

CITY OF ST. FRANCIS

CITY COUNCIL AGENDA

Tuesday - February 18, 2014

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

5:15 City Council Work Session
6:00 pm Regular City Council Meeting

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – February 3, 2014
 - b. Accept the Resignation of Public Works Employee Denis Backsen and declaring the vacancy
 - c. Authorization to Advertise and fill the Public Works Water/Waste Water vacancy
 - 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. St. Francis Ambassador Program – Presentation of Donation
 - b. St. Francis Basketball Association
7. Ordinances & Resolution
8. Reports of Consultants & Staff Members
 - a. Engineer: Waste Water Facility Plan – Resolution 2014-05
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police: Squad Camera Discussion
 - ISD #15 Request for an additional Liaison Officer
 - City Administrator Report: Update on the 4020-233rd Avenue Site (“Old” Food-n-Fuel)
 - City Owned Property
 - Bridge Street Round About Update
9. Reports from Council Members
10. Report from Mayor:
 - a. Mayor’s State of the Cities Presentation
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

Feb 17: Presidents Day Holiday – City Offices Closed
Feb 18 (Tues): City Council Work Session @ ISD #15 Central Services Center (District Offices) 5:15 pm
Feb 18 (Tues): City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Feb 19: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Feb 20: Pioneer Day Meeting @ Patriot Lanes 7:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan, 
City Administrator

RE: Agenda Memorandum – February 18, 2014 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

- a. *St. Francis Ambassador Program:* Mayor Tveit will be presenting a donation to the St. Francis Ambassador program from the recent Mayor's Snowmobile Ride.
- b. *St. Francis Basketball Association:* A member of the association has requested time on the agenda to explore some ideas with the Council.

7. Ordinances & Resolutions

8. Reports:

- a. **Engineer: Attorney:** *Wastewater Treatment Facility Plan & Resolution 2014-05:* Attached is a memorandum explaining the Wastewater Treatment Facility Plan from City Engineer Jared Voge. Additionally, Resolution 2014-05 calling for a public hearing for the Wastewater Treatment Facility Plan on March 17, 2014. A motion would be in order to approve Resolution 2014-05.

b. **Staff:**

Finance Director:

Building Official:

Fire:

Public Works:

Liquor Store:

Police: Squad Camera's: Attached is an agenda report from Sergeant Jake Rehling regarding Squad Car Camera's.

ISD #15 Liaison Officer: On February 10, 2014, ISD #15 School Board requested an additional school liaison officer. Attached is the Agenda Report from Police Chief Jeff Harapat.

City Administrator: 4020 233rd Avenue NW Site Update: Minnesota Pollution Control Agency has issued a contract to Carlson McCain to complete the leaking petroleum tank release investigation. The contract started on February 7, 2014. Until we know the future costs of the contamination clean-up, I would recommend waiting for the costs associated with clean-up before taking any next step. I have researched what the City of Fridley completed with their dilapidated fuel station and the "magic" to their success: there was not pollution in the soil when the fuel tanks were removed.

City Owned Property Report: I will present this information in a power point and have some printed copies at the meeting to review.

Round A Bout Update: I spoke with staff from Anoka County Highway Department today for an update on the round about project. They will be sending me an updated map and some information items to inform the Council prior to Tuesday's meeting. They are planning on having a presentation at the ISD #15 School Board meeting on February 24, 2014. They plan on giving a presentation to the City Council and answer any questions you may have at our March 3, 2014 meeting.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

February 3, 2014

1. **Call to Order:** 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 Steve Kane, Tim Brown and Chris McClish. Council member Amy Lazere excused. Also present were 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:** Mayor Tveit welcomed Council member Steve Kane. MOTION BY KANE SECOND McCLISH TO ADOPT THE FEBRUARY 3, 2014 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE FEBRUARY 3, 2014 CITY COUNCIL CONSENT AGENDA AS A – E AS FOLLOWS:
Council member Kane asked how does Anoka County calculate the tonnage for our goal and should we open a recycling center for maybe three days a week to meet the next level of funding. Public Works Director Paul Teicher and City Clerk Barb Held explained how the tonnage goal is determined and the history of why the City no longer has a recycling drop off site. With the addition of one of the part timer employees going to full time and taking on more of the recycling duties we are hoping to meet or exceed our goal.
 - a. Approve the City Council Minutes of January 21, 2014
 - b. Extending EDA Commission Member Chris McClish's term until January 2015
 - c. Enter into a 2014 Animal Control Contract with Marline Skinner
 - d. Enter into an Agreement for Residential Recycling Program with the County of Anoka
 - e. Payment of Claims \$ (Check #66789-66846 \$115,786.66 and ACH 83E \$96,894.22)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Resolution 2014-02: End of Year Transfers:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2014-02 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS. Motion carried 4-0.
 - b. **Resolution 2014-03: Declaring Surplus Property:** MOTION BY McCLISH SECOND BORNW TO ADOPT RESOLUTION 2014-03 A RESOLUTION DECLARING SURPLUS PROPERTY. Motion carried 4-0.
 - a. **Ordinance 193, Second Series: Approving the Sale of City Owned Real Estate (Second Reading):** MOTION BY KANE SECOND McCLISH APPROVING THE SECOND READING OF ORDINANCE 193, SECOND SERIES APPROVING

