

CITY OF ST. FRANCIS

CITY COUNCIL AGENDA

Tuesday, January 21, 2014

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)

4115 Ambassador Blvd. NW

**5:15 PM: City Council Tour of Fire Station**

6:00 PM Regular City Council Meeting

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
  - a. City Council Minutes –January 6, 2013
  - b. Receive and File Work Session Note of January 6, 2014
  - c. Final Pay Request from Amcon Construction Management for a total of \$938.00 to Olympus Lockers and storage.
  - d. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
  - a.
7. Ordinances & Resolution
  - a. Ordinance 193, Second Series: approving the Sale of City Owned Real Estate (First Reading)
8. Reports of Consultants & Staff Members
  - a. Engineer:
  - b. Attorney:
  - c. Staff:
    - Building Official: Annual Report
    - Fire Dept.: Fire Fighter Recruitment Re-Cap
    - Public Works:
    - Liquor Store:
    - Police: Department Report
    - City Administrator Report:
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

*Calendar of Event*

- Jan 20: City Offices closed in observance of Martin Luther King Day
- Jan 31: St. Francis Chamber Annual Dinner @ The Refuge Golf Club 6 pm Social Hour 7 pm Dinner & Show
- Feb 1: Area Mayors Snowmobile Ride @ Anoka County Fair Grounds - Registration at 10 am
- Feb 3: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
- Feb 4: Political Party Caucuses 7:00 pm
- Feb 17: City Offices closed in observance of Presidents Day
- Feb 18: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,  
City Administrator

RE: Agenda Memorandum – January 21, 2014 Meeting

## 5:15 PM TOUR OF THE FIRE DEPARTMENT

### Agenda Items:

**4. Consent Agenda:**

- b. Final Pay Request to Olympus Lockers & Storage Products for \$928.00

**6. Petitions, Requests, Applications:**

a.

**7. Ordinances & Resolutions**

- a. *Ordinance 193, Second Series, First Reading:* Attached is Ordinance 193 authorizing the sale of city real estate. These lots are the townhome lots in the Meadows of St. Francis which Council acquired last summer/fall. This Ordinance is needed, per City Charter, to sell city real estate. A roll call vote would be in order to approve Ordinance 193, Second Series, first reading.

**8. Reports:**

a. **Engineer: Attorney:**

b. **Staff:**

**Finance Director:**

**Building Official:** Attached is an agenda report from Building Official Andy Schreder giving an overview of 2013.

**Fire:** Fire Chief Dean Kapler will give a re-cap of the informational meeting for potential new fire fighters that will be held on Saturday, January 18.

**Public Works:**

**Liquor Store:**

**Police:** Sgt. Rehling will be giving a department report.

**City Administrator:**

**11. Old Business:**

**12. New Business:**

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

CITY COUNCIL MINUTES

January 6, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:05 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.), Fire Chief Dean Kapler, Building Official Andy Schreder, Police Chief Jeff Harapat, Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BROWN TO ADOPT THE JANUARY 6, 2014 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE JANUARY 6, 2014 CITY COUNCIL CONSENT AGENDA AS A – E AS FOLLOWS:
  - a. Approve the City Council Minutes of December 16, 2013.
  - b. Pay Estimate No. 3 for Rum River Bluffs-Phase 2 for \$25,827.17 to LaTour Construction, Inc. of Maple Lake.
  - c. Accept the resignation of Fire Fighter Dimitrios (Buddy) Vangelof
  - d. Accept the resignation of Planning Commission Member Roni Ronyak
  - e. Payment of Claims \$ (Check #66663 )Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
  - a. **Recognition of Planning Commission Member Roni Ronyak:** Mayor Tveit and Council member Tim Brown thanked Roni Ronyak for serving on the Planning Commission from March 2011 to December 2013.
  - b. **Royal Oaks Park Property: Purchase Agreement:** A copy of the purchase agreement was provided to the City Council along with an addendum for the Royal Oaks Park property. The City had this parcel for sale. MOTION BY LAZERE SECOND BROWN TO APPROVE THE SALE OF THE ROYAL OAKS PARK PROPERTY (Lot 8, Block 2 Royal Oaks Addition 33-34-24-33-0019) TO RYAN TEPPU FOR \$7,500. Lazere stated a street improvement was completed in this area. A \$7588.35 assessment was not assessed to the parcel being the city owned the parcel. Now when the city doesn't own the parcel will the assessment be placed on the parcel. The council did not forward the assessment on to the parcel. Motion carried 4-0.
7. **Ordinances & Resolution:**

a. **Ordinance 191, Second Series – Amending the City Charter to Hold a Primary (2<sup>nd</sup> Reading):** MOTION BY McCLISH SECOND BROWN TO APPROVE THE SECOND READING OF ORDINANCE 191, SECOND SERIES AMENDING THE CITY CHARTER TO HOLD A PRIMARY. Roll Call: Ayes: Lazere, Brown, McClish and Tveit. Nays: None. Motion carried 4-0.

b. **Ordinance 192, Second Series – Amending the City Charter to Clarify Vote counting for Write in Candidates and to Comply with Current Law (2<sup>nd</sup> Reading):** MOTION BY BROWN SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 192, SECOND SERIES AMENDING THE CITY CHARTER TO CLARIFY VOTE COUNTING FOR WRITE IN CANDIDATES AND TO COMPLY WITH CURRENT LAW. Roll Call: Ayes: McClish, Lazere, Brown, and Tveit. Nays: None. Motion carried 4-0.

c. **Resolution 2014-01: Appointments for 2014:** MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2014-01 A RESOLUTION APPROVING THE APPOINTMENTS FOR 2014. Motion carried 4-0.

