

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

MARCH 5, 2012

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

5:30 PM City Council Tour of the New Police/Public Works Facility

6:00 PM Regular City Council Meeting

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. Approve City Council Minutes – February 21, 2012
 - b. Accept the Resignation of Part Time Liquor Store Employee Nicole Dowell
 - c. Agreement between Allina Hospitals and Clinics ("Allina Medical Transportation") and the St. Francis Fire Department
 - d. Approve the Reimbursement Request from the St. Francis Home Run Club for Ice Rink Expenditures
 - e. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. ISD #15: Ordinance Amendment – School Clinic (Ordinance 165 Second Series- Ordinance Conditionally Permitting Clinics Accessory to Schools in the R-2 Urban single Family Residential District-First Reading)
7. Ordinances & Resolutions:
 - a. Ordinance 166 Second Series-Amending Section 12.03 Entitled "Sale of Real Property" (First Reading)
 - b. Ordinance 167 Second Series-Approving the Exchange of City Owned Real Estate and Easement with Anoka County (First Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN Statue 13D.03
 - c. Staff:
Fire Dept.: Joint Fire Study Update
Public Works: Equipment Purchase
Liquor Store:
Police:
City Administrator: Retreat Update
9. Reports from Council Members
10. Report from Mayor
 - a. Mayor's "State of the Cities" Address
11. Old Business
 - a. Future Pioneer Days Celebrations
12. New Business
 - a. Efficiency Report Card-Police Department
13. Adjournment

Calendar of Events

Mar 15: Pioneer Days Meeting @ Comm. Center 2:00 and 6:00 pm
Mar 18: City Council and Management Team Retreat 1:00 pm
Mar 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Mar 21: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Apr 2: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Apr 16: Board of Appeal and Equalization @ ISD #15 Central Services Center (District Offices) 5:00 pm
Apr 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Apr 18: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Apr 21: 2012 St. Francis Area Business & Community Expo @ SFHS 10 am – 3 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan, 
City Administrator

RE: Agenda Memorandum – March 5, 2012 Meeting

Agenda Items:

4. Consent Agenda:

- b. The City received the resignation of part time liquor store clerk Nicole Dowell
- c. The Home Run Club allowed the City to exit their contract relating to cancellation of the skating rink this year. The Club is requesting \$625.00 to cover their expenses and look forward to helping the city next year.
- d. The St. Francis Fire Department has historically utilized the services of Allina Medical Transportation to provide medical direction oversight to our staff. Allina is currently the ambulance service which regularly bases out of our Fire Building during the daytime hours. Attached is a two year contract to provide this service to the City.

6. Petitions, Requests, Applications:

- a. *ISD #15 Ordinance Amendment Request (Tabled February 21, 2012):* ISD #15 would like to continue discussions with the Council and answer questions placed last meeting. Should the Council desire action on their request, attached is a memorandum from City Planner Nate Sparks and the proposed Ordinance amendment. If the Council proceeds, a motion would be in order to approve the first reading of Ordinance 165, Second Series (roll call vote).

7. Ordinances & Resolutions:

- a. *Ordinance 167, Second Series:* Attached is Ordinance 167, Second Series approving the exchange of City owned real estate and easement with Anoka County. The past eight months, or so, we have been working with Anoka County to correctly identify/rectify some easements as well as rectify some boundary issues between our wastewater treatment land and the Anoka County Highway Building. The Ordinance and agreement are enclosed, but the map enclosed will provide you with a visual on exactly what is transpiring since the legal descriptions on unplatted land are lengthy and potentially confusing. A motion would be in order to approve Ordinance 167, Second Series (roll call vote).
- b. *Ordinance 168, Second Series:* Attached is Ordinance 168, Second Series amending Section 12.03 Entitled "Sale of Real Property". This Ordinance identifies we are leasing the land to the St. Francis Economic Development Authority and identifies we can only sell real property by Ordinance. Although we are not selling our police/public works facility or land, some documents cannot be recorded with the County (County decision, not City Attorney decision) until the City Council identifies by Ordinance we are leasing the ground to the EDA. A motion would be in order to approve Ordinance 169, Second Series (roll call vote).

8. Reports:

- a. **Engineer:**
- b. **City Attorney:**
- c. **Staff:**

Fire: *Joint Fire Study Update:* Mayor Tveit and I will be attending the meeting on March 1, 2012 and will give a verbal report at the meeting.

Public Works: *Equipment Purchase:* Attached is an Agenda Report with supporting document from Public Works Director Paul Teicher. This is for trading in equipment, transferring equipment to another department, and acquiring a new type of equipment.

Liquor Store:

Police:

City Administrator: *Retreat Update:* I have attached a copy of the 2011 City Council & Management Retreat Summary. You will find many of the large goals are either completed, in progress, still in a planning phase or remaining in the “radar”. This can be a benchmark on how to progress at the planned retreat for March 18, 2012 at 1:00pm.

11. Old Business

- a. City of St. Francis “50th Anniversary” of incorporation as a city. I am hoping we will have a sample for our letterhead at the meeting.

Also at the last meeting Councilmember Kane wanted everyone to think about the future of Pioneer Days. This is a decision that will be needed for budget purposes and is only right to let the local businesses/organizations know as early as possible.

12. New Business:

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

CITY COUNCIL MINUTES

TUESDAY, FEBRUARY 21, 2012

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, Tim Brown, Steve Kane and Chris McClish. Jeff Sandoval excused. Also present were City Attorney Scott Lepak (Barna, Guzy and Steffen, Ltd) City Engineer Jared Voge (Bolton & Menk, Inc.), City Planner Nate Sparks (Northwest Associated Consultants), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND BROWN TO ADOPT THE FEBRUARY 21, 2012 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE FEBRUARY 21, 2012, CITY COUNCIL CONSENT AGENDA-E AS FOLLOWS:
 - a. Approve the City Council Minutes of February 6, 2012.
 - b. Accept the Resignation of Part Time Liquor Store Employee Adriane Terwedow.
 - c. Accept the Resignation of Fire Fighters John Fraune and Edwin Griego.
 - d. Approve Correcting the Typographical Error on Resolution 2012-04 changing the Public Hearing date from March 6, 2012 to March 19, 2012.
 - e. Approve the Payment of Claims for check numbers 63209-63263 \$120,329.36.Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Amcon-Public Works/Police Facility: Awarding the Signage Contract (C-25) to Signarama and the Police Lockers Contract (C-22E) to Tiffin Metal Products:** Amcon's recommendation to award the Signage Contract C-25 for \$9,896 to Signarama and the Police Lockers Contract (C-22E) for \$13,561 to Tiffin Metal Products. MOTION BY KANE SECOND McCLISH TO AWARD THE SIGNAGE CONTRACT C-25 FOR \$9,896 TO SIGNARAMA AND THE POLICE LOCKERS CONTRACT (C-22E) FOR \$13,561 TO TIFFIN METAL PRODUCTS. Motion carried 4-0.
 - b. **ISD #15 Presentation on Background Information on Zoning Request for School Clinic:** David Lindberg of ISD #15 gave a power point presentation on Health Insurance and the reasoning for looking at an On-site Medical Clinic. Mr. Lindberg asked if there were any questions about the presentation. The City Council did not have any questions regarding the presentation.

c. ISD #15 Ordinance Amendment-School Clinic (Ordinance 165 Second Series-First Reading): St. Francis School District has made an application for a text amendment to allow a clinic to operate within the high school. The clinic would not be the typical school nurse station but rather a clinic intending to serve employees and their families. The text amendment would allow for this type of use as a conditional use permit in the R-2 District. Planner Nate Sparks memorandum states it is appropriate for potentially incompatible uses within zoning districts to be allowed only through conditional uses. Being the high school building is zoned R-2, Single Family Residential and an accessory medical office uses are not allowed within a residential district; the school made application to amend the code. The Planning Commission held a public hearing on February 15, 2012 on both the ordinance amendment and the CUP request. The Commission voted 2-2 with one abstaining vote to both deny and then approve both the amendment and CUP. The CUP would only be address after the second reading of the ordinance. Brown said he does have some reservation regarding the zoning of this facility. My other concern is this has been in the process for some time before it was brought to the planning commission to even see if this could be done. The clinic is probably a good concept but it is a for profit business. We do have a clinic already in town. I do not believe it is a good idea and we do work for the citizens of St. Francis. Kane said he also agrees with Brown and McClish said Brown made some good points. Tveit said I am torn on this issue to be honest. We need to change how we do things and government has to evolve in the direction we need to go. Some of these ideas have merit. I am not sure if they would pay some tax. Again, Tveit said I am not totally against this because I am trying to think long term. One form of government is trying to change and one is trying to hold it back. McClish asked if we could have this tabled to look into this more and have a full council for a vote. Tveit stated one issue of concern is would they pay taxes. The other issue Brown brought up was the planning and not sure how long the school district have been discussing this before it came to us; and trying to create a level playing field to be fair to the rest of the businesses. Tveit said lets table this and pass our concerns back to the school district. MOTION BY McCLISH SECOND TVEIT TO TABLING ORDINANCE 165, SECOND SERIES AN ORDINANCE CONDITIONALLY PERMITTING CLINICS ACCESSORY TO SCHOOLS IN THE R-2, URBAN SINGLE FAMILY RESIDENTIAL DISTRICT. Motion carried 4-0.

d. Jones (23725 Nacre Street NW) Minor Subdivision and Setback Variance
Request: Jim Jones made an application to divide two parcels into three located at 23725 Nacre Street. The resulting division will leave existing building within the required setback necessitating the variance. The applicant has stated that the variance is necessitated due to a mediated settlement to resolve a property dispute between the various parties that have an interest in the land. Planner Nate Spark's memorandum give a detail description of the request. Options were given to the City Council on whether they choose to approve the variance and minor subdivision or find the variance request does not meet the review criteria. MOTION BY BROWN SECOND KANE APPROVING RESOLUTION 2012-07 APPROVING A MINOR SUBDIVISION WITH A VARIANCE FOR A PROPERTY DIVISION AT 23725 NACRE STREET. Motion carried 4-0.