THE SALE OF CITY OWNED REAL ESTATE. Roll Call: Ayes: Brown, McClish, Kane and Tveit. Nays: None.

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

a. **Engineer: Aztec Street Improvement – Resolution 2014-04: Receiving Report and Calling for a Hearing:** City Engineer Jared Voge gave a power point presentation on the Aztec Street Improvement. Voge stated the City Council authorized a Preliminary Engineering Report to be completed for the Aztec Street Improvements at the January 6, 2014 City Council meeting. O'Reillys, who is currently constructing a facility south of the St. Francis Bottle Shop along 233rd Avenue, platted the property and dedicated right-of-way to the City of St. Francis. Voge stated the dedicated right-of-way does not line up with the existing Aztec Street located north of 233rd Avenue. In order to provide the safest intersection possible, the Council had authorized City Staff to work with the Abby Filed Townhomes property owner to obtain the property necessary for the two streets to be aligned. A preliminary engineering report was provided to identify project costs, estimated land acquisition impacts, and assessments related to the extension of Aztec Street. The project funding will include assessments to private property owners therefore, Minnesota State Statute Chapter 429 procedures must be followed. A public hearing is required for a Chapter 429 assessment. An example resolution was in your packet receiving the report and calling for the Public Hearing on March 3, 2014. Kane asked what is O'Reillys going to use for a driveway in the meantime. Voge showed the City Council the temporary driveway location from his power point presentation. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-04 A RESOLUTION RECEIVING REPORT AND CALLING A HEARING ON THE AZTEC STREET IMPROVEMENT. Motion carried 4-0.

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Director: Continuing Disclosure Document: Finance Director Darcy Mulvihill reported the Securities and Exchange Commission requires any government issuing bonds to meet specific continuing disclosure standards. This document was filed by the City's bond consultant Northland Securities. This annually submitted document can be viewed by investors to see the financial and operating condition of the bond issuer. Kane asked about the building permit activity in the report. Mulvihill stated she will see how the numbers were calculated and will put the correct information in the off week memorandum.

At the end of January 2014, Mulvihill stated she filed the Outstanding Debt Report with Anoka County. The City started the year with outstanding debt of \$23,289,000. Issued \$2,730,000 and paid \$1,228,000 to leave an outstanding debt of \$24,791,000 at the end of 2013.

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.:

City Administrator: City owned Property Update: Updated maps are being prepared for a report that will be presented at the February 18 City Council meeting. This report will include all government owned property (city, county, school, state).The

City's property will then be broken down to park land, out lots, and parcels for sale.

Setting Work Session Date: Mayor Tveit and I have discussed holding a 5:15 pm work session for February 18 to further discuss the City Council's direction on community engagement. Council agreed with the date and time.

Wastewater Feasibility Report Update: City Engineer Jared Voge has informed staff the report will be ready for Council review for the March 3, 2014 meeting.

Royal Oaks Park Land Sale: The City has received the escrow money for the lot but not have officially closed. Hylen stated he talked to the realtor late this afternoon and is hoping to close this Friday.

9. **Reports from Council Members:** Kane wanted to thank the council for the appointment and allowing him to serve on the City Council again. Kane also stated he wanted to thank the public works department for the excellent job this winter on our City streets.

McClish wants to send out a reminder to shovel out the fire hydrants in your neighborhood. Bridge Street is following apart and Anoka Highway Department has been trying to keep up with the potholes. McClish also thanked the mayor for attending the Mayor's Snowmobile ride and representing the City of St. Francis.

10. **Report from Mayor:** Tveit reported that last year there were 165 riders and this year there were over 220. He thanked everyone for showing up; it was a great fund raiser. Tveit also wanted to thank the police department for having a squad at Pederson Drive and allowing the snowmobiles cross over in groups. I know the snowmobilers really appreciated this. Hylen stated it was our police department but it was actually the police reserves, who volunteer with the police department, were the ones controlling the intersection.

