\$349.75

MN MUNICIPAL UTILITIES ASSOC.

01/01/2012	38330	E 101-41400-311	Contract	1ST QUARTER SAFETY	423.75
01/01/2012	38330	E 101-42110-311	Contract	1ST QUARTER SAFETY	423.75
01/01/2012	38330	E 101-42210-311	Contract	1ST QUARTER SAFETY	423.75
01/01/2012	38330	E 101-43100-311	Contract	1ST QUARTER SAFETY	635.62
01/01/2012	38330	E 101-45200-311	Contract	1ST QUARTER SAFETY	635.62
01/01/2012	38330	E 601-49440-311	Contract	1ST QUARTER SAFETY	635.62
01/01/2012	38330	E 602-49490-311	Contract	1ST QUARTER SAFETY	635.62
01/01/2012	38330	E 609-49750-311	Contract	1ST QUARTER SAFETY	423.77
01/01/2012	38520	E 101-41400-311	Contract	2012 WATER UTILITY DUES	39.20
01/01/2012	38520	E 101-42110-311	Contract	2012 WATER UTILITY DUES	39.20
01/01/2012	38520	E 101-42210-311	Contract	2012 WATER UTILITY DUES	39.20
01/01/2012	38520	E 101-43100-311	Contract	2012 WATER UTILITY DUES	58.80
01/01/2012	38520	E 101-45200-311	Contract	2012 WATER UTILITY DUES	58.80
01/01/2012	38520	E 601-49440-311	Contract	2012 WATER UTILITY DUES	58.80
01/01/2012	38520	E 602-49490-311	Contract	2012 WATER UTILITY DUES	58.80
01/01/2012	38520	E 609-49750-311	Contract	2012 WATER UTILITY DUES	39.20
					\$4,629.50

MN NCPERS LIFE INSURANCE

01/01/2012	7334112	G 101-21710	Other Deductions	JANUARY PREMIUM	48.00
					\$48.00

M-R SIGN COMPANY, INC.

12/22/2011	169977	E 101-43100-226	Sign Repair Materials	SIGNS	69.68
					\$69.68

MY ALARM CENTER

01/01/2012	rinv00672765	E 609-49750-445	Security	JANUARY MONITORING	27.79
					\$27.79

OLSON POWER AND EQUIPMENT, INC

12/21/2011	78112	E 101-43100-218	Equipment Repair & Maintenance	KUBOTA	245.75
12/21/2011	78112	E 101-45200-218	Equipment Repair & Maintenance	KUBOTA	245.76
					<hr/>
					\$491.51

OPUS 21

12/21/2011	111137	E 601-49440-382	Utility Billing	NOVEMBER 2011	1,422.36
12/21/2011	111137	E 602-49490-382	Utility Billing	NOVEMBER 2011	1,422.35
					<hr/>
					\$2,844.71

PACE ANALYTICAL SERVICES

12/19/2011	VM122054	E 602-49490-313	Sample Testing	CHEMICALS	122.50
12/19/2011	VM122608	E 601-49440-313	Sample Testing	TESTS	120.00
					<hr/>
					\$242.50

PHILLIPS WINE & SPIRITS CO.

12/16/2011	3473429	E 609-49751-253	Wine For Resale	CREDIT	(5.33)
12/16/2011	3473430	E 609-49751-251	Liquor For Resale	CREDIT	(2.93)
12/16/2011	3473431	E 609-49751-251	Liquor For Resale	CREDIT	(8.54)
12/16/2011	3473432	E 609-49751-251	Liquor For Resale	CREDIT	(0.67)
12/21/2011	2172674	E 609-49751-206	Freight and Fuel Charges	LIQUOR	22.05
12/21/2011	2172674	E 609-49751-251	Liquor For Resale	LIQUOR	2,127.62
12/21/2011	2172675	E 609-49751-206	Freight and Fuel Charges	WINE	133.78
12/21/2011	2172675	E 609-49751-253	Wine For Resale	WINE	3,417.50
12/21/2011	2172676	E 609-49751-206	Freight and Fuel Charges	N/A	1.47
12/21/2011	2172676	E 609-49751-255	N/A Products	N/A	56.00
					<hr/>
					\$5,740.95