7. Ordinances & Resolution:

a. **Resolution 2012-06: End of Year Transfers for 2011:**. MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2012-06 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS FOR 2011. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Department: Update on the Joint Fire Study Group:** Tveit gave a brief update of the progress of the Study Group.

Public Works:

Liquor Store:

Police Dept:

City Administrator Report: Land Lease: A copy of the ad along with the bid requirements for the land lease were provided to the City Council. This year it includes the 183 acre site in Isanti County and the “40 Acres” located at the Southeast corner of Roanoke Street and 241st Avenue. On March 14, 2012, we will open the bids at City Hall. We will look at bids individually and combined whatever will be the most benefit to the City. We are checking into what the “40 acres” would be if taxed and will give all information after bid openings to see if it would be even beneficial to rent the property.

Retreat Discussion: Last year we did a goal setting with the city council and management team. Hylen asked if that is something, the City Council is interested in again. Kane said I would like to see the list of priorities from last year before we spend that kind of money again. Tveit said I do find value in the retreats. Brown said what about an informal retreat first to see what the priorities were last year being I was not at that meeting. Tveit asked the Council to submit a list of dates to the City Clerk by next Tuesday to set a date for the retreat. Kane asked could we set a date tonight. Hylen said we could also have a work session a couple hours before the council meeting. Tveit said he is not sure if the full council could make it that early. After some discussion, a work session was tentatively set for March 18, 2012 at 1:00 pm.

Legislative Updates: Hylen said last week at the LMC board meeting we talked about some updates that are before the Legislature and are very timely. One item was how cities over 2,500 in population publish their notices. In addition, government learning from private business but there are things private sector can learn from government. The Cities Day at the Hill is March 22, 2012 please mark your calendar. Watch the LMC’s Friday Fax very carefully as there can have issues that pop up quickly. There are all sorts of timely matters keep coming up. Some of them dealing with elections.

9. **Reports from Council Members:** Kane said he had a couple items tonight. Some meetings ago we talk about bike rack in our parks. I did talk to the High School shop teacher about making them and they are interested. Kurt Mfg. will again be donating equipment to the school shop class. Barb Held and I attended with the Chamber board meeting last week. We as a council need to think about this more and the expense of the event. There is a meeting set for March 15th at 2:00 pm and 6:00 pm. Asked that this be on the March 5, 2012 City Council agenda to discuss the future of Pioneer Days.

Brown said he had a resident asked him the City could get a street sign like the one Ramsey has on Hwy 47 and Alpine Street for Ambassador Blvd. That sign is light. Also, I attended a Planning Commission last week. They would like an informational meeting on Rules and Procedures dealing with Roberts Rules of Order. Tveit said maybe we could invite neighboring cities and have someone give us a presentation on the topic.

10. **Report from Mayor:** On February 14, 2012, I attended the Anoka Area Chamber of Commerce meeting where each city that belong to the Chamber gave a State of the Cities Address. At the next City Council meeting, I will give the same power point presentation here that I gave to them. Tveit said he had some businesses contact him regarding our new sign ordinance and they asked if we could revisit that ordinance. In regards to Pioneer Days what about a regional celebration. Maybe one possibility is a joint effort with surrounding communities.

11. **Old Business:**

a. **City of St. Francis “50th Anniversary” of Incorporation:** Tveit asked do we want to do anything special regarding the 50th Anniversary of Incorporation. Ideas could be doing something with our letterhead or creating a pin. The Council was concerned with the cost. Hylen said we have to have letterhead anyway and believes this could be very reasonable. Pins would be more costly. Kane asked could we add incorporated since 1962 on our letterhead.

12. **New Business:**

a. **Efficiency Report Card- Police Department:** Police Chief Jeff Harapat reported on the cost savings in their department. They are preparing for the new building and had an officer just came back from a two-day training on evidence rooms.

Tveit reported he is currently working on narrating a video of the building progress. Tveit would like to put out a challenge out to everyone to help get people for our commissions. People like to complain but we do not get a lot of involvement from them.

Brown asked if we could go back to Old Business. Have we had any updates on the old Food-N-Fuel property? Hylen said we do have occasional interest until they find out the price and what needs to be done to the property. Just today the City received another call regarding that property.

13. **Adjournment:** The City Council adjourned the meeting at 7:15 pm.

Agreement

This Agreement is made and entered into this date, December 31, 2011 by and between Allina Health System, a Minnesota non-profit corporation, d/b/a **Allina Hospitals and Clinics (“Allina Medical Transportation”)** located at 167 Grand Avenue, St. Paul, Minnesota 55102 and **St. Francis Fire Department** (“First Responder”) having principal offices at 3740 Bridge Street, St Francis MN 55070

Witnesseth

WHEREAS, First Responder is an entity engaged in providing emergency response, care and treatment services to patients within its geographical service area; and

WHEREAS, Allina Medical Transportation is the ALS and/or BLS service provider in First Responder’s service area and has the personnel and resources to provide medical direction oversight to First Responder; and

WHEREAS, First Responder wishes to utilize medical direction oversight in the manner and to the extent set forth in this Agreement and the attachments hereto;

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. Medical Direction Oversight. Allina Medical Transportation hereby agrees to provide medical direction oversight to First Responder throughout the term of this Agreement. For the purposes of this Agreement, medical direction oversight will include:
 - a. approving standards for training and orientation of personnel that impact patient care;
 - b. approving standards for purchasing equipment and supplies that impact patient care;
 - c. establishing standing orders for prehospital care;
 - d. approving triage, treatment, and transportation protocols;
 - e. participating in the development and operation of continuous quality improvement programs;
 - f. establishing procedures for the administration of drugs;
 - g. maintaining the quality of care according to the standards and procedures established under clauses (a) to (f);
 - h. Training as specified in Exhibit A.

Allina Medical Transportation shall perform the Medical Education in a good, professional manner and in accordance with: (a) all applicable federal, state and local laws, including but not limited to HIPAA privacy requirements and the federal health care program anti-kickback statute (United States Code, Title 42, §1320a-7b); (b) substantial conformity to industry and/or academic standards required for the Medical Education; (c) the requirements of this Agreement; Allina Medical Transportation represents and warrants that all of its employees, agents and associates whose services may be used to fulfill Allina Medical Transportation's obligations under this Agreement shall be properly trained to perform the Medical Education.

Allina Medical Transportation agrees to (i) develop and provide all required educational tools for the Medical Education, including but not limited to, handouts, overheads, practice scenarios, and certification tests related to each of the Medical Education topics; (ii) provide all equipment required for practicing skills during the Medical Education, including but not limited to, mannequins, splints, and bandages; and (iii) complete on behalf of the participants of the Medical Education all required documentation for processing certifications, including but not limited to EMT / 1st Responder and CPR certifications, for the Medical Education participants. All documentation shall be completed by Allina Medical Transportation in accordance with the proper governing body in charge of the certification.

2. Contract Administration. Communications between the First Responder and Allina Medical Transportation shall be coordinated through the Lead Instructor of Allina Medical Transportation assigned to First Responder; or through Allina's External Education Supervisor. Physician medical direction oversight will be provided through the Allina Medical Transportation Medical Director and such other physicians as Allina Medical Transportation may contract with from time-to-time for such services.
3. Additional Services. In addition to the medical director oversight identified above, Allina Medical Transportation may make available from time-to-time other services including, but not limited to, those services set forth in Exhibit A attached hereto. The parties shall agree to the provision of any additional services.
4. First Responder Responsibilities. First Responder shall be solely responsible for the direction and control of its employees and the services provided by its employees when they are engaged in providing emergency response, care and treatment services to patients. In no event shall Allina Medical Transportation be liable for the acts of First Responder or its employees.
5. Fee. In exchange for the services to be provided by Allina Medical Transportation, First Responder agrees to pay Allina Medical Transportation the annual fee(s) set forth in Exhibit A attached hereto. Payment shall be due Allina Medical Transportation within thirty (30) days following the effective date of this Agreement and the remainder paid quarterly over the term of the Agreement. In the event Allina Medical Transportation terminates this Agreement prior to the expiration of the term hereof, Allina Medical Transportation shall refund to First Responder a pro rata portion of the annual fee(s), except that First Responder is responsible for the costs of any medical direction oversight already provided.

6. **Term and Termination.** **This Agreement shall be effective for a term of two (2) years from the date hereof.** This Agreement may be terminated at any time by either party, with or without cause, upon the giving of thirty (30) days written notice to the other. This Agreement will have an auto-renewal date of December, 31, 2013. The auto-renewal will be for a period of no less than 2 years, and *will include an increase of five point zero (5.0%) percent for 2014 from 2013 prices, and then an additional five point zero (5.0%) percent for 2015 based on the prices for 2014 for all listed offerings*. Including those listed as "Per Request".