On Friday, I received a call from a resident/property manager about a leaky pipe in a home. I talked to the city administrator and public works director throughout the day regarding this matter. I just want to say a special thank you to our public works employees for staying late on Friday and coming back Saturday to help our customer.

11. **Old Business:** None.

12. **New Business:** Don't forget about the Political Party Caucuses Tuesday, February 04, 2014 at 7:00 pm.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:38 pm.



PAYMENT BATCH AP YE14-4

ANOKA COUNTY

01/31/2014	013114	E 101-43100-408	Ice& Snow Removal	SALT/BRINE	34.47
					\$34.47

ANOKA COUNTY CENTRAL COMM.

02/05/2014	2014012	E 101-42110-217	Other Operating Supplies	RADIO EQUIPMENT	320.00
					\$320.00

ANOKA COUNTY FIRE PROTECTION C

02/11/2014	021114	E 101-42210-433	Dues and Subscriptions	DUES	210.00
					\$210.00

ANOKA COUNTY PROPERTY RECORDS

02/06/2014	020614	E 101-41400-352	General Notices and Pub Info	2014 TNT SPEC ASSESS TIF BILI	719.38
02/06/2014	020614	E 250-49200-441	Miscellaneous	2014 TNT SPEC ASSESS TIF BILI	479.78
02/06/2014	020614	E 311-47000-441	Miscellaneous	2014 TNT SPEC ASSESS TIF BILI	113.73
02/06/2014	020614	E 505-00000-441	Miscellaneous	2014 TNT SPEC ASSESS TIF BILI	50.65
02/06/2014	020614	E 507-00000-441	Miscellaneous	2014 TNT SPEC ASSESS TIF BILI	66.82
02/06/2014	020614	E 601-49440-441	Miscellaneous	2014 TNT SPEC ASSESS TIF BILI	273.50
02/06/2014	020614	E 602-49490-441	Miscellaneous	2014 TNT SPEC ASSESS TIF BILI	312.39
02/07/2014	.0214	E 101-41110-441	Miscellaneous	STATE DEED TAX	24.75
					\$2,041.00

ANOKA COUNTY TREASURY DEPT.

02/11/2014	B140211Q	E 101-42110-321	Telephone	BROADBAND	37.50
02/11/2014	B140211Q	E 101-42210-321	Telephone	BROADBAND	37.50
02/11/2014	B140211Q	E 101-43100-321	Telephone	BROADBAND	37.50
02/11/2014	B140211Q	E 101-45200-321	Telephone	BROADBAND	37.50
02/11/2014	B140211Q	E 601-49440-321	Telephone	BROADBAND	37.50
02/11/2014	B140211Q	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

B&B PRODUCTS / RIGS & SQUADS

02/04/2014	4047	E 101-42110-221	Vehicle Repair & Maintenance	REPAIRS	399.00
					\$399.00

BELLBOY CORPORATION

02/06/2014	41714700	E 609-49751-251	Liquor For Resale	LIQUOR	1,756.80
					\$1,756.80

BGS (BARNA GUZY)

01/31/2014	126783	E 101-41600-312	Criminal Legal Fees	HANSON-FORFEITURE	117.00
01/31/2014	126800	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,864.00
01/31/2014	126934	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
01/31/2014	126935	E 101-41600-304	Civil Legal Fees	NUISANCES	91.00
01/31/2014	126936	E 101-41600-304	Civil Legal Fees	FIRE RESTORATION	1,619.00
01/31/2014	126937	E 101-41600-304	Civil Legal Fees	DAWN MITCHELL	26.00
01/31/2014	127011	G 803-22054	Esc-Smith Lake 1st	SMITH LAKE WILDLIFE ESTATES	65.00
01/31/2014	127127	E 101-41600-304	Civil Legal Fees	ABBEY FILED	585.00

01/31/2014	127143	E 101-41600-304	Civil Legal Fees	FIX CONSTRUCTION SERVIES IP	600.00
					<u>600.00</u>
					\$9,767.00

BOLTON & MENK, INC.