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

a. **Engineer: Aztec Street: Requesting Authorization for a Feasibility Study – Resolution 2014-02:** O'Reilly is currently constructing a facility located south of the City municipal liquor store on the south side of 233rd Avenue. During the development process, O'Reilly platted the property and dedicated right-of-way to the City of St. Francis. The dedicated right-of-way does not line up with the existing right-of-way of Aztec Street located north of 233rd Avenue. In order to provide the safest intersection possible, the City Council authorized City Staff to work with the Abby Field Townhomes property owner to obtain the property necessary to ensure that Aztec Street south of 233rd aligns with Aztec Street north of 233rd. Staff has been in contact with the property owner and the next step in the process is identify the costs associated with the street improvements and property acquisition. A Feasibility Report is required to determine those costs. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-02 A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT. Motion carried 4-0.

**Bridge Street: Requesting Authorization for a Feasibility Study-Resolution 2014-03:** Anoka County's application for federal funding was approved for funding in 2015. Anoka County is currently preparing plans and specifications for improvements to the corridor which consist of the construction of two roundabouts. City utilities including sanitary sewer and watermain exist within the corridor. It would be prudent to investigate the condition, capacity and alignment of the existing utilities prior to the reconstruction of the corridor so that should modifications be required, they can be completed during the county improvement project in 2015. In addition, Council has previously discussed the desire for doing the project right and referenced the installation of lighting along the corridor as long as trail and sidewalk facilities. Additionally, Council has inquired regarding the City's portion of the cost associated with the improvements, most recently at the December 2, 2013 City Council meeting. A Feasibility Report will identify the improvements recommended to any utilities within the corridor as well as identify potential costs associated with those improvements. Lazere asked if we are going to include connecting the trails between the county and city. I also would like to have the speed limits included. Brown asked about the approximate cost of the feasibility report. Voge said approximately

\$10,000 MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2014-03 A RESOLUTION ORDERING PREPARATION OF REPORT ON 2015 BRIDGE STREET IMPROVEMENT. Motion carried 4-0.

b. **Attorney: Closed meeting to evaluate the performance of City Administrator pursuant to Minn. Stat. Sec. 13D.05, Subd. 3:** Lepak asked that he be moved until after department reports.

c. **Staff:**

**Building Official:**

**Fire Dept.: Department Report:** Chief Kapler stated the next city council meeting would be Tuesday, January 21, 2014. I believe it would be beneficial for the city council to have a quick tour of the fire station. That way you can see what we are planning on remodeling and look at the equipment.

**Public Works:**

**Liquor Store:**

**Police Dept.:**

**City Administrator:**

**Closed meeting to evaluate the performance of city administrator pursuant to Minn. Stat. Sec. 13D.05, Subd. 3:** Lepak asked the city council to go into a closed meeting to evaluate the performance of city administrator pursuant to Minn. Stat. Sec. 13D.05, Subd.3. After the meeting, we will give a summary of the closed session. MOTION BY TVEIT SECOND McCLISH TO GO INTO A CLOSED MEETING AT 6:24 PM TO EVALUATE THE PERFORMANCE OF CITY ADMINSTRATOR. Motion carried 4-0.

The City Council was back in session at 6:53 pm. The City Administrator's performance evaluation was summarized by noting that on a scale of 0 to 7 with 0 unacceptable and 7 excellent, he received a 5.183. His strengths were identified as bringing the City departments together into a cohesive group and seeking input of staff. He is also willing to make himself available. The Administrator's focus on the future is to update the council on the status of projects and matters that arise at the council level and engaging in professional relationships with local business, community and partners. The plan going forward is seeking additional training opportunities that may arise related to communications.

9. **Reports from Council Members:** No reports.

10. **Report from Mayor:**

a. **Leadership Academy:** During the council retreat we received a brochure on a Leadership Academy. Tveit asked if interested in going how would we fund this. Hylen said there are limited funds available but if you are interested, we could fund it with a transfer at the end of year. Tveit stated if any of the council members are interested in attending, please fill out a training request.

Just a reminder of the Area Mayors Snowmobile Ride February 1, 2014 it is a great fundraiser.

11. **Old Business:**

a. **Non-Union 2014 Pay Rate:** At the last City Council meeting, discussion was held on a rate increase from 2-3%. The City Council received more information from staff on the cost of the different percentage of increases. McClish said he would be ok with a 3% increase with Lazere and Brown agreed with. Two percent was budgeted. Tveit stated staff indicated the budget would be balanced. MOTION BY TVEIT SECOND McCCLISH APPROVING A 3% RATE INCREASE FOR FULL AND PART TIME EMPLOYEES. McClish said I would really like to see this discussed earlier in the year. Motion carried 4-0.