7. **Insurance.**
 - a. **Allina Medical Transportation.** Allina Medical Transportation agrees to maintain such policies of insurance, self-insurance reserves, or combinations thereof in amounts not less than \$1,000,000.00 per occurrence and \$3,000,000.00 umbrella coverage. In addition, Allina Medical Transportation agrees to hold harmless and indemnify First Responder from any and all liability which Responder may incur as a result of the negligent or intentional misconduct of any Allina Medical Transportation employee providing services pursuant to this Agreement.

 - b. **First Responder.** First Responder agrees to provide and maintain insurance with limits of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate. First Responder agrees to indemnify and hold harmless Allina Medical Transportation from any and all liability arising out of the negligent or intentional misconduct of any of its employees.

8. **Independent Contractor.** In performing the medical direction oversight provided for under this Agreement, Allina Medical Transportation is acting as an independent contractor, not as an employee or agent of First Responder, and nothing contained herein shall be construed to constitute Allina Medical Transportation and First Responder as partners

9. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

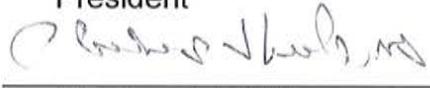
10. Nothing herein shall constitute a waiver of any defense or limitation on liability established by M. S. Chapter 466. No person shall be considered as a third party beneficiary of this Agreement.

Signature Page to immediately follow

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the day and date first written above.

Allina Medical Transportation

By:  _____ Date 2-10-12
Brian LaCroix
President

By:  _____ Date 2-10-12
Charles Lick M.D.
Medical Director

St. Francis Fire Department

By:  _____ Date 1/31/2012
Fire Chief

By: _____ Date _____

By: _____ Date _____

EXHIBIT A

St. Francis Fire Department Medical Direction Oversight Agreement

Basic Package	2012	2013
• Medical Director	\$1200.00	\$1200.00
• Administration <i>Includes Monthly EMS Drills, BLS Quality Assurance</i>		
• Use of Allina Medical Transportation Protocols	<i>Included</i>	<i>Included</i>
• Refresher of Existing Members		
• First Responders X / person	<i>Included</i>	<i>Included</i>
• EMT's X / person	<i>Included</i>	<i>Included</i>
• Healthcare Provider CPR persons	<i>Included</i>	<i>Included</i>

TOTAL PACKAGE COST: **\$2400.00**

 2012 Cost **\$1200.00**

 2013 Cost **\$1200.00**

The total contract will be paid in 8 quarterly payments at a rate of **\$300.00**/quarter.

In the event that an education session is cancelled due to fire department activities, inclement weather, the session will be made up on a date agreed upon between the fire department training officer and the lead instructor for Allina Medical Transportation.

*This Agreement will have an auto-renewal date of **December 31, 2013**, The auto-renewal will be for a period of no less than 2 years, and will include an **increase of five point zero percent for 2014 from 2013 prices, and then an additional five point zero percent for 2015 based on the prices for 2014 for all listed offerings**. Including those listed as "Per Request".*

St. Francis Home Run Club
P.O. Box 742
St. Francis, MN 55070-0742

INVOICE

DATE: FEBRUARY 29, 2012

TO:
City of St. Francis
St. Francis, MN 55070

For: Operation of City Ice Rink

DESCRIPTION	HOURS	RATE	AMOUNT
Services of Tom Lynch, President of HRC. Working with City to attempt to get ice rink up and running; checking out shelter for supplies; meeting at the shelter with vending salesman for possible vending machines.	25 hours	\$10.00	\$250.00
Services of Sandy Barette, Secretary of HRC. Time spent creating a volunteer schedule; numerous revisions to the schedule; numerous e-mails back and forth to Board members and baseball families regarding ice rink; numerous phone calls to different vending machine companies.	33 hours	\$10.00	\$330.00
Worker's Compensation Insurance Reimbursement		45.00	45.00
<i>OK AF 2-29-12 101-45200-311</i>			
TOTAL			\$625.00



PAYMENT BATCH AP 03-05-12

ACE SOLID WASTE, INC.

03/01/2012	0009208258	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	14.96
03/01/2012	0009208258	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	14.96
03/01/2012	0009208258	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	40.75
03/01/2012	0009208258	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	35.32
03/01/2012	0009208258	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	40.75
03/01/2012	0009208258	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	79.77
03/01/2012	0009208258	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	79.77
03/01/2012	0009208258	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	130.50
					\$436.78

ALEX AIR APPARATUS INC.

02/20/2012	21302	E 101-42210-218	Equipment Repair & Maintenance	9 VOLT BATTERIES	86.07
					\$86.07

AMCON

02/29/2012	cm234-09	E 402-43000-300	Professional Services	CONTRACT	7,500.00
02/29/2012	cm234-09	E 402-43000-314	Construction	CONTRACT	16,961.08
02/29/2012	cm234-09	E 402-43000-340	Advertising	CONTRACT	18.45
					\$24,479.53

AMERIPRIDE LINEN & APPAREL SER

02/16/2012	1001088691	E 609-49750-219	Rug Maintenance	RUG MAINT	46.23
02/23/2012	1001095289	E 101-41940-219	Rug Maintenance	MATS	48.74
					\$94.97

ASSURANT EMPLOYEE BENEFITS

02/21/2012	5447229.0312	E 101-41400-130	Employer Paid Insurance	03/01/12 - 03/31/12	127.69
02/21/2012	5447229.0312	E 101-41500-130	Employer Paid Insurance	03/01/12 - 03/31/12	45.97
02/21/2012	5447229.0312	E 101-42110-130	Employer Paid Insurance	03/01/12 - 03/31/12	504.82
02/21/2012	5447229.0312	E 101-43100-130	Employer Paid Insurance	03/01/12 - 03/31/12	71.93
02/21/2012	5447229.0312	E 101-43210-130	Employer Paid Insurance	03/01/12 - 03/31/12	15.99
02/21/2012	5447229.0312	E 101-45200-130	Employer Paid Insurance	03/01/12 - 03/31/12	71.93
02/21/2012	5447229.0312	E 601-49440-130	Employer Paid Insurance	03/01/12 - 03/31/12	80.92
02/21/2012	5447229.0312	E 602-49490-130	Employer Paid Insurance	03/01/12 - 03/31/12	80.92
02/21/2012	5447229.0312	E 609-49750-130	Employer Paid Insurance	03/01/12 - 03/31/12	81.13
					\$1,081.30

BELLBOY CORPORATION

02/14/2012	72163100	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	25.06
02/14/2012	72163100	E 609-49751-251	Liquor For Resale	LIQUOR	248.25
02/14/2012	72163100	E 609-49751-253	Wine For Resale	WINE	820.00
02/21/2012	72241800	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	18.60
02/21/2012	72241800	E 609-49751-251	Liquor For Resale	LIQUOR	1,132.30
02/21/2012	72241800	E 609-49751-253	Wine For Resale	WINE	184.00

\$2,428.21

BERNICK COMPANIES, THE

02/24/2012	136325	E 609-49751-252	Beer For Resale	BEER	426.00
02/24/2012	136325	E 609-49751-255	N/A Products	N/A	41.00
					<hr/>
					\$467.00

BRAUN INTERTECCORPORATION

02/06/2012	347582	E 601-49440-303	Engineering Fees	PRO SERVICES THROUGH 1/27/	1,393.25
					<hr/>
					\$1,393.25

CENTERPOINT ENERGY

01/18/2012	5939160-7.0212	E 101-43100-383	Gas Utilities	PUBLIC WORKS	250.32
01/18/2012	5939160-7.0212	E 101-45200-383	Gas Utilities	PUBLIC WORKS	250.33
01/18/2012	5944643-5.0212	E 609-49750-383	Gas Utilities	LIQUOR	163.94
01/18/2012	5945449-6.0212	E 101-42110-383	Gas Utilities	POLICE/FIRE	323.39
01/18/2012	5945449-6.0212	E 101-42210-383	Gas Utilities	POLICE/FIRE	754.59
01/18/2012	5963820-5.0212	E 101-45200-383	Gas Utilities	WARMING HOUSE	185.15
01/18/2012	6002544-2.0212	E 601-49440-383	Gas Utilities	PUBLIC WORKS	95.78
01/18/2012	6002544-2.0212	E 602-49490-383	Gas Utilities	PUBLIC WORKS	95.78
01/18/2012	6002548-3.0212	E 602-49490-383	Gas Utilities	WWTP	315.28
01/18/2012	6886465-1.0212	E 101-41940-383	Gas Utilities	CITY HALL	42.95
01/18/2012	6886468-5.0212	E 101-41940-383	Gas Utilities	CITY HALL	16.69
01/18/2012	6886472-7.0212	E 101-41940-383	Gas Utilities	CITY HALL	44.25
01/18/2012	6886475-0.0212	E 101-41940-383	Gas Utilities	CITY HALL	40.41
01/18/2012	7900331-5.0212	E 601-49440-383	Gas Utilities	WATER	878.45
01/18/2012	8964221-9.0212	E 602-49490-383	Gas Utilities	LIFT STATION	46.07
					<hr/>
					\$3,503.38

CHISAGO LAKES DISTRIBUTING CO.