01/27/2014	163617	E 101-41910-303	Engineering Fees	2013 GEN ENGINEERING	2,558.00
01/27/2014	163617	E 101-43100-303	Engineering Fees	2013 GEN ENGINEERING	902.00
01/27/2014	163617	E 601-49440-303	Engineering Fees	2013 GEN ENGINEERING	167.50
01/27/2014	163619	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS DEVELP CC	2,275.00
01/27/2014	163630	E 101-43100-303	Engineering Fees	2015 BRIDGE ST EIMPROVEMEN	972.50
01/27/2014	163631	E 101-41910-303	Engineering Fees	2014 GEN ENGINEERING	202.50
01/27/2014	163632	E 101-43100-303	Engineering Fees	2014 STATE AID	1,322.50
02/27/2014	163629	G 803-22105	O Reilly Escrow	O'REILLY AUTO PARTS	2,493.50
12/13/2014	163039	E 602-49490-303	Engineering Fees	WASTEWATER FACILITY PLAN	10,831.88
					<u>21,725.38</u>
					\$21,725.38

COCA COLA REFRESHMENTS

02/04/2014	138097421	E 609-49751-254	Miscellaneous Merchandise	MISC	533.56
					<u>533.56</u>
					\$533.56

COUNTY MARKET - CITY ACCOUNT

02/04/2014	0224.0114	E 101-42210-212	Motor Fuels	FUEL	278.77
02/04/2014	0227.0114	E 101-45200-212	Motor Fuels	FUEL	48.38
02/04/2014	0227.0114	E 101-45200-212	Motor Fuels	FUEL	64.07
02/04/2014	0227.0114	E 101-45200-212	Motor Fuels	FUEL	54.47
02/04/2014	0227.0114	E 101-45200-212	Motor Fuels	FUEL	62.76
02/04/2014	0227.0114	E 101-45200-212	Motor Fuels	FUEL	58.77
					<u>567.22</u>
					\$567.22

COURIER, THE

02/05/2014	56036	E 101-43210-439	Recycling Days	RECYCLING AD	89.00
					<u>89.00</u>
					\$89.00

CRYSTAL SPRINGS ICE

01/31/2014	31729	E 609-49751-254	Miscellaneous Merchandise	MISC	103.68
					<u>103.68</u>
					\$103.68

DAHLHEIMER DIST. CO. INC.

01/29/2014	1093675	E 609-49751-252	Beer For Resale	BEER	7,357.00
01/29/2014	1093675	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
02/05/2014	1093718	E 609-49751-252	Beer For Resale	BEER	11,518.63
02/05/2014	1093718	E 609-49751-254	Miscellaneous Merchandise	MISC	256.00
02/05/2014	1093718	E 609-49751-255	N/A Products	N/A	15.50
					<u>19,189.13</u>
					\$19,189.13

DAY DISTRIBUTING CO.

01/31/2014	737700	E 609-49751-252	Beer For Resale	BEER	1,167.00
					<u>1,167.00</u>
					\$1,167.00

DE LAGE LANDEN

02/08/2014	40179115	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
02/08/2014	40235190	E 101-41400-240	Office Equip	CITY HALL COPIER	244.50
					<u>481.50</u>
					\$481.50

DEX MEDIA EAST LLC

02/05/2014	110097517.0214	E 609-49750-340	Advertising	ADVERTISING	71.50
					<u>71.50</u>
					\$71.50

EAGLE GARAGE DOOR CO.

01/27/2014	3611	E 101-42110-401	Repairs/Maint Buildings	GARAGE DOORS	270.00
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01/27/2014	3611	E 101-43100-401	Repairs/Maint Buildings	GARAGE DOORS	270.00
01/27/2014	3611	E 101-45200-401	Repairs/Maint Buildings	GARAGE DOORS	270.00
01/27/2014	3611	E 601-49440-401	Repairs/Maint Buildings	GARAGE DOORS	270.00
01/27/2014	3611	E 602-49490-401	Repairs/Maint Buildings	GARAGE DOORS	270.00
					\$1,350.00

ECM PUBLISHERS, INC.

02/04/2014	70751	E 609-49750-340	Advertising	PART TIME AD	183.33
02/07/2014	72111	E 101-41120-352	General Notices and Pub Info	CHARTER COMMISSION MEETIN	25.63
02/07/2014	72112	E 101-41400-351	Legal Notices Publishing	ORDINANCE 193	61.50
02/07/2014	72113	E 101-41910-352	General Notices and Pub Info	FEB 19 MEETING	35.88
					\$306.34

ELITE SANITATION

02/10/2014	21639	E 101-45200-402	Janitorial Service	TOILET RENTAL	289.00
					\$289.00

FREEDOM SERVICES, INC.-FD

		G 101-21706	Flex Account	A Berglund Extra	75.00
					\$75.00

G&K SERVICES, INC

02/11/2014	1043639895	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	16.96
					\$16.96

GOPHER STATE ONE-CALL

01/31/2014	92015	E 601-49440-442	Gopher State	EMAIL	5.85
01/31/2014	92015	E 602-49490-442	Gopher State	EMAIL	5.85
					\$11.70

GRANITE CITY JOBBING CO.