12. **New Business:**

a. **Council Computers:** Hylen briefly discussed some ideas for replacing our city distributed council computers. Lepak stated his concern always goes back to how do we stay in compliance with the Data Practice Act. We need to segregate between public and private data. Tveit asked the City Council if they have any idea of what should be done. Lazere said she likes the Apple products. The technology has changed so much since the notebooks were purchased. McClish said he has had the iPad for a couple years and a big supporter of the iPad. Brown said he would support the iPad.

Brown stated the June 16, 2014 City Council meeting I will not be here.

b. **Interview Council member Applicants at Approximately 7:00 pm:** The applicants will be interviewed by the city council in the order the applications were received. Steve Kane, Richard Orpen, Jeff Sandoval and Richard Skordahl had submitted an application for the council vacancy. Steve Kane is out of the country and not able to attend. Tveit stated he was given the questions and will submit the answers.

Tveit stated when I receive Kane's answers, I will contact staff to set a special meeting.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:40 pm.

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Barbara J. Held, City Clerk

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

CITY COUNCIL/MANAGEMENT TEAM WORK SESSION NOTES

JANUARY 6, 2014

The City Council held a Work Session on January 6, 2014 at 5:15 pm preceding the regular City Council meeting. Present were Mayor Tveit, Council members Tim Brown and Chris McClish. Council member Amy Lazere arrived at 5:35 pm Also present were City Attorney Scott Lepak, City Engineer Jared Voge, City Administrator Matt Hylan, Finance Director Darcy Mulvihill, Public Works Director Paul Teicher, Police Chief Jeff Harapat, Police Sgt. Jake Rehling, Fire Chief Dean Kapler, Liquor Store Manager John Schmidt, Building Inspector Andy Schreder and City Clerk Barb Held.

Mayor Tveit opened up the work session at 5:15 pm. Mayor Tveit gave a re-cap of the City Council Retreat that was held on November 17, 2013 and December 15, 2013. Some of the topics that were brought up were:

- Getting the Council and community engaged
- Attend fire department meetings
- Start a neighborhood watch program
- Arts in the Parks
- Community image – Public Relations
- Start up the mayors article in the Courier again
- How to curb the misinformation that is out there
- Council is happy/confident with city departments
- Start an employee appreciation day
- Expand on the Social Media
- Recognizing businesses
- Getting people engaged/interested in the City
- Surveying the residents on what they would like to see in St. Francis
  - Splash Park
  - Basketball Court
  - Rocket Park
  - Fishing Day with the Mayor

Tveit said he felt energized coming out of the retreat. Teicher asked the City Council how do you want to move forward with the different projects. Rehling said you have to keep in mind this is a very young community and agrees with expanding the technology that is out there. Harapat and Hylan agreed with the young population who are very tech savvy. Hylan stated a survey could be completed electronically. Another suggestion that was brought up at the retreat was to get an intern to work on public relations. Lazere said we need to connect with the community, which includes the school and businesses along with residents. Kapler stated he thought the city celebration was a good way to bring the community together. Lazere would like a plan on what the city will look like in a couple

years and what can we do to get there. The council in general would like to see what can be done with the boarded up old Food-n-Fuel. McClish stated we have good ideas let make them happen. Council suggested the city, school and chamber meet, work on a survey and come up with a plan of how and when they can be implemented.

Mayor Tveit adjourned the Work Session at 5:58 pm.

Respectfully submitted,

Barb Held  
City Clerk

# APPLICATION AND CERTIFICATE FOR PAYMENT

*AIA DOCUMENT G702/CMa*

TO OWNER: City of St Francis  
23340 Cree St  
St. Francis, MN 55070

PROJECT: Police & Public Works

# CONSTRUCTION MANAGER-ADVISER EDITION

PAGE ONE OF 1 PAGES

APPLICATION NO: 2

Distribution to:

- OWNER
- CONSTRUCTION MANAGER
- ARCHITECT
- CONTRACTOR

PERIOD TO: 12/31/13

PROJECT NO:

FROM CONTRACTOR:

Olympus Lockers & Storage Products Inc  
6560 Edenvale Blvd

Eden Prairie, MN 55346-2502

VIA CONSTRUCTION MANAGER: Amcon Const  
VIA ARCHITECT: Professional Design Group

CONTRACT DATE: Nov 7, 2011

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 17,800.00
2. Net change by Change Orders \$ 964.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 18,764.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 18,764.00

### 5. RETAINAGE:

- a. 0% of Completed Work (Column D + E on G703) \$ 0.00
- b. % of Stored Material (Column F on G703) \$ -

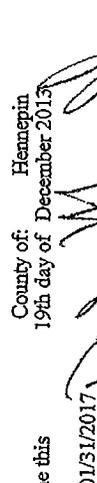
Total Retainage (Lines 5a + 5b or Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 18,764.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 17,826.00
8. CURRENT PAYMENT DUE ~~(\$ 938.00)~~ \$ -
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ -

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES by Change Order</b>	\$0.00	\$0.00

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

CONTRACTOR: Olympus Lockers & Storage Products Inc

By:  Matt Bowker, PM  
State of: Minnesota County of: Hennepin  
Subscribed and sworn to before me this 19th day of December 2013  
Notary Public:   
My Commission expires: 01/31/2017 Date: 12/19/2013

## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ \_\_\_\_\_  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_ Date: \_\_\_\_\_

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

G702/CMa-1992

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

2

APPLICATION NO:

Contractor's signed certification is attached.