PRINTING UNLIMITED

12/22/2011	6111	E 101-41400-200	Office Supplies	ENVELOPES	27.53
12/22/2011	6111	E 101-42110-200	Office Supplies	ENVELOPES	9.18
12/22/2011	6111	E 101-42210-200	Office Supplies	ENVELOPES	9.17
12/22/2011	6111	E 101-43100-200	Office Supplies	ENVELOPES	9.18
12/22/2011	6111	E 101-45200-200	Office Supplies	ENVELOPES	9.18
12/22/2011	6111	E 601-49440-200	Office Supplies	ENVELOPES	9.17
12/22/2011	6111	E 602-49490-200	Office Supplies	ENVELOPES	9.17
12/22/2011	6111	E 609-49750-200	Office Supplies	ENVELOPES	9.17
					<hr/>
					\$91.75

QUALITY WINE & SPIRITS

12/16/2011	549135-00	E 609-49751-251	Liquor For Resale	LIQUOR	90.43
12/21/2011	5510305-00	E 609-49751-251	Liquor For Resale	CREDIT	(30.36)
					<hr/>
					\$60.07

QUILL CORPORATION

12/14/2011	8688668	E 101-41400-200	Office Supplies	SUPPLIES	68.92
					<hr/>
					\$68.92

REFERRALS UNLIMITED NORTH

12/17/2011	122711	G 101-22000	Deposits	WILL NOT NEED ROOM FOR 201	100.00
					<hr/>
					\$100.00

ROYAL TIRE, INC.

12/22/2011	M050066019	E 602-49490-228	Equipment Maintenance	TIRES FOR JD TRACTOR	277.88
------------	------------	-----------------	-----------------------	----------------------	--------

						\$277.88
RS SMALL ENGINE REPAIR						
12/02/2011	597423	E 101-42210-221	Vehicle Repair & Maintenance	REPAIRS ON ENGINE #1		182.50
						\$182.50
SALAMANDER TECHNOLOGIES, INC.						
11/30/2011	8645	E 101-42110-221	Vehicle Repair & Maintenance	IM BINDER WITH PAD		98.00
						\$98.00
SKINNER, MARLINE						
12/26/2011	12/26/11	E 101-42700-311	Contract	NOVEMBER		500.00
12/26/2011	12/26/11	E 101-42700-311	Contract	DECEMBER		500.00
						\$1,000.00
SOUTHERN WINE & SPIRITS OF MN						
12/21/2011	1683230	E 609-49751-206	Freight and Fuel Charges	LIQUOR		5.00
12/21/2011	1683230	E 609-49751-251	Liquor For Resale	LIQUOR		682.30
						\$687.30
THE AMERICAN BOTTLING COMPANY						
12/16/2011	2449909947	E 609-49751-254	Miscellaneous Merchandise	MISC		311.30
						\$311.30
UPPER RUM RIVER WATERSHED MGT						
11/16/2011	111611	E 101-49200-471	Watershed	FIRST HALF OF YEAR		1,168.00
						\$1,168.00
VAN PAPER COMPANY						
12/14/2011	220227-00	E 101-43100-217	Other Operating Supplies	SUPPLIES		60.69
12/14/2011	220227-00	E 101-45200-217	Other Operating Supplies	SUPPLIES		60.69
12/14/2011	220227-00	E 601-49440-217	Other Operating Supplies	SUPPLIES		60.69
12/14/2011	220227-00	E 602-49490-217	Other Operating Supplies	SUPPLIES		60.69
						\$242.76
VINOCOPIA, INC.						
12/15/2011	0049266-IN	E 609-49751-206	Freight and Fuel Charges	LIQUOR		2.50
12/15/2011	0049266-IN	E 609-49751-251	Liquor For Resale	LIQUOR		92.25
						\$94.75
WIRTZ BEVERAGE MN						
12/16/2011	849535	E 609-49751-251	Liquor For Resale	CREDIT		(76.41)
12/16/2011	849535	E 609-49751-253	Wine For Resale	CREDIT		(20.37)
12/21/2011	849694	E 609-49751-206	Freight and Fuel Charges	CREDIT		(1.45)
12/21/2011	849694	E 609-49751-251	Liquor For Resale	CREDIT		(95.70)
12/22/2011	678879	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE		29.00
12/22/2011	678879	E 609-49751-251	Liquor For Resale	LIQUOR		1,652.36
12/22/2011	678879	E 609-49751-253	Wine For Resale	WINE		151.90
						\$1,639.33