01/28/2014	798344	E 609-49750-210	Operating Supplies	OPERATING	16.19
01/28/2014	798344	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
01/28/2014	798344	E 609-49751-256	Tobacco Products For Resale	TOBACCO	353.04
02/04/2014	799005	E 609-49750-210	Operating Supplies	OPERATING	84.08
02/04/2014	799005	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.41
02/04/2014	799005	E 609-49751-256	Tobacco Products For Resale	TOBACCO	576.94
					\$1,041.91

HAWKINS, INC.

01/30/2014	3559002	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	1,472.45
					\$1,472.45

HELD, BARB

02/11/2014	021114	E 101-41400-331	Travel Expenses	MILEAGE	26.10
					\$26.10

INNOVATIVE OFFICE SOLUTIONS, L

01/30/2014	457081	E 101-42110-200	Office Supplies	SUPPLIES	105.64
01/31/2014	458057	E 101-42110-200	Office Supplies	SUPPLIES	81.28
					\$186.92

JOHNSON BROS WHLSE LIQUOR

01/29/2014	1771165	E 609-49751-206	Freight and Fuel Charges	FREIGHT	112.22
01/29/2014	1771165	E 609-49751-251	Liquor For Resale	LIQUOR	6,038.67
01/29/2014	1771166	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
01/29/2014	1771166	E 609-49751-253	Wine For Resale	WINE	329.60
02/05/2014	1775913	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.10
02/05/2014	1775913	E 609-49751-251	Liquor For Resale	LIQUOR	3,172.49

02/05/2014	1775914	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.76
02/05/2014	1775914	E 609-49751-253	Wine For Resale	WINE	331.45
					\$10,049.11

LEAGUE OF MN CITIES

02/05/2014	195167	E 101-41400-208	Training and Instruction	HYLEN CONFERENCE	99.00
					\$99.00

LITTLE FALLS MACHINE INC.

01/23/2014	52844	E 101-43100-408	Ice& Snow Removal	PARTS	428.06
					\$428.06

MCDONALD DIST CO.

01/30/2014	348582	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/30/2014	348582	E 609-49751-252	Beer For Resale	BEER	5,468.75
01/30/2014	348582	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
01/30/2014	348582	E 609-49751-255	N/A Products	N/A	35.70
02/06/2014	349077	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/06/2014	349077	E 609-49751-252	Beer For Resale	BEER	4,525.72
02/06/2014	349077	E 609-49751-255	N/A Products	N/A	88.30
02/10/2014	349011	E 609-49751-252	Beer For Resale	BEER	2,280.00
					\$12,438.47

MEDTOX LABORATORIES, INC.

01/31/2014	01201945907	E 101-43100-441	Miscellaneous	PROGRAM ADMIN	6.25
01/31/2014	01201945907	E 101-45200-441	Miscellaneous	PROGRAM ADMIN	6.25
01/31/2014	01201945907	E 601-49440-441	Miscellaneous	PROGRAM ADMIN	6.25
01/31/2014	01201945907	E 602-49490-441	Miscellaneous	PROGRAM ADMIN	6.25
					\$25.00

NORTH AMERICAN SALT COMPANY

02/04/2014	71119203	G 101-14100	Inventory of Material/Supply	SALT	3,915.66
02/05/2014	71120329	G 101-14100	Inventory of Material/Supply	SALT	3,967.43
02/06/2014	71121345	G 101-14100	Inventory of Material/Supply	SALT	3,917.06
					\$11,800.15

NORTHWEST ASSOC. CONSULTANTS

02/04/2014	21177	E 101-41910-311	Contract	JAN 2014	5,966.75
02/04/2014	21178	G 803-22107	ESC-Oreilly (Project Admin)	JANUARY 2014	442.50
					\$6,409.25

OPUS 21

02/08/2014	140144	E 601-49440-382	Utility Billing	JANUARY 2014	1,490.58
02/08/2014	140144	E 602-49490-382	Utility Billing	JANUARY 2014	1,490.58
					\$2,981.16

PACE ANALYTICAL SERVICES

02/06/2014	141236709	E 602-49490-313	Sample Testing	TESTING	103.00
					\$103.00

PHILLIPS WINE & SPIRITS CO.