APPLICATION DATE: 12/19/2013

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 12/31/2013

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
1	Material	\$12,800.00	\$12,800.00				\$12,800.00	100.00%		\$0.00
2	Freight	\$3,225.00	\$3,225.00				\$3,225.00	100.00%		\$0.00
3	Labor	\$1,650.00	\$1,650.00				\$1,650.00	100.00%		\$0.00
4	Misc	\$125.00	\$125.00				\$125.00	100.00%		\$0.00
5	CO 1	\$964.00	\$964.00				\$964.00	100.00%		\$0.00
<b>GRAND TOTALS</b>		\$18,764.00	\$18,764.00		\$0.00	\$0.00	\$18,764.00	100.00%	\$0.00	\$0.00

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PAYMENT BATCH AP 01-21-14

**ABDO, EICK & MEYERS, LLP**

01/13/2014	319710	E 101-41540-301	Auditing and Acct g Services	2013 AUDIT SERVICES	1,800.00
01/13/2014	319710	E 601-49440-301	Auditing and Acct g Services	2013 AUDIT SERVICES	300.00
01/13/2014	319710	E 602-49490-301	Auditing and Acct g Services	2013 AUDIT SERVICES	300.00
01/13/2014	319710	E 609-49750-301	Auditing and Acct g Services	2013 AUDIT SERVICES	600.00
					\$3,000.00

**AIRGAS NORTH CENTRAL**

12/31/2013	9915479397	E 101-43100-217	Other Operating Supplies	SUPPLIES	5.17
12/31/2013	9915479397	E 101-43210-217	Other Operating Supplies	SUPPLIES	5.17
12/31/2013	9915479397	E 101-45200-217	Other Operating Supplies	SUPPLIES	5.17
12/31/2013	9915479397	E 601-49440-217	Other Operating Supplies	SUPPLIES	5.17
12/31/2013	9915479397	E 602-49490-217	Other Operating Supplies	SUPPLIES	5.19
					\$25.87

**APPLELAND LAW ENFORCEMENT**

12/13/2013	2201	E 101-42110-208	Training and Instruction	MATERIALS	1,339.44
					\$1,339.44

**BELLBOY CORPORATION**

01/09/2014	41338500	E 609-49751-251	Liquor For Resale	LIQUOR	1,672.75
					\$1,672.75

**BGS (BARNA GUZY)**

12/31/2013	125549	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,864.00
12/31/2013	125614	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
12/31/2013	125615	E 101-41600-304	Civil Legal Fees	GENERLA LABOR	26.00
12/31/2013	125619	E 101-41600-304	Civil Legal Fees	SMITH/O'RESKIE	182.00
12/31/2013	125620	E 101-41600-304	Civil Legal Fees	DAWN MITCHELL	78.00
12/31/2013	125626	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUR	731.00
12/31/2013	125941	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	39.00
12/31/2013	125942	E 101-41600-312	Criminal Legal Fees	FORFEITURE - HANSON	65.00
					\$7,785.00

**BOLTON & MENK, INC.**

12/19/2013	162670	E 101-41910-303	Engineering Fees	2013 GEN ENGINEERING	1,869.00
12/19/2013	162670	E 101-43100-303	Engineering Fees	2013 GEN ENGINEERING	843.00
12/19/2013	162670	E 101-45200-303	Engineering Fees	2013 GEN ENGINEERING	243.00
12/19/2013	162670	E 601-49440-303	Engineering Fees	2013 GEN ENGINEERING	1,209.72
12/19/2013	162670	E 602-49490-303	Engineering Fees	2013 GEN ENGINEERING	378.00
12/19/2013	162670	G 803-22111	Esc-McAlister-Excavation	2013 GEN ENGINEERING	135.00
12/19/2013	162671	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS DEVELP CC	4,724.00
12/19/2013	162672	G 803-22105	O Reilly Escrow	O'REILLY	5,003.00
12/19/2013	162673	E 101-43100-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	945.00

\$15,349.72

**BUREAU OF CRIM APPREHENSION**

12/31/2013	161371	E 101-42110-311	Contract	3 MO CONNECT	270.00
					<u>270.00</u>

**BUSINESS FORMS AND ACCOUNTING**

01/13/2014	48292	E 101-41400-200	Office Supplies	CHECKS	64.90
01/13/2014	48292	E 601-49440-200	Office Supplies	CHECKS	64.90
01/13/2014	48292	E 602-49490-200	Office Supplies	CHECKS	64.90
01/13/2014	48292	E 609-49750-200	Office Supplies	CHECKS	64.91
					<u>259.61</u>

**COUNTY MARKET - CITY ACCOUNT**

12/31/2013	0224.1213	E 101-42210-212	Motor Fuels	FUEL	186.26
12/31/2013	0227.1213	E 101-45200-212	Motor Fuels	FUEL	401.97
					<u>588.23</u>