02/28/2012	466889	E 609-49751-252	Beer For Resale	BEER	360.00
					<hr/>
					\$360.00

COCA COLA REFRESHMENTS

02/21/2012	0188098433	E 609-49751-254	Miscellaneous Merchandise	MISC	167.20
02/21/2012	0188098434	E 609-49751-254	Miscellaneous Merchandise	CREDIT	(38.00)
					<hr/>
					\$129.20

COLONIAL INSURANCE

02/25/2012	7129661-0305644	G 101-21710	Other Deductions	MARCH PREMIUM	297.08
					<hr/>
					\$297.08

CONNEXUS ENERGY

01/20/2012	298392.0212	E 101-41940-381	Electric Utilities	CITY HALL	293.80
01/20/2012	298393.0212	E 602-49451-381	Electric Utilities	LIFT STATIONS	6,211.01
01/20/2012	298394.0212	E 101-45200-381	Electric Utilities	PARKS	254.42
01/20/2012	298395.0212	E 601-49440-380	Electric-System	WATER	4,705.52
01/20/2012	298396.0212	E 101-43100-386	Street Lighting	STREET LIGHTS	3,519.71
01/20/2012	301895.0212	E 101-41940-381	Electric Utilities	SIGN	55.56
01/20/2012	302965.0212	E 101-42110-381	Electric Utilities	POLICE/FIRE	208.60
01/20/2012	302965.0212	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.34
01/20/2012	302965.0212	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
01/20/2012	302965.0212	E 101-42210-381	Electric Utilities	POLICE/FIRE	486.75
01/20/2012	302965.0212	E 101-43100-381	Electric Utilities	BRIDGE STREET	164.95

01/20/2012	302965.0212	E 101-45200-381	Electric Utilities	BRIDGE STREET	164.96
01/20/2012	302965.0212	E 609-49750-381	Electric Utilities	LIGUOR	1,011.39
					\$17,087.35

CONSTRUCTION & GENERAL

02/28/2012	022812	G 101-21707	Union Dues	MAINT UNION DUES MARCH 201	228.00
					\$228.00

CRYSTAL SPRINGS ICE

02/21/2012	25916	E 609-49751-254	Miscellaneous Merchandise	ICE	44.80
					\$44.80

DAHLHEIMER DIST. CO. INC.

02/15/2012	1012109	E 609-49751-252	Beer For Resale	BEER	4,188.24
02/15/2012	1012109	E 609-49751-255	N/A Products	N/A	15.50
02/17/2012	2587	E 609-49751-252	Beer For Resale	BEER	82.00
02/22/2012	1012144	E 609-49751-252	Beer For Resale	BEER	3,122.52
02/22/2012	1012144	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
					\$7,544.26

DAY DISTRIBUTING CO.

02/17/2012	638751	E 609-49751-252	Beer For Resale	BEER	940.15
					\$940.15

DELTA DENTAL

02/15/2012	4796459	G 101-21710	Other Deductions	03/01/12 - 03/31/12	254.85
					\$254.85

ECM PUBLISHERS, INC.

02/22/2012	IP00810626	E 101-41910-352	General Notices and Pub Info	FARMLAND RENT	52.40
02/24/2012	IQ001795169	E 101-41910-352	General Notices and Pub Info	FARMLAND RENT	47.00
02/24/2012	IQ001795219	E 101-41910-352	General Notices and Pub Info	CHARTER COMMISSION	133.25
02/29/2012	IP00811020	E 101-41910-352	General Notices and Pub Info	FARMLAND RENT	52.40
					\$285.05

EMERGENCY APARATUS MAINTENENC

02/21/2012	60097	E 101-42210-221	Vehicle Repair & Maintenance	FIX PUMP	1,153.11
					\$1,153.11

EXTREME BEVERAGE

02/17/2012	W-501908	E 609-49751-254	Miscellaneous Merchandise	MISC	167.50
					\$167.50

FAANES, JOHN

02/16/2012	021612	E 101-42210-217	Other Operating Supplies	HUDSON MAPS	102.64
					\$102.64

FERGUSON WATERWORKS

02/15/2012	S01349969.001	E 601-49440-259	Water Meters	METERS	2,190.80
					\$2,190.80

G&K SERVICES, INC

02/10/2012	1043109460	E 601-49440-402	Janitorial Service	MATS	90.39
02/17/2012	1043114395	E 101-43100-402	Janitorial Service	RUGS, TOWELS	20.61
02/17/2012	1043114395	E 101-45200-402	Janitorial Service	RUGS, TOWELS	20.61
02/17/2012	1043114395	E 601-49440-402	Janitorial Service	RUGS, TOWELS	20.60

02/17/2012	1043114395	E 602-49490-402	Janitorial Service	RUGS, TOWELS	20.60
					\$172.81

GOPHER STATE ONE-CALL

03/01/2012	33288	E 601-49440-442	Gopher State	FEBRUARY TICKETS	6.58
03/01/2012	33288	E 602-49490-442	Gopher State	FEBRUARY TICKETS	6.57
					\$13.15

GRANITE CITY JOBBING CO.

02/14/2012	711617	E 609-49750-210	Operating Supplies	OPERATING	122.01
02/14/2012	711617	E 609-49751-206	Freight and Fuel Charges	OPERATING, TOBACCO	4.25
02/14/2012	711617	E 609-49751-256	Tobacco Products For Resale	TOBACCO	487.32
02/14/2012	711617	G 101-20810	Sales Tax Payable	SALES TAX	(0.78)
02/21/2012	712362	E 609-49750-210	Operating Supplies	OPERATING	33.47
02/21/2012	712362	E 609-49751-206	Freight and Fuel Charges	OPERATING, MISC, TOBACCO	4.25
02/21/2012	712362	E 609-49751-254	Miscellaneous Merchandise	MISC	14.39
02/21/2012	712362	E 609-49751-256	Tobacco Products For Resale	TOBACCO	546.09
02/21/2012	712362	G 101-20810	Sales Tax Payable	SALES TAX	(0.39)
02/28/2012	713096	E 609-49750-210	Operating Supplies	OPERATING	76.42
02/28/2012	713096	E 609-49751-206	Freight and Fuel Charges	OPERATING, MISC, TOBACCO	4.25
02/28/2012	713096	E 609-49751-254	Miscellaneous Merchandise	MISC	7.70
02/28/2012	713096	E 609-49751-256	Tobacco Products For Resale	TOBACCO	474.00
02/28/2012	713096	G 101-20810	Sales Tax Payable	SALES TAX	(0.78)
					\$1,772.20

HACH COMPANY

02/13/2012	7620708	E 601-49440-235	Lab Supplies	CHEMICALS	355.18
					\$355.18

HAGENBECK, SAVANNAH

		R 101-32180	Cigs,Refuse,etc.Permits	RETURN MESSAGE LICENSE FE	200.00
					\$200.00

HAWKINS, INC.

02/13/2012	3308991	E 602-49490-216	Chemicals and Chem Products	FERRIC CHLORIDE	1,532.53
02/21/2012	3311273	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	1,543.22
					\$3,075.75

INNOVATIVE OFFICE SOLUTIONS, L

02/07/2012	WO-10946611-1	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	23.86
02/07/2012	WO-10946611-1	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	19.83
02/07/2012	WO-10946611-1	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	19.83
02/07/2012	WO-10946611-1	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	0.00
02/07/2012	WO-10946611-1	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	19.83
02/07/2012	WO-10946611-1	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	0.00
02/07/2012	WO-10946611-1	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	19.82
02/07/2012	WO-10946611-1	E 609-49750-200	Office Supplies	OFFICE SUPPLIES	0.00
					\$103.17

JOHNSON BROS WHLSE LIQUOR

02/15/2012	1235128	E 609-49751-206	Freight and Fuel Charges	LIQUOR	5.88
02/15/2012	1235128	E 609-49751-251	Liquor For Resale	LIQUOR	412.00
02/15/2012	1235129	E 609-49751-206	Freight and Fuel Charges	WINE	7.35
02/15/2012	1235129	E 609-49751-253	Wine For Resale	WINE	214.60

02/22/2012	1239611	E 609-49751-206	Freight and Fuel Charges	LIQUOR	13.21
02/22/2012	1239611	E 609-49751-251	Liquor For Resale	LIQUOR	904.46
02/22/2012	1239612	E 609-49751-206	Freight and Fuel Charges	WINE	24.99
02/22/2012	1239612	E 609-49751-253	Wine For Resale	WINE	902.59
02/23/2012	527119	E 609-49751-206	Freight and Fuel Charges	CREDIT	(5.88)
02/23/2012	527119	E 609-49751-253	Wine For Resale	CREDIT	(229.60)
					\$2,249.60

KID POWER PEDAL PULLS, LLC

02/29/2012		E 230-49990-441	Miscellaneous	1/2 FOR PIONEER DAYS	340.00
					\$340.00

KIMS KLEANING

02/26/2012	1979	E 101-41940-402	Janitorial Service	CLEANING	256.52
02/26/2012	1980	E 101-43100-402	Janitorial Service	CLEANING	171.01
02/26/2012	1981	E 101-42110-402	Janitorial Service	CLEANING	513.03
02/26/2012	1982	E 101-42210-402	Janitorial Service	CLEANING	136.81
02/26/2012	1983	E 101-45000-402	Janitorial Service	CLEANING	85.51
02/26/2012	1984	E 601-49440-402	Janitorial Service	CLEANING	171.01
					\$1,333.89

LAW ENFORCEMENT LABOR SVCS.

02/28/2012	022812	G 101-21707	Union Dues	POLICE UNION DUES MARCH 20	323.82
					\$323.82

MCDONALD DIST CO.