01/29/2014	2552714	E 609-49751-206	Freight and Fuel Charges	FREIGHT	74.97
01/29/2014	2552714	E 609-49751-251	Liquor For Resale	LIQUOR	3,833.80
01/29/2014	2552715	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
01/29/2014	2552715	E 609-49751-253	Wine For Resale	WINE	178.00
02/05/2014	2555804	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.02
02/05/2014	2555804	E 609-49751-251	Liquor For Resale	LIQUOR	2,149.80
02/05/2014	2555805	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.52
02/05/2014	2555805	E 609-49751-253	Wine For Resale	WINE	667.50

\$6,962.02

ROSEVILLE, CITY OF

02/04/2014	218358	E 101-41110-310	Computer Consulting Fees	IT SERVICES FEB 2014	192.03
02/04/2014	218358	E 101-41400-310	Computer Consulting Fees	IT SERVICES FEB 2014	640.11
02/04/2014	218358	E 101-42110-310	Computer Consulting Fees	IT SERVICES FEB 2014	864.16
02/04/2014	218358	E 101-42210-310	Computer Consulting Fees	IT SERVICES FEB 2014	160.02
02/04/2014	218358	E 101-43100-310	Computer Consulting Fees	IT SERVICES FEB 2014	160.02
02/04/2014	218358	E 101-45200-310	Computer Consulting Fees	IT SERVICES FEB 2014	160.02
02/04/2014	218358	E 601-49440-310	Computer Consulting Fees	IT SERVICES FEB 2014	160.02
02/04/2014	218358	E 602-49490-310	Computer Consulting Fees	IT SERVICES FEB 2014	160.02
02/04/2014	218358	E 609-49750-310	Computer Consulting Fees	IT SERVICES FEB 2014	192.10
					<u>\$2,688.50</u>

SCHLENKER, MATT

E 101-42110-208	Training and Instruction	CLASS	30.00
E 101-42110-331	Travel Expenses	MILEAGE AND CLASS	70.56
			<u>\$100.56</u>

SCR

01/31/2014	277563	E 101-42110-401	Repairs/Maint Buildings	INS CLAIM	3,198.33
					<u>\$3,198.33</u>

SOUTHERN WINE & SPIRITS OF MN

01/30/2014	1126613	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.10
02/06/2014	1128882	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
02/06/2014	1128882	E 609-49751-251	Liquor For Resale	LIQUOR	450.16
02/06/2014	1128883	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.12
02/06/2014	1128883	E 609-49751-253	Wine For Resale	WINE	646.00
12/31/2014	1126614	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
12/31/2014	1126614	E 609-49751-251	Liquor For Resale	LIQUOR	1,121.40
					<u>\$2,244.53</u>

ST. FRANCIS TRUE VALUE HARDWAR

01/03/2014	26138	E 602-49490-212	Motor Fuels	SUPPLIES	56.52
01/06/2014	26146	E 602-49490-217	Other Operating Supplies	SUPPLIES	50.33
01/08/2014	27164	E 602-49490-217	Other Operating Supplies	SUPPLIES	6.56
					<u>\$113.41</u>

STREICHER S

01/31/2014	1072057	E 101-42110-237	Small Equipment	DRUG TEST KIT	59.98
					<u>\$59.98</u>

THORPE DISTRIBUTING COMPANY

01/31/2014	802899	E 609-49751-253	Wine For Resale	WINE	25.10
01/31/2014	802900	E 609-49751-252	Beer For Resale	BEER	113.50
					<u>\$138.60</u>

US BANK

01/24/2014	3596673	E 330-47000-620	Fiscal Agent s Fees	ADMIN FEES	1,600.00
					<u>\$1,600.00</u>

UTILITY SERVICE CO., INC.

02/01/2014	335032	E 601-49440-234	Water Tower Maintenance	WATER TOWER CONTRACT	23,511.75
					<u>\$23,511.75</u>

WIRTZ BEVERAGE MN

01/30/2014	1080138225	E 609-49751-206	Freight and Fuel Charges	FREIGHT	147.90
01/30/2014	1080138225	E 609-49751-251	Liquor For Resale	LIQUOR	10,187.36

01/30/2014	1080138225	E 609-49751-253	Wine For Resale	WINE	652.00
01/30/2014	1080138225	E 609-49751-254	Miscellaneous Merchandise	MISC	327.70
02/06/2014	1080140804	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.39
02/06/2014	1080140804	E 609-49751-251	Liquor For Resale	LIQUOR	537.04
02/06/2014	1080140804	E 609-49751-253	Wine For Resale	WINE	160.00
					\$12,022.39