**COURIER, THE**

01/08/2014	54440	E 101-41910-352	General Notices and Pub Info	ADS	64.00
01/08/2014	54440	E 101-43210-439	Recycling Days	ADS	89.00
					<u>153.00</u>

**CRAWFORD EQUIPMENT**

12/23/2013	34808	E 101-45200-218	Equipment Repair & Maintenance	PARTS	55.02
					<u>55.02</u>

**DAHLHEIMER DIST. CO. INC.**

01/02/2014	1064526	E 609-49751-252	Beer For Resale	BEER	3,231.40
01/03/2014	17195	E 609-49751-252	Beer For Resale	BEER	520.00
01/08/2014	1090244	E 609-49751-252	Beer For Resale	BEER	4,629.25
01/08/2014	1090244	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
01/08/2014	1090244	E 609-49751-255	N/A Products	N/A	33.00
					<u>8,549.65</u>

**DAY DISTRIBUTING CO.**

01/03/2014	734094	E 609-49751-252	Beer For Resale	BEER	938.45
01/03/2014	734094	E 609-49751-255	N/A Products	N/A	22.40
					<u>960.85</u>

**DE LAGE LANDEN**

01/11/2014	20781299	E 101-41400-240	Office Equip	CITY HALL COPIER	244.50
01/11/2014	20830006	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					<u>481.50</u>

**DEHN OIL**

01/08/2014	27217	E 602-49490-212	Motor Fuels	DYED DIESEL	616.25
					<u>616.25</u>

**DEPT OF EMPLOYMENT AND**

01/08/2014	7984131.1213	E 601-49440-441	Miscellaneous	BENEFITS	1,190.49
01/08/2014	7984131.1213	E 602-49490-441	Miscellaneous	BENEFITS	1,190.48
					<u>2,380.97</u>

**DEX MEDIA EAST LLC**

01/05/2014	110097517.0114	E 609-49750-340	Advertising	AD	71.50
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					\$71.50
<b>FREEDOM SERVICES, INC.-FD</b>					
01/08/2014	10098	G 101-21706	Flex Account	FEBRUARY 2014	527.12
					\$527.12
<b>FREEDOM SERVICES, INC-MA</b>					
01/08/2014	10099	E 101-41540-301	Auditing and Acct g Services	FEBRUARY 2014	77.20
					\$77.20
<b>G&amp;K SERVICES, INC</b>					
01/14/2014	1043618666	E 101-41940-219	Rug Maintenance	RUGS	16.96
					\$16.96
<b>GOPHER STATE ONE-CALL</b>					
12/31/2013	86745	E 601-49440-442	Gopher State	EMAIL	10.93
12/31/2013	86745	E 602-49490-442	Gopher State	EMAIL	10.92
01/15/2014	91007	E 601-49440-442	Gopher State	ANNUAL FEE	50.00
01/15/2014	91007	E 602-49490-442	Gopher State	ANNUAL FEE	50.00
					\$121.85
<b>GRAINGER, INC.</b>					
01/08/2014	9334468346	E 101-43100-237	Small Equipment	SUPPLIES	67.88
01/08/2014	9334468346	E 101-45200-237	Small Equipment	SUPPLIES	67.89
01/08/2014	9334468346	E 602-49490-237	Small Equipment	SUPPLIES	67.89
					\$203.66
<b>GRANITE CITY JOBBING CO.</b>					
01/07/2014	795578	E 609-49750-210	Operating Supplies	OPERATING	90.13
01/07/2014	795578	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
01/07/2014	795578	E 609-49751-256	Tobacco Products For Resale	TOBACCO	626.25
01/07/2014	795578	G 101-20810	Sales Tax Payable	SALES TAX	(0.44)
					\$720.19
<b>HACH COMPANY</b>					
12/31/2013	8633477	E 602-49490-235	Lab Supplies	CHEMICALS	122.87
					\$122.87
<b>HENRICKSEN PSG</b>					
01/08/2014	84010097	E 101-42400-200	Office Supplies	VERTICAL FILE	819.49
					\$819.49
<b>HEWLETT-PACKARD COMPANY</b>					
12/31/2013	34320301	E 101-42110-237	Small Equipment	OFFICE EQUIP	1,026.59
					\$1,026.59
<b>INNOVATIVE OFFICE SOLUTIONS, L</b>					
01/09/2014	441700	E 101-41400-200	Office Supplies	SUPPLIES	83.98
					\$83.98
<b>ISD #15</b>					
01/07/2014	1368	E 101-42110-221	Vehicle Repair & Maintenance	2010 DODGE CHARGER	181.43
01/08/2014	1369	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	43.45
01/08/2014	1370	E 101-42400-221	Vehicle Repair & Maintenance	2007 FORD CROWN VICTORIA	21.18
01/13/2014	1372	E 601-49440-233	Water Treatment Plant Maint	2009 CAT GEN SET	390.88
01/13/2014	1374	E 101-43100-221	Vehicle Repair & Maintenance	2011 DODGE	436.86