02/16/2012	294362	E 609-49751-255	N/A Products	N/A	78.50
02/16/2012	294363	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
02/16/2012	294363	E 609-49751-252	Beer For Resale	BEER	4,164.65
02/23/2012	294886	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
02/23/2012	294886	E 609-49751-252	Beer For Resale	BEER	4,126.71
					\$8,375.86

METRO FIRE

02/16/2012	43421	E 101-42210-218	Equipment Repair & Maintenance	BLOWOUT DISC	16.09
02/27/2012	43481	E 101-42210-218	Equipment Repair & Maintenance	BAIL HANDLES	23.61
					\$39.70

METRO WEST INSPECTIONS SERVICE

02/10/2012	021012	E 101-42400-311	Contract	Inspection services	1,527.63
					\$1,527.63

MN NCPERS LIFE INSURANCE

03/01/2012	7334312.0212	G 101-21710	Other Deductions	FEB PAYROLL DEDUCT	48.00
					\$48.00

NORTH ANOKA PLUMBING

02/20/2012	7579	E 602-49490-401	Repairs/Maint Buildings	REPLACE WATER HEATER	2,430.00
					\$2,430.00

NORTH SUBURBAN REG MUTUAL AID

02/08/2012	72	E 101-42210-433	Dues and Subscriptions	MEMBERSHIP	150.00
					\$150.00

NORTHWEST ASSOC. CONSULTANTS

03/01/2012	20156	E 101-41910-311	Contract	CITY PROJECTS	4,892.88
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03/01/2012	20157	E 101-41910-311	Contract	MEETINGS	400.00
03/01/2012	20158	G 803-22094	Esc-Jones Subdivision	JONES	317.53
03/01/2012	20158	G 803-22095	Esc-ISD #15 Clinic	ISD #15	394.85
					\$6,005.26

OPUS 21					
02/17/2012	120162	E 601-49440-382	Utility Billing	JANUARY 2012	1,423.26
02/17/2012	120162	E 602-49490-382	Utility Billing	JANUARY 2012	1,423.25
					\$2,846.51

PACE ANALYTICAL SERVICES					
02/14/2012	VM123772	E 602-49490-313	Sample Testing	CHEMICALS	62.50
02/20/2012	VM123871	E 602-49490-313	Sample Testing	TESTING	118.00
02/24/2012	VM124169	E 601-49440-313	Sample Testing	TESTING	82.50
					\$263.00

PAUSTIS & SONS					
02/13/2012	8338111-IN	E 609-49751-206	Freight and Fuel Charges	WINE	8.75
02/13/2012	8338111-IN	E 609-49751-253	Wine For Resale	WINE	779.00
					\$787.75

PHILLIPS WINE & SPIRITS CO.					
02/15/2012	2197366	E 609-49751-206	Freight and Fuel Charges	LIQUOR	13.23
02/15/2012	2197366	E 609-49751-251	Liquor For Resale	LIQUOR	959.40
02/15/2012	2197367	E 609-49751-206	Freight and Fuel Charges	MISC	1.47
02/15/2012	2197367	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
02/22/2012	2200592	E 609-49751-206	Freight and Fuel Charges	LIQUOR	13.23
02/22/2012	2200592	E 609-49751-251	Liquor For Resale	LIQUOR	893.81
02/22/2012	2200593	E 609-49751-206	Freight and Fuel Charges	WINE	54.39
02/22/2012	2200593	E 609-49751-253	Wine For Resale	WINE	1,005.75
02/22/2012	2200594	E 609-49751-206	Freight and Fuel Charges	N/A	1.47
02/22/2012	2200594	E 609-49751-255	N/A Products	N/A	56.00
					\$3,040.70

QUALITY WINE & SPIRITS					
01/17/2012	562199-00	E 609-49751-251	Liquor For Resale	LIQUOR	57.50
02/22/2012	577546-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR	36.80
02/22/2012	577546-00	E 609-49751-251	Liquor For Resale	LIQUOR	1,583.45
					\$1,677.75

RAMSEY, CITY OF					
02/22/2012	022212	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES - FE	666.00
					\$666.00

SKINNER, MARLINE					
03/01/2012	030112	E 101-42700-311	Contract	MONTHLY	500.00
					\$500.00

SOUTHERN WINE & SPIRITS OF MN					
02/15/2012	1703443	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	7.94
02/15/2012	1703443	E 609-49751-251	Liquor For Resale	LIQUOR	1,033.60
02/15/2012	1703443	E 609-49751-253	Wine For Resale	WINE	150.48
					\$1,192.02

ST. FRANCIS AREA CHAMBER OF					
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E 101-41400-433	Dues and Subscriptions	2012 EXPO	62.50
E 101-42110-433	Dues and Subscriptions	2012 EXPO	62.50
			<u>\$125.00</u>

ST. FRANCIS COLLISION & GLASS

02/16/2012	B080660A	E 101-42210-221	Vehicle Repair & Maintenance	DO. TRUCK	260.50
					<u>\$260.50</u>

TELECID (TWIN CITIES EMEDIA)

02/22/2012	20120017	G 101-15500	Prepaid Items	100 HOURS TIME BLOCK	7,000.00
					<u>\$7,000.00</u>

THE AMERICAN BOTTLING COMPANY

02/24/2012	2449911120	E 609-49751-254	Miscellaneous Merchandise	MISC	138.80
					<u>\$138.80</u>

TOM LYNCH ELECTRIC

01/04/2012	010412	E 609-49750-401	Repairs/Maint Buildings	LIQUOR STORE	275.00
01/15/2012	011512	E 101-45200-401	Repairs/Maint Buildings	WARMING HOUSE	160.00
02/07/2012	020712	E 101-42210-401	Repairs/Maint Buildings	WEST SHOP-FIRE DEPT-WARMI	88.34
02/07/2012	020712	E 101-45200-401	Repairs/Maint Buildings	WEST SHOP-FIRE DEPT-WARMI	88.33
02/07/2012	020712	E 602-49490-401	Repairs/Maint Buildings	WEST SHOP-FIRE DEPT-WARMI	88.33
02/13/2012	021312	E 602-49490-401	Repairs/Maint Buildings	CONTROL BUILDING	585.00
02/19/2012	021912	E 101-41940-401	Repairs/Maint Buildings	CITY HALL	1,695.00
					<u>\$2,980.00</u>

WINE MERCHANTS

02/15/2012	397351	E 609-49751-206	Freight and Fuel Charges	WINE	1.47
02/15/2012	397351	E 609-49751-253	Wine For Resale	WINE	95.25
					<u>\$96.72</u>

WIRTZ BEVERAGE MN

02/16/2012	704507	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	10.00
02/16/2012	704507	E 609-49751-251	Liquor For Resale	LIQUOR	230.65
02/16/2012	704507	E 609-49751-253	Wine For Resale	WINE	115.95
02/23/2012	707582	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE, N/A	82.65
02/23/2012	707582	E 609-49751-251	Liquor For Resale	LIQUOR	3,348.38
02/23/2012	707582	E 609-49751-253	Wine For Resale	WINE	1,722.85
02/23/2012	707582	E 609-49751-255	N/A Products	N/A	79.90
					<u>\$5,590.38</u>

\$120,436.43

FUND SUMMARY

101 GENERAL FUND	\$29,938.99
230 PIONEER DAYS	\$340.00
402 CAPITAL EQUIPMENT	\$24,479.53
601 WATER FUND	\$11,593.84
602 SEWER FUND	\$14,658.65
609 MUNICIPAL LIQUOR FUND	\$38,713.04
803 ESCROW	\$712.38
Total	<u>120,436.43</u>

CITY OF ST. FRANCIS
3/5/2012

Checks cut since last Council Meeting

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

Disbursements via Debits to Checking account in February 2012

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/2/2012	Federal Tax	Federal Payroll Tax	15,316.03
2/2/2012	PERA	P.E.R.A	12,405.00
2/2/2012	ING	Deferred Comp	770.00
2/2/2012	ICMA	Deferred Comp	790.00
2/2/2012	State Tax	State Payroll Tax	3,456.21
02/06/12	Return check	Repaid	70.00
2/14/2012	Sales Tax	Sales tax	12,585.00
02/16/12	Federal Tax	Federal Payroll Tax	14,517.77
02/16/12	PERA	P.E.R.A	11,859.22
02/16/12	ING	Deferred Comp	880.00
02/16/12	ICMA	Deferred Comp	790.00
02/16/12	State Tax	State Payroll Tax	3,271.39
02/21/11	MN PFA	Loan Payment	104,557.59
02/22/12	Federal Tax	Federal Payroll Tax	1,102.87
02/22/12	PERA	P.E.R.A	320.16
02/22/12	State Tax	State Payroll Tax	152.60
02/10/12	Elan Financial	Credit Card	10,717.04
	TOTAL		193,560.88



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

PLANNING REPORT

TO: St. Francis City Council
Matt Hylen, City Administrator

FROM: Nate Sparks

MEETING DATE: February 21, 2012 Tabled
March 5, 2012 Re-Addressed

DATE: February 16, 2012

RE: Ordinance Amendment – Allowing Accessory Medical Clinics to Public Schools in the R-2, Urban Single Family Residential District

BACKGROUND

The St. Francis School District has made an application for a text amendment to allow for a clinic to operate within the High School. The clinic is not the typical school nurse station but rather a clinic intending to serve employees and their families. The text amendment would allow for this type of use as a conditional use permit in the R-2 District.

REQUEST REVIEW

The St. Francis Zoning Ordinance has historically considered schools to be institutional uses within residence districts. This can cause issues with accessory and ancillary uses for such institutions, as these may not be compatible within residential zoning districts. Thus, schools are restricted in terms of the accessory uses allowed on site. If the schools were to be zoned within custom institutional or commercial districts, this would not be much of a concern. However, the High School building on 3325 Bridge Street is zoned R-2, Single Family Residential and accessory medical office uses are not allowed within such residential districts. Thus, the School District has made this application to amend the code.