FUND SUMMARY

\$160,430.89

101 GENERAL FUND	\$44,023.50
250 TURTLE RIDGE TIF	\$479.78
311 G.O. BONDS - 2007A	\$113.73
330 EDA LEASE REVENUE BONDS	\$1,600.00
420 RUM RIVER BLUFFS DEVELOPMENT	\$2,275.00
505 CREEKVIEW EST, STORM/STREETS	\$50.65
507 IVYWOOD ST & 230TH LANE	\$66.82
601 WATER FUND	\$25,922.95
602 SEWER FUND	\$14,803.33
609 MUNICIPAL LIQUOR FUND	\$68,094.13
803 ESCROW	\$3,001.00
Total	160,430.89

CITY OF ST. FRANCIS
2/18/2014

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><u>0.00</u></u>

Disbursements via Debits to Checking Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Federal Tax	Payroll 01-02-14	16,144.45
PERA	Payroll 01-02-14	12,596.21
ING	Payroll 01-02-14	930.00
ICMA	Payroll 01-02-14	670.00
State Tax	Payroll 01-02-14	3,317.39
MSRS	Payroll 01-02-14	694.19
Federal Tax	Payroll 01-16-14	15,935.91
PERA	Payroll 01-16-14	12,411.14
ING	Payroll 01-16-14	930.00
ICMA	Payroll 01-16-14	670.00
State Tax	Payroll 01-16-14	3,268.39
MSRS	Payroll 01-16-14	669.19
MSRS	Payroll 01-16-14	13,134.21
Federal Tax	Payroll 01-16-14	1,321.35
PERA	Payroll 01-16-14	3,410.10
State Tax	Payroll 01-16-14	433.09
MSRS	Payroll 01-16-14	267.46
Dept of Revenue	Sales Tax	19,254.00
Federal Tax	Payroll 01-22-14	1,068.07
PERA	Payroll 01-22-14	340.17
State Tax	Payroll 01-22-14	141.51
Federal Tax	Payroll 01-30-14	14,882.70
PERA	Payroll 01-30-14	12,863.49
ING	Payroll 01-30-14	930.00
ICMA	Payroll 01-30-14	670.00
State Tax	Payroll 01-30-14	3,047.09
MSRS	Payroll 01-30-14	717.02
Village Bank	January Fees	69.10
Village Bank	NSF Check	29.00
VISA	Credit Card Bills	9,375.39
TOTAL		<u><u>150,190.62</u></u>



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

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Phone (763) 433-2851 • Fax (763) 427-0833
www.bolton-menk.com

MEMORANDUM

Date: February 11, 2014
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From:  Jared Voge, P.E.
City Engineer
Subject: Wastewater Treatment Facility Facility Plan
St. Francis, Minnesota
BMI Project No: R21.106660

INTRODUCTION:

We are currently finalizing the Wastewater Treatment Facility Facility Plan for submittal to the Minnesota Pollution Control Agency.

BACKGROUND:

In Spring 2012, City Staff in conjunction with the Minnesota Pollution Control Agency began working on revisions to the Wastewater Treatment Facility permit. As a result of the requirements associated with the new permit, it became clear that improvements would be required at the existing Wastewater Treatment Facility to meet the new permitting requirements. Prior to completing any improvements at the Wastewater Treatment Facility, the MPCA requires that a Facility Plan be completed for those improvements. A Facility Plan is also required for the project to be eligible for Public Facilities Authority (PFA) financing. PFA financing was previously utilized for the Water Treatment Facility project. At the May 6, 2012 City Council meeting, the City Council authorized preparation of a Facility Plan for the Wastewater Treatment Facility Improvements. In order to complete the Wastewater Treatment Facility Facility Plan, a public hearing concerning the Facility Plan must be held at one of the regularly scheduled Council meetings.

RECOMMENDATION:

We recommend that City Council adopt the enclosed resolution calling for a public hearing for the Wastewater Treatment Facility Plan on March 17, 2014.

BUDGET IMPACT:

There is no budget impact at this time. The Facility Plan will identify the estimated costs associated with improvements to the Wastewater Treatment Facility.

If you have any questions on the above, please call.