01/13/2014	1374	E 601-49440-221	Vehicle Repair & Maintenance	2011 DODGE	436.86
01/13/2014	1374	E 602-49490-221	Vehicle Repair & Maintenance	2011 DODGE	436.87
01/13/2014	1375	E 602-49490-228	Equipment Maintenance	2006 RIVEDG GENSET	404.34
					\$2,351.87

**JOHNSON BROS WHLSE LIQUOR**

01/08/2014	1756919	E 609-49751-206	Freight and Fuel Charges	FREIGHT	117.60
01/08/2014	1756919	E 609-49751-251	Liquor For Resale	LIQUOR	7,241.79
01/08/2014	1756920	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.46
01/08/2014	1756920	E 609-49751-253	Wine For Resale	WINE	683.55
01/08/2014	1756921	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
01/08/2014	1756921	E 609-49751-254	Miscellaneous Merchandise	MISC	32.25
					\$8,103.12

**KIMS KLEANING**

01/13/2014	2637	E 101-42110-401	Repairs/Maint Buildings	INS CLAIM	427.50
					\$427.50

**LEAGUE OF MN CITIES**

01/01/2014	51127	E 101-42110-360	Insurance	WC CLAIM	414.98
					\$414.98

**MCDONALD DIST CO.**

01/04/2014	346725	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/04/2014	346725	E 609-49751-252	Beer For Resale	BEER	6,208.60
01/04/2014	346725	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
01/04/2014	346725	E 609-49751-255	N/A Products	N/A	55.10
01/09/2014	347223	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/09/2014	347223	E 609-49751-252	Beer For Resale	BEER	3,511.45
01/09/2014	347223	E 609-49751-254	Miscellaneous Merchandise	MISC	13.00
01/09/2014	347223	E 609-49751-255	N/A Products	N/A	69.75
					\$9,999.90

**METRO CITIES - AMM**

	72.0114	E 101-41400-433	Dues and Subscriptions	DUES	3,103.00
					\$3,103.00

**MN DEPT OF HEALTH**

12/31/2013	761590.0114	E 602-49490-313	Sample Testing	PERMIT	50.00
					\$50.00

**MN DEPT OF LABOR & INDUSTRY**

12/01/2013	ABR00867471	E 101-42110-401	Repairs/Maint Buildings	PRESSURE VESSEL	4.00
12/01/2013	ABR00867471	E 101-43100-401	Repairs/Maint Buildings	PRESSURE VESSEL	4.00
12/01/2013	ABR00867471	E 101-45200-401	Repairs/Maint Buildings	PRESSURE VESSEL	4.00
12/01/2013	ABR00867471	E 601-49440-401	Repairs/Maint Buildings	PRESSURE VESSEL	4.00
12/01/2013	ABR00867471	E 602-49490-401	Repairs/Maint Buildings	PRESSURE VESSEL	4.00
					\$20.00

**MN MUNICIPAL UTILITIES ASSOC.**

01/01/2014	42461	E 101-41400-311	Contract	1ST QTR SAFETY	440.00
01/01/2014	42461	E 101-42110-311	Contract	1ST QTR SAFETY	440.00
01/01/2014	42461	E 101-42210-311	Contract	1ST QTR SAFETY	440.00
01/01/2014	42461	E 101-43100-311	Contract	1ST QTR SAFETY	660.00
01/01/2014	42461	E 101-45200-311	Contract	1ST QTR SAFETY	660.00

01/01/2014	42461	E 601-49440-311	Contract	1ST QTR SAFETY	660.00
01/01/2014	42461	E 602-49490-311	Contract	1ST QTR SAFETY	660.00
01/01/2014	42461	E 609-49750-311	Contract	1ST QTR SAFETY	440.00
01/10/2014	42708	E 601-49440-434	Permit Fees	2014 WATER PERMIT	404.00
					\$4,804.00

**MULVIHILL, DARCY**

01/13/2014	011314	E 101-41500-331	Travel Expenses	MILEAGE	53.20
					\$53.20

**NETWORK BUSINESS SUPPLIES, INC**

01/02/2014	93545	E 609-49750-210	Operating Supplies	OP SUPPLIES	76.40
01/02/2014	93545	G 101-20810	Sales Tax Payable	OP SUPPLIES	(4.91)
					\$71.49

**NORTH VALLEY**

01/02/2014	122014	E 101-45200-229	Project Repair & Maintenance	227TH AND CTY RD 7	4,900.00
					\$4,900.00

**OPUS 21**

01/10/2014	131249	E 601-49440-382	Utility Billing	DEC 2013	1,465.90
01/10/2014	131249	E 602-49490-382	Utility Billing	DEC 2013	1,465.90
					\$2,931.80

**PACE ANALYTICAL SERVICES**

01/07/2014	141236121	E 602-49490-313	Sample Testing	ANALYSIS	103.00
					\$103.00

**PHILLIPS WINE & SPIRITS CO.**

01/08/2014	2543292	E 609-49751-206	Freight and Fuel Charges	FREIGHT	70.56
01/08/2014	2543292	E 609-49751-251	Liquor For Resale	LIQUOR	4,452.55
01/08/2014	2543293	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
01/08/2014	2543293	E 609-49751-253	Wine For Resale	WINE	408.00
01/08/2014	2543294	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
01/08/2014	2543294	E 609-49751-254	Miscellaneous Merchandise	MISC	83.90
					\$5,035.59