DRAFT AMENDMENT

The School District wishes to have a limited medical clinic within the High School building in order to primarily serve district employees and their dependents. If the Planning Commission finds that this use is acceptable it would be appropriate to add this use as a conditional use in the R-2 District. The draft language proposed read as follows:

10-57-4: R-2 District Conditional Uses:

D. Accessory Medical Clinic to a Public School provided:

- a. The clinic is located within an existing school building.

- b. The clinic exclusively serves school district employees and dependents.
- c. The clinic shall be clearly accessory and incidental to the school use.
- d. The school shall demonstrate that adequate required parking is available on site to serve both the school and the clinic.

AMENDMENT REVIEW

The Planning Commission shall consider possible effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

CONDITIONAL USE PERMIT

It is appropriate for potentially incompatible uses within zoning districts to be allowed only through conditional uses. Since the use is proposed for a single family residential district, a CUP is required. The Planning Commission held a public hearing on the CUP request as well as the ordinance. If the Council passes the ordinance, the CUP will be included for review for after the second reading of the ordinance.

STAFF RECOMMENDATION

The proposal by the School District may be considered to be appropriate for a residential district provided it is limited. A clinic open to the general public would most definitely require a rezoning. However, with a conditional use permit to ensure compatibility concerns can be managed, it may be appropriate.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on February 15, 2012 and reviewed the amendment and conditional use permit request. The Commission voted 2-2 with one abstaining vote both to deny and then approve both the amendment and CUP.

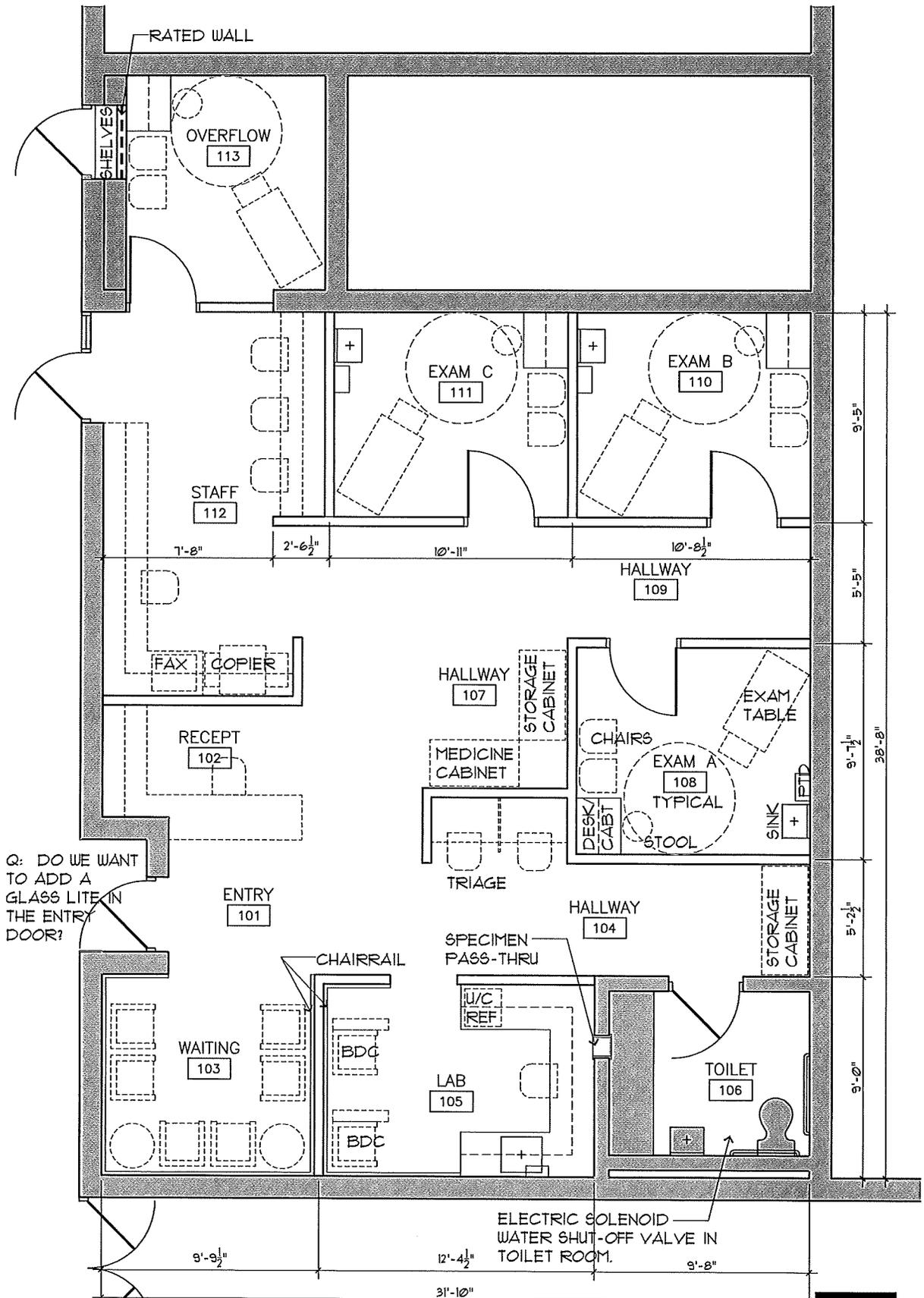
REQUESTED ACTION

The draft ordinance is attached for your review. The Council should review the ordinance and decide if allowing the accessory clinic is appropriate within the R-2 District.

Attached:

Draft Floor Plan

Draft Ordinance

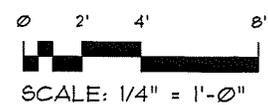


Q: DO WE WANT TO ADD A GLASS LITE IN THE ENTRY DOOR?

DESIGN PLAN

NeoPath HEALTH CLINIC
ST. FRANCIS HIGH SCHOOL, ST. FRANCIS, MN
01-13-12

NOTE: LAB & EXAM ROOM CABINETRY IS BUILT-IN BY CONTRACTOR. ALL OTHER ITEMS ARE FURNITURE PROVIDED AND INSTALLED BY NeoPath OR THE SCHOOL.



TROSSEN WRIGHT PLUTOWSKI
ARCHITECTS, P.A.
4180 Lehigh Valley Blvd., Suite 200
Allentown, PA 18103
Phone: (717) 622-7272
Fax: (717) 622-7272

CITY OF ST FRANCIS
ST FRANCIS MN
ANOKA COUNTY

ORDINANCE 165 SECOND SERIES

AN ORDINANCE CONDITIONALLY PERMITTING CLINICS ACCESSORY TO SCHOOLS
IN THE R-2, URBAN SINGLE FAMILY RESIDENTIAL DISTRICT

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 10-57-4-D (R-2 Conditional Uses) shall hereby be added to read as follows:

D. Accessory Medical Clinic to a Public School provided:

1. The clinic is located within an existing school building.
2. The clinic exclusively serves school district employees and dependents.
3. The clinic shall be clearly accessory and incidental to the school use.
4. The school shall demonstrate that adequate required parking is available on site to serve both the school and the clinic.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____
DAY OF MARCH 2012.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

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

Ordinance 166, Second Series

Amending Section 12.03 Entitled "Sale of Real Property"

The City of St. Francis ordains:

Pursuant to a Ground Lease, dated as of January 1, 2012 (the "Ground Lease"), between the City of St. Francis, Minnesota (the "City"), and the Economic Development Authority for the City of St. Francis (the "Authority"), the Authority acquired certain property (the "Site") from the City, and the Authority leased such property, together with buildings, structures or improvements now or hereafter located thereon, to the City pursuant to a Lease-Purchase Agreement, dated as of January 1, 2012 (the "Lease"), between the Authority and the City.

On January 10, 2012, the Authority issued its Public Project Lease Revenue Bonds, Series 2012A (the "Bonds"), in the original aggregate principal amount of \$8,200,000, pursuant to a resolution adopted by the Board of Commissioners of the Authority on December 19, 2011, and a Mortgage and Security Agreement and Trust Indenture, dated as of January 1, 2012 (the "Indenture"), between the Authority and U.S. Bank National Association, as trustee (the "Trustee").

Proceeds of the Bonds were loaned to the City and were applied, along with an equity contribution from the City, to (i) acquire the Site, (ii) construct and equip a public safety and public works building (the "Facilities") located on the Site, (iii) fund a reserve fund to secure the timely payment of the Bonds, and (iv) pay the costs of issuing the Bonds. The City's payments under the Lease will pay the debt service on the Bonds. Once all lease payments due under the Lease are paid in full, the Ground Lease and Lease will be terminated.

Pursuant to Section 12.03 of the City Charter of the City (the "Charter") entitled "Sale of Real Property," the City is required to approve the disposition of real property located in the City by ordinance of the City.

The City's lease of the Site to the Authority pursuant to the Ground Lease was entered into for the purposes of financing the Facilities. Such disposition of real property is hereby approved by the City Council of the City in accordance with the terms of Section 12.03 of the Charter.