FUND SUMMARY

101 GENERAL FUND	\$45,690.54
225 PARK FUND	\$121.40
230 PIONEER DAYS	\$13.72
601 WATER FUND	\$11,290.26
602 SEWER FUND	\$9,250.21
609 MUNICIPAL LIQUOR FUND	\$38,626.33
Total	<u>104,992.46</u>

CITY OF ST. FRANCIS
1/3/2012

Checks cut since last Council Meeting

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

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	
12/12/2011	ELAN Financial	Purchasing Cards	7,132.10	
12/20/2011	U.S. Treasurer	Federal Payroll Tax	2,762.38	
12/20/2011	P.E.R.A.	P.E.R.A	320.16	
12/20/2011	MN State Treasurer	State Payroll Tax	435.70	
12/22/11	U.S. Treasurer	Federal Payroll Tax	14,700.23	
12/22/11	P.E.R.A.	P.E.R.A	11,948.17	
12/22/11	ING	Deferred Comp	770.00	
12/22/11	ICMA	Deferred Comp	790.00	
12/22/11	MN State Treasurer	State Payroll Tax	3,299.32	
TOTAL				<u><u>42,158.06</u></u>

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

RESOLUTION 2012-01

A RESOLUTION APPROVING THE APPOINTMENTS FOR 2012

Mayor Pro Tem	**
City Assessor	Anoka County Assessor's Office
City Attorney	Barna, Guzy & Steffen, Ltd.
City Engineer	Bolton & Menk, Inc.
Building Official	Andrew Schreder
Planning Consultants	NAC – Northwest Associated Consultants
Health Officer	Allina Medical Clinic – Coon Rapids
Weed Inspector	Jerry Tveit
Assistant Weed Inspector	Paul Teicher, Public Works Director
Emergency Directors	Fire/Police Departments
Official Newspaper	Anoka County Union
Official Public Depository	Village Bank of St. Francis Anoka County Federal Credit Union Smith Barney (Citigroup) Northland Securities RBC Dain Rauscher US Bank 4 M Fund
Financial Consultant/Bond Underwriter	Northland Securities
Official Signatures	Jerry Tveit, Mayor Mayor Pro Tem., ** Matthew Hylan, City Administrator Barbara I. Held, City Clerk (2 signatures required)

Council Representative to Boards/Commissions/Committees:

Planning Commission	**
Charter Commission	Jerry Tveit
School District #15	**
Park Commission	**
Upper Rum River Watershed Council Representative/Consultant Rep. Resident Member	**/Jared Voge Lan Tornes
Heritage Preservation Commission	Ray Steinke
Metropolitan Council	Jerry Tveit

**ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 3rd DAY OF JANUARY
2012.**

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

AGENDA REPORT

TO: City Administrator
FROM: Public Works Director

Paul Ba

SUBJECT: Review of the “Look Back” Program for Water/Sewer Billing

DATE: January 3, 2012

INTRODUCTION: Per Council direction, Staff has reviewed the water and sewer “look back” policy. We have determined that the “look back” period and program has evolved over the years and now provides a maximum benefit to the customer. Further changes may cause a negative impact on the water and sewer budgets.

BACKGROUND: Prior to 2009 the sewer usage calculation “look back” only included the months of June, July and August. In May of 2009 Water and Sewer rates were raised along with implementing a required water rate structure that encouraged conservation. With the increase in rates the City Council approved extending the “look back” months for the sewer charge to include September and October. The calculation in effect for the June – October billings each year is as follows:

Use the average of the January, February and March readings of the same year, with the minimum billing set at 3,000 gallons but not to exceed the water usage for the month.

Examples:

- If the average for Jan-Mar was 2,000 gallons and the July water usage was 8,000 gallons - the customer would be billed 3,000 gallons for sewer. (Minimum of 3,000 gallons)
- If the average for Jan-Mar was 2,000 gallons and the July water usage was 1,000 gallons - the customer would be billed 1,000 gallons for sewer. (Not to exceed water usage)

The City Council approved another change in January 2010, to include the month of May. Currently the months of May – October are being used for the “Look Back” period.

RECOMMENDATION: Align Policy calculation with the billing cycle without adding any additional months to the program. This will hopefully create a more uniform policy.

BUDGET IMPACT: None

S:\FORMS\AGENDA REPORT.doc

Attachments:None