**ROSEVILLE, CITY OF**

12/23/2013	218185	E 101-41110-310	Computer Consulting Fees	CITY HALL UPS	9.76
12/23/2013	218185	E 101-41400-310	Computer Consulting Fees	CITY HALL UPS	32.53
12/23/2013	218185	E 101-41940-321	Telephone	CITY HALL UPS	0.05
12/23/2013	218185	E 101-42110-310	Computer Consulting Fees	CITY HALL UPS	43.92
12/23/2013	218185	E 101-42210-310	Computer Consulting Fees	CITY HALL UPS	8.13
12/23/2013	218185	E 101-43100-310	Computer Consulting Fees	CITY HALL UPS	8.13
12/23/2013	218185	E 101-45200-310	Computer Consulting Fees	CITY HALL UPS	8.13
12/23/2013	218185	E 601-49440-310	Computer Consulting Fees	CITY HALL UPS	8.13
12/23/2013	218185	E 602-49490-310	Computer Consulting Fees	CITY HALL UPS	8.13
12/23/2013	218185	E 609-49750-310	Computer Consulting Fees	CITY HALL UPS	9.76
01/06/2014	218249	E 101-41110-310	Computer Consulting Fees	IT SERVICES JAN	192.03
01/06/2014	218249	E 101-41400-310	Computer Consulting Fees	IT SERVICES JAN	640.11
01/06/2014	218249	E 101-42110-310	Computer Consulting Fees	IT SERVICES JAN	864.16
01/06/2014	218249	E 101-42210-310	Computer Consulting Fees	IT SERVICES JAN	160.02
01/06/2014	218249	E 101-43100-310	Computer Consulting Fees	IT SERVICES JAN	160.02
01/06/2014	218249	E 101-45200-310	Computer Consulting Fees	IT SERVICES JAN	160.02

01/06/2014	218249	E 601-49440-310	Computer Consulting Fees	IT SERVICES JAN	160.02
01/06/2014	218249	E 602-49490-310	Computer Consulting Fees	IT SERVICES JAN	160.02
01/06/2014	218249	E 609-49750-310	Computer Consulting Fees	IT SERVICES JAN	192.10
01/08/2014	218296	E 101-41110-310	Computer Consulting Fees	PHONE BILLING	36.44
01/08/2014	218296	E 101-41400-310	Computer Consulting Fees	PHONE BILLING	121.48
01/08/2014	218296	E 101-42110-310	Computer Consulting Fees	PHONE BILLING	164.00
01/08/2014	218296	E 101-42210-310	Computer Consulting Fees	PHONE BILLING	30.37
01/08/2014	218296	E 101-43100-310	Computer Consulting Fees	PHONE BILLING	30.37
01/08/2014	218296	E 101-45200-310	Computer Consulting Fees	PHONE BILLING	30.37
01/08/2014	218296	E 601-49440-310	Computer Consulting Fees	PHONE BILLING	30.37
01/08/2014	218296	E 602-49490-310	Computer Consulting Fees	PHONE BILLING	30.37
01/08/2014	218296	E 609-49750-310	Computer Consulting Fees	PHONE BILLING	36.48

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\$3,335.42

**SCHARBER & SONS**

12/19/2013	P34639	E 101-45200-218	Equipment Repair & Maintenance	PARTS	83.54
01/06/2014	35469	E 101-45200-218	Equipment Repair & Maintenance	HEADLITE	179.34

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\$262.88

**SMITH IRONWORKS**

01/09/2014	10017	E 602-49490-229	Project Repair & Maintenance	SAFETY YELLOW POST	2,750.00
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\$2,750.00

**SOUTHERN WINE & SPIRITS OF MN**

01/09/2014	1120039	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.50
01/09/2014	1120039	E 609-49751-251	Liquor For Resale	LIQUOR	1,235.75

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\$1,253.25

**ST. FRANCIS AREA CHAMBER OF**

01/06/2014	503	E 609-49750-433	Dues and Subscriptions	ANNUAL DUES	150.00
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\$150.00

**ST. FRANCIS COLLISION & GLASS**

01/13/2014	7069	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	5,805.16
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\$5,805.16

**ST. FRANCIS TRUE VALUE HARDWAR**

12/14/2013	26055	E 602-49490-217	Other Operating Supplies	SUPPLIES	10.18
12/14/2013	26120	E 101-45200-229	Project Repair & Maintenance	SUPPLIES	16.16
12/14/2013	26121	E 101-45200-229	Project Repair & Maintenance	SUPPLIES	13.13
12/14/2013	27136	E 101-43100-217	Other Operating Supplies	SUPPLIES	11.40
12/14/2013	27136	E 101-45200-217	Other Operating Supplies	SUPPLIES	11.40
12/14/2013	27136	E 601-49440-217	Other Operating Supplies	SUPPLIES	11.39
12/14/2013	27136	E 602-49490-217	Other Operating Supplies	SUPPLIES	11.40
12/14/2013	27143	E 101-45200-229	Project Repair & Maintenance	SUPPLIES	15.27