This Ordinance shall be effective thirty days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF MARCH, 2012.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara Held, City Clerk

CITY OF ST FRANCIS
ST FRANCIS MN
ANOKA COUNTY

ORDINANCE 167, SECOND SERIES

AN ORDINANCE APPROVING
THE EXCHANGE OF
CITY OWNED REAL ESTATE AND EASEMENT
WITH ANOKA COUNTY

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. The City is hereby authorized and shall exchange with Anoka County the following described real property:

1. County Property to Be Conveyed to City:

Those parts of the Southeast Quarter of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota and Outlot 2, VILLAGE OF ST. FRANCIS, Anoka County, Minnesota, described as follows:

Beginning at the intersection of the south line of the North 150.00 feet of said Outlot 2, as measured at right angles to the north line thereof, and a line parallel with and 180.00 feet easterly of the following described **Line A**:

Line A: Beginning at a point on the north line of said Section 6, distant 45.54 feet West of the northeast corner thereof; thence southerly at an angle of 91 degrees, 49 minutes from said north line (measured from east to south) 2600 feet and said **Line A** there terminating.

thence westerly along said south line of the North 150.00 feet of Outlot 2 and its westerly extension 256.86 feet to a point hereinafter known as **Point A**; thence northwesterly to the following described **Point B**;

Point B: Commencing at the intersection, said point of intersection hereinafter known as **Point C**, of a line parallel with and 142.00 feet westerly of the above described **Line A** and a line parallel with and 50.00 feet southerly of the following described **Line B**:

Line B: Commencing at a point on the above described **Line A**, distant 383.8 feet southerly of its point of beginning; thence westerly at right angles to said **Line A** a distance of 42 feet; thence deflect to the left at an angle of 90 degrees a distance of 100 feet; thence deflect to the right on a ten chord spiral curve of decreasing radius (spiral angle 24 degrees 00

minutes) 400 feet, thence deflect to the right on a 12 degree 00 minute circular curve (delta angle 42 degrees 50 minutes) 356.94 feet; thence deflect to the right on a ten chord spiral curve of increasing radius (spiral angle 24 degrees 00 minutes) 400 feet; thence westerly tangent to said curve 100 feet; thence easterly along said last described course 100 feet to the point of beginning of the **Line B** to be described; thence continue easterly on the last described course 739.39 feet and said **Line B** there terminating.

thence westerly, along said 50.00 foot parallel line 40.00 feet to said **Point B**.

thence westerly, along said 50.00 foot parallel line, 60.00 feet; thence southeasterly to a point on said 142.00 foot parallel line, distant 100.00 feet southerly of said **Point C**; thence southerly along said 142.00 foot parallel line to the south line of said Southeast Quarter of the Northeast Quarter of Section 6; thence easterly along said south line to a line parallel with and 82.00 feet westerly of said **Line A**; thence northerly along said 82.00 foot parallel line to its intersection with the westerly extension of the north line of the South 600.00 feet, as measured along the west line thereof, of said Outlot 2; thence easterly, along said north line of the South 600.00 feet and its westerly extension to said line parallel with and 180.00 feet easterly of said **Line A**; thence northerly along said 180.00 foot parallel line to the point of beginning.

ALSO reserving all right of access, being the right of ingress to and egress from the above described parcel to County State Aid Highway No. 24 and State Highway No. 47. EXCEPT a 60.00 foot wide designated access, along the line between said **Point A** and said **Point B**, lying between points distant 18.00 feet and 78.00 feet northwesterly of said **Point A**, as measured along said line.

2. County Property To Be Conveyed to the City:

That part of the South Half of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, which lies within 100 feet Northerly and Northwesterly of a line which is described below:

Commencing at a point on the North line of said Section 6, distant 45.54 feet West of the Northeast corner thereof, thence run Southerly at an angle of 91 degrees 49 minutes with said North Section line (measured from East to South) for 2483 feet to the actual point of beginning described herein, thence run Westerly at an angle of 90 degrees 26 minutes 15 seconds with said first above described line (measured from South to West) for 1700 feet, thence deflect to the left at an angle of 53 degrees 00 minutes 53 seconds for 200 feet and there terminating, (hereinafter referred to as Line 1)

AND that part of the South Half of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, adjoining and Northerly of the last described parcel, which lies Southerly of the following described line:

From the point of termination of Line 1 described above, run Northwesterly at right angles to said line 1 for 100 feet to the point of beginning of the line to be described; thence deflect to the right at an angle of 90 degrees and run Northeasterly to the point of intersection of a line run parallel with and distant 200 feet Northerly of Line 2 described below; thence run Easterly on said 200 foot parallel line for 1700 feet and there terminating.

Line 2: Beginning at the point of beginning of Line 1 described above, thence run Westerly along said Line 1 for 1700 feet and there terminating.

EXCEPT those parts of the above described parcels lying easterly of a line parallel with and 82.00 feet westerly of the following described line:

Beginning at a point on the north line of said Section 6, distant 45.54 feet West of the northeast corner thereof; thence southerly at an angle of 91 degrees, 49 minutes from said north line (measured from east to south) 2600 feet and said line there terminating.

This deed is given by the County of Anoka for the purposes of conveying any interest the County may have in the above described property, including but not limited to the interest that the State of Minnesota acquired by eminent domain as evidenced by the final certificate which was filed In the Office of the Anoka County Recorder as document number 311935 and conveyed to the County by a quit claim deed which was filed in the Office of the Anoka County Recorder as document number 1297874.

P.I.N 06-33-24-13-0002

3. Permanent Non-Exclusive Easement to Be Deeded to Anoka County:

A permanent non-exclusive easement for storm sewer and drainage purposes over, under and across that part of the South 75.00 feet of the East 1944.26 feet of the South One Half of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota lying westerly of a line parallel with and 82.00 feet westerly of the following described line:

Beginning at a point on the north line of said Section 6, distant 45.54 feet West of the northeast corner thereof; thence southerly at an angle of 91 degrees, 49 minutes from said north line (measured from east to south) 2600 feet and said line there terminating.

P.I.N 06-33-24-13-0002

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. There are no net cash proceeds anticipated from this exchange. In the event that such exchange does generate net cash proceeds to the City, pursuant to Section 12.03 of the City Charter, any net cash proceeds of the exchange 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 _____, 2012.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

557587-v1

AGREEMENT TO EXCHANGE PROPERTY

This agreement is made and entered into this ____ day of _____, 2012, by and between the County of Anoka, a political subdivision of the State of Minnesota ("County") and the city of St. Francis, a municipal corporation under the laws of the State of Minnesota ("City").

WITNESSETH:

WHEREAS, the County owns property or has a property interest in property located within the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, located in the city of St. Francis ("County Property"); and

WHEREAS, the City also owns property or has a property interest in property located within the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, which abuts the County Property and is used as part of a waste water treatment facility ("City Property"); and

WHEREAS, there are boundary issues between the County Property and the City Property; and

WHEREAS, pursuant to the terms and conditions contained herein, the County and the City desire to exchange property and property interests to clear any boundary issues between their respective properties.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is hereby agreed as follows:

1. County Property to Be Conveyed to City

The County shall by quitclaim deed convey to the City the property colored in green on the attached Exhibit A. The conveyance shall include the limitation of access to said property as indicated in Exhibit A and shall include an after acquired title provision in favor of the City. The property to be conveyed to the City, with reservations to be retained by the County, is legally described in the attached Exhibit B. The County shall also by quitclaim deed convey to the City all interests that the County may have over the property depicted by the red hashmarks in Exhibit A, which property is legally described in the attached Exhibit C. The conveyance shall include an after acquired title provision in favor of the City.

2. City Property To Be Conveyed to County

The City shall by quitclaim deed convey to the County a non-exclusive easement for storm sewer and drainage purposes over the property colored in blue on Exhibit A, which is legally described in the attached Exhibit D.

3. Closing

The closing on the exchange of the property and property interests described herein shall take place at the Anoka County Attorney's Office, Government Center, 2100 3rd Ave., Anoka, MN 55303, at a date and time which is mutually convenient to both parties. In the event either party procures title insurance, the parties agree to execute standard closing documents as reasonably required by a title company, including but not limited to affidavits regarding seller.

IN WITNESS WHEREOF, the parties hereto have executed this document on the date(s) so indicated.

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____
Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
Jerry Soma
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

By: _____
Dan Klint
Assistant County Attorney

By: _____
Timothy D. Erb
Assistant City Attorney

Dated: _____

Dated: _____

EXHIBIT B

AGREEMENT TO EXCHANGE LAND

ST. FRANCIS

PARCEL TO BE DEEDED TO THE CITY OF ST. FRANCIS

Those parts of the Southeast Quarter of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota and Outlot 2, VILLAGE OF ST. FRANCIS, Anoka County, Minnesota, described as follows:

Beginning at the intersection of the south line of the North 150.00 feet of said Outlot 2, as measured at right angles to the north line thereof, and a line parallel with and 180.00 feet easterly of the following described **Line A**:

Line A: Beginning at a point on the north line of said Section 6, distant 45.54 feet West of the northeast corner thereof; thence southerly at an angle of 91 degrees, 49 minutes from said north line (measured from east to south) 2600 feet and said **Line A** there terminating.

thence westerly along said south line of the North 150.00 feet of Outlot 2 and its westerly extension 256.86 feet to a point hereinafter known as **Point A**; thence northwesterly to the following described **Point B**;

Point B: Commencing at the intersection, said point of intersection hereinafter known as **Point C**, of a line parallel with and 142.00 feet westerly of the above described **Line A** and a line parallel with and 50.00 feet southerly of the following described **Line B**:

Line B: Commencing at a point on the above described **Line A**, distant 383.8 feet southerly of its point of beginning; thence westerly at right angles to said **Line A** a distance of 42 feet; thence deflect to the left at an angle of 90 degrees a distance of 100 feet; thence deflect to the right on a ten chord spiral curve of decreasing radius (spiral angle 24 degrees 00 minutes) 400 feet, thence deflect to the right on a 12 degree 00 minute circular curve (delta angle 42 degrees 50 minutes) 356.94 feet; thence deflect to the right on a ten chord spiral curve of increasing radius (spiral angle 24 degrees 00 minutes) 400 feet; thence westerly tangent to said curve 100 feet; thence easterly along said last described course 100 feet to the point of beginning of the **Line B** to be described; thence continue easterly on the last described course 739.39 feet and said **Line B** there terminating.

thence westerly, along said 50.00 foot parallel line 40.00 feet to said **Point B**.

thence westerly, along said 50.00 foot parallel line, 60.00 feet; thence southeasterly to a point on said 142.00 foot parallel line, distant 100.00 feet southerly of said **Point C**; thence southerly along said 142.00 foot parallel line to the south line of said Southeast Quarter of the Northeast Quarter of Section 6; thence easterly along said south line to a line parallel with and 82.00 feet westerly of said **Line A**; thence northerly along said 82.00 foot parallel line to its intersection with the westerly extension of the north line of the South 600.00 feet, as measured along the west line thereof, of said Outlot 2; thence easterly, along said north line of the South 600.00 feet and its westerly extension to said line parallel with and 180.00 feet easterly of said **Line A**; thence northerly along said 180.00 foot parallel line to the point of beginning.