JAV/kg

Enclosure

**City of St. Francis, Minnesota
Notice of Public Hearing
St. Francis Wastewater Treatment Facility Plan**

**St. Francis Council Chambers
St Francis Independent School District No. 15 District Office
4115 Ambassador Blvd NW
St. Francis, MN
Monday, March 17, 2014
6:15 p.m.**

The City of St. Francis will hold a public hearing to accept comments on the St. Francis Wastewater Treatment Facility Plan. The Facility Plan, prepared by Bolton & Menk Inc., addresses capital improvements, such as process equipment, structures, utilities and support systems, that are necessary to maintain essential infrastructure.

All interested parties are encouraged to attend the public hearing and provide comments. You may submit written comments, which must be received by no later than March 24, 2014.

- Send written comments to: Paul Saffert, P.E. at Bolton & Menk, Inc., 7533 Sunwood Dr. Ste. 206, Ramsey, MN 55303.
- Fax comments to: Paul Saffert, P.E. at (763) 427-0833

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 18th day of February, 2014, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION CALLING HEARING ON IMPROVEMENT
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION 2014-05**

WHEREAS, pursuant to requirements of the Minnesota Pollution Control Agency, a Public Hearing is required for the Facility Plan for the Wastewater Treatment Facility. The Facility Plan addresses capital improvements such as process equipment, structures, utilities, and support systems necessary to maintain essential infrastructure.

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

1. The Council will consider the improvements identified in the Facility Plan.
2. A public hearing shall be held on such proposed improvements on the 17th day of March, 2014 at the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Boulevard NW, in the City of St. Francis at 6:15 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council the 18th day of February, 2014.

Jerry Tveit, Mayor

Barbara I. Held, Clerk

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to the Facility Plan and the calling of a public hearing on proposed Facility Plan of said City.

WITNESS my hand and the seal of said City this _____ day of _____, 20__.

City Clerk

(SEAL)

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Jake Rehling, Police Sergeant
SUBJECT: In Squad Video Cameras
DATE: 02-18-14

INTRODUCTION

This report is information on digital (in-squad) audio and video camera systems for squad cars. These systems are currently being used by the majority of law enforcement agencies in the country. The purpose of these cameras is to protect the public as well as the officers who are working our streets. They provide video and audio evidence of traffic incidents, pursuits, and assist officers with report writing as well as court testimony.

BACKGROUND

1. In researching this technology and after speaking to several supervisors who work within Anoka County Police agencies about the pros and cons of having squad car cameras we learned the following. The overall opinion is that these units not only work but the majority of the officers working with them would prefer to not work without them. They cut down on court testimony and act as a witness to the incidents recorded.
2. We have also been working with our new IT director who would be overseeing the system and has informed us that the **Panasonic Arbitrator** is the unit that works best with their system. They have experience with these units and several other departments they work with are currently using this Panasonic system with positive results.
3. The St. Francis Police Department had in-squad (VHS) cameras over ten years ago. On this tape operated system, we were responsible for a large quantity of VHS tapes that became an issue based on space and security concerns. Over time that technology became old and had issues with functioning when needed. New technology was not available at the time and ultimately they were removed from service. The current technology for in squad cameras has improved greatly

and has remedied most of the past problems. It is very user friendly making them more effective and should give them longevity.

RECOMMENDATION

Staff recommends that the council consider authorizing the purchase of the Panasonic arbitrator in-squad video system for all vehicles, minus the Chiefs squad.

BUDGET IMPACT

This is not a budgeted item in 2014. If other funds cannot be located for this purchase, it will be in the 2015 budget. After speaking with our new IT who can purchase these units at a discounted rate, the cost would be approximately \$45,000 dollars to have the full system installed and up running in six squad cars.

Attachments:

1. None

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Chief Jeff Harapat
SUBJECT: School Liaison
DATE: February 13, 2014

INTRODUCTION:

On February 10, 2014, Independent School District 15 discussed and approved funding to expand the current liaison program. They requested an increase from one full time liaison officer to two officers for the remainder of this school year and for the upcoming 2014/2015 contract.

BACKGROUND

ISD #15 previously contracted with the City for up to three officers working in the liaison program. Over the years, the school district has amended their needs and reduced liaison officer time (Ex: when DARE was no longer used). When these reductions took place, the Council chose not to reduce the number of officers due to a 2007 study which showed our officer staffing was below averages to comparable cities.

RECOMMENDATION

Staff recommends the council authorize the police department hire a new officer to fill the school district's request.

BUDGET IMPACT

As this is a joint collaboration between the city and the school district the budget impact to the city in 2014 would be approximately \$12,000.00 which is a non-budgeted expenditure. For the 2014-2015 liaison contract, the City can budget the increase of approximately \$27,000 in the 2015 City Budget.

Attachments: None.