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\$100.33

**SUSA**

01/09/2014	010914	E 601-49440-433	Dues and Subscriptions	2014 MEMBERSHIP DUES	62.50
01/09/2014	010914	E 602-49490-433	Dues and Subscriptions	2014 MEMBERSHIP DUES	62.50

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\$125.00

**TOTAL REGISTER SYSTEMS, INC**

01/02/2014	1041825	E 609-49750-240	Office Equip	EQUIPMENT	428.97
01/02/2014	1041825	G 101-20810	Sales Tax Payable	EQUIPMENT	(27.59)

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\$401.38

**TURTLE RIDGE TOWNHOMES**

01/09/2014	010914	E 250-49200-444	Refund & Reimbursement	TIF 2ND HALF 2013 PMT	6,418.81
					<hr/>
					\$6,418.81

**WELLS FARGO**

11/15/2013	28-787991DC9	E 101-42210-601	Debt Srv Bond Principal	FIRE TRUCK LEASE	14,997.64
11/15/2013	28-787991DC9	E 101-42210-611	Bond Interest	FIRE TRUCK LEASE	1,563.13
					<hr/>
					\$16,560.77

**WIRTZ BEVERAGE MN**

12/07/2013	2080024223	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(0.36)
12/07/2013	2080024223	E 609-49751-251	Liquor For Resale	LIQUOR	(28.32)
12/14/2013	2080025608	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.45)
12/14/2013	2080025608	E 609-49751-251	Liquor For Resale	LIQUOR	(227.00)
01/09/2014	1080130489	E 609-49751-206	Freight and Fuel Charges	FREIGHT	130.61
01/09/2014	1080130489	E 609-49751-251	Liquor For Resale	LIQUOR	8,013.70
01/09/2014	1080130489	E 609-49751-253	Wine For Resale	WINE	328.00
01/09/2014	1080130489	E 609-49751-254	Miscellaneous Merchandise	MISC	195.09
					<hr/>
					\$8,410.27

**ZIEGLER INC.**

01/11/2014	50212185	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	488.23
					<hr/>
					\$488.23

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\$135,710.22

FUND SUMMARY

101 GENERAL FUND	\$56,736.58
250 TURTLE RIDGE TIF	\$6,418.81
420 RUM RIVER BLUFFS DEVELOPMENT	\$4,724.00
601 WATER FUND	\$6,953.49
602 SEWER FUND	\$8,963.21
609 MUNICIPAL LIQUOR FUND	\$46,776.13
803 ESCROW	\$5,138.00
Total	<hr/>
	<u>135,710.22</u>

CITY OF ST. FRANCIS  
1/21/2014

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>0.00</u>

Disbursements via Debits to 4M Account

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/30/2013	Northland Trust	2006 Bond Payment	536,655.00
1/30/2013	Northland Trust	2007 Bond Payment	266,575.00
1/30/2013	Northland Trust	2010 Bond Payment	81,565.63
1/30/2013	US Bank	2012 EDA Lease Revenue Payment	386,027.94
	TOTAL		<u>1,270,823.57</u>

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

**ORDINANCE 193, SECOND SERIES**

**AN ORDINANCE APPROVING THE SALE OF  
CITY OWNED REAL ESTATE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. The City is hereby authorized and shall sell the following described real property at such time, under such terms and for amounts that the City Council deems appropriate at the time of sale:

Townhome lots within the Meadows of St. Francis described as Lots 1-22 and 43-66, Block 1, City of St. Francis, Anoka County, Minnesota;

Section 2. The Mayor and the City Clerk are hereby authorized to execute the necessary documents to convey the interest of the City of St. Francis to said property.

Section 3. That pursuant to Section 12.03 of the City Charter, any net cash proceeds of the sale of said property shall be used to retire any outstanding indebtedness incurred by the City in the acquisition or improvement of the property. Any remaining proceeds shall be used to finance other improvements in the capital improvement budget or to retire any other bonded indebtedness.

Section 4. Effective Date. This Ordinance shall take effect thirty (30) days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

APPROVED:

\_\_\_\_\_  
Jerry Tveit, Mayor of St. Francis

ATTEST:

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

## **AGENDA REPORT**

**TO:** Matt Hylan, City Administrator  
**FROM:** Andy Schreder, Building Official  
**SUBJECT:** Construction Activity 2013  
**DATE:** 1/16/2014

### **INTRODUCTION**

Since I have started with St. Francis I have given you an annual report on the building activity.

### **BACKGROUND**

The following is a breakdown of the 295 St. Francis Building Permits in 2013: 12 new homes, 1 new commercial building and numerous residential repair projects (Roofing, Siding, remodeling, etc.). In June of 2012 we began providing services to the city of Nowthen. In 2013 approximately 50% of the inspector's and seasonal inspector's time was billed out to the city of Nowthen. All indicators suggest we should have another stable to growing season for 2014.

### **RECOMMENDATION**

Continue utilizing seasonal inspector position to aid in providing needed site inspections for both building permits and code enforcement.

### **BUDGET IMPACT**

Fees collected paid all salary and obligations including the new inspection vehicle.

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Attachments:

1. NONE