ALSO reserving all right of access, being the right of ingress to and egress from the above described parcel to County State Aid Highway No. 24 and State Highway No. 47. EXCEPT a 60.00 foot wide designated access, along the line between said **Point A** and said **Point B**, lying between points distant 18.00 feet and 78.00 feet northwesterly of said **Point A**, as measured along said line.

EXHIBIT C

AGREEMENT TO EXCHANGE LAND ST. FRANCIS ANOKA COUNTY RIGHTS TO BE DEEDED TO THE CITY OF ST. FRANCIS

That part of the South Half of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, which lies within 100 feet Northerly and Northwesterly of a line which is described below:

Commencing at a point on the North line of said Section 6, distant 45.54 feet West of the Northeast corner thereof, thence run Southerly at an angle of 91 degrees 49 minutes with said North Section line (measured from East to South) for 2483 feet to the actual point of beginning described herein, thence run Westerly at an angle of 90 degrees 26 minutes 15 seconds with said first above described line (measured from South to West) for 1700 feet, thence deflect to the left at an angle of 53 degrees 00 minutes 53 seconds for 200 feet and there terminating, (hereinafter referred to as Line 1)

AND that part of the South Half of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, adjoining and Northerly of the last described parcel, which lies Southerly of the following described line:

From the point of termination of Line 1 described above, run Northwesterly at right angles to said line 1 for 100 feet to the point of beginning of the line to be described; thence deflect to the right at an angle of 90 degrees and run Northeasterly to the point of intersection of a line run parallel with and distant 200 feet Northerly of Line 2 described below; thence run Easterly on said 200 foot parallel line for 1700 feet and there terminating.

Line 2: Beginning at the point of beginning of Line 1 described above, thence run Westerly along said Line 1 for 1700 feet and there terminating.

EXCEPT those parts of the above described parcels lying easterly of a line parallel with and 82.00 feet westerly of the following described line:

Beginning at a point on the north line of said Section 6, distant 45.54 feet West of the northeast corner thereof; thence southerly at an angle of 91 degrees, 49 minutes from said north line (measured from east to south) 2600 feet and said line there terminating.

This deed is given by the County of Anoka for the purposes of conveying any interest the County may have in the above described property, including but not limited to the interest that the State of Minnesota acquired by eminent domain as evidenced by the final certificate which was filed in the Office of the Anoka County Recorder as document number 311935 and conveyed to the County by a quit claim deed which was filed in the Office of the Anoka County Recorder as document number 1297874.

P.I.N 06-33-24-13-0002

EXHIBIT D

AGREEMENT TO EXCHANGE LAND

ST. FRANCIS

PERMANENT NON-EXCLUSIVE EASEMENT TO BE DEEDED TO ANOKA COUNTY

A permanent non-exclusive easement for storm sewer and drainage purposes over, under and across that part of the South 75.00 feet of the East 1944.26 feet of the South One Half of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota lying westerly of a line parallel with and 82.00 feet westerly of the following described line:

Beginning at a point on the north line of said Section 6, distant 45.54 feet West of the northeast corner thereof; thence southerly at an angle of 91 degrees, 49 minutes from said north line (measured from east to south) 2600 feet and said line there terminating.

P.I.N 06-33-24-13-0002

AGENDA REPORT

TO: City Administrator

FROM: Public Works Director 

SUBJECT: Replacement of underutilized equipment

DATE: 3-5-2012

INTRODUCTION: With Council guidance, City Staff is constantly looking at ways to better utilize our current equipment. If we find a piece of equipment is being underutilized, we research and try to find the "tool" that will better serve our needs, always keeping in mind the importance of "multi-use equipment". We have identified 2 underutilized pieces of equipment in the public works department.

BACKGROUND: The City currently has a 2003 Kawasaki Mule and a 2007 Polaris Ranger. While both are good machines their usefulness is very limited for the Public Works Department. Both are used during Pioneer Days to move staff and haul garbage. The mule is primarily used for grooming the infields at our ball fields; it has a custom fit ball field groomer. The Ranger is used to spray weeds along the waste water treatment plant dike roads and is driven in the spring time on the dike roads to prevent rutting. Both machines remain parked in the winter time. The mule with the ridged style hitch is difficult to use without gouging the infield and creating more work. The budgeted replacement for these 2 machines is 1 Bobcat Toolcat. The versatility of the Toolcat will allow us to utilize it in every season. The all wheel steer will give better mobility in the parks and on the ball fields. We will be able to put a snowplow on the Toolcat and use it on paths and in our smaller parking lots. We would like to add a sprayer attachment; this will give us the ability to not only spray weeds at the wastewater treatment plant but have the option of weed control and fertilizing at our parks and city grounds. All of our current Bobcat attachments can be used by this machine along with a multitude of other attachments. Because this machine is extremely user friendly more staff members will be able to use it for light digging hauling, loading and truck unloading.

We are currently researching infield drags for our ball fields. We will need to purchase one before the season starts. This is a separated budgeted item.

Attached you will find the trade value for the 2 underutilized machines and a lease option.

Another option to consider is the Fire Department has expressed interest in budgeting for and adding a 6 wheel ATV (similar to our Ranger) for grass fires and rough terrain recovery/rescue. Our Ranger could be utilized as a "test" machine for the Fire Department. This would give them time to accurately assess their needs so they can design the exact piece of equipment for them. This would also give them time to budget for this piece of equipment all while immediately filling an important need.

RECOMMENDATION: Council to approve purchase of Bobcat Toolcat with V-plow attachment and Sprayer attachment for \$47,924.64 (State bid pricing) from Crawford's Equipment.

Council to approve trade of 2003 Kawasaki Mule for \$3000.00 to Crawford's Equipment.

Council to approve transfer of Polaris Ranger from the Public Works Department to the Fire Department.

BUDGET IMPACT: None. Currently there is \$62,000.00 available in the Capital improvement plan for this purchase.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Toolcat quote
2. V-plow quote
3. Sprayer quote
4. Lease option
5. Trade values



Product Quotation

Quotation Number: NEW

Date: 2012 -1-21

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: PAUL T CITY OF ST FRANCIS ST FRANCIS, MN Phone: (763) 753 2304	Crawford's Equipment, Inc., Cambridge, MN 4853 HIGHWAY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	CRAWFORDS Attn: HOUSE SALES 4853 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794
<p>-----</p> <p>Contact: Brian Crawford Phone: 763-689-1794 Cellular: 612-860-3960 E Mail: brian@crawfordsequip.com</p>		

Description	Part No	Qty	Price Ea.	Total
Toolcat 5600 F-Series	M1001	1	\$4,131.00	\$43,131.00
Adjustable Vinyl Seats	Hydraulic Dump Box			
All-Wheel Steer	Instrumentation:			
Automatically Activated Glow Plugs	Hourmeter, Job Hours, Speedometer,			
Auxiliary Hydraulics	Tachometer, Fuel Guage, Engine			
Variable Flow with dual direction detent	Temperature Gauge, and Warning Lights			
Beverage Holders	Joystick, Manually Controlled with Lift Arm Float			
Bob-Tach	Lift Arm Support			
Boom Float	Parking Brake, automatic			
Cargo Box Support	Power Steering with Tilt Steering Wheel			
Cruise Control	Radiator Screen			
Deluxe Operator Canopy includes:	Rear Reciever Hitch			
Front Window, Rear Window ,	Seat Belts, Shoulder Harness			
Front Wipers, and Electrical Power Port	Spark Arrestor Muffler			
Lower Engine Guard	Suspension, 4-wheel independent			
Limited Slip Transaxle	Tires: 27 x 10.5-15 (8 ply), Lug Tread			
Engine and Hydraulic Monitor with Shutdown	Toolcat Interlock Control System (TICS)			
Front Work Lights	Two-Speed Transmission			
Full-time Four-Wheel Drive	Warranty: 1 Year, Unlimited Hours			
Horsepower Management				
Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471				
Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level 1				
 Deluxe Road Package	M1001-P01-C01	1	\$1,760.00	\$1,760.00
Backup Alarm	Side Mirrors			
Turn Signals	Horn			
Flashers	Lower Engine Guard			
Tail Lights	Rear Work Lights			
Brake Lights	Headlights			
Rear View Mirror				
 Cab Enclosure with Heater/Air Conditioning	M1001-R02-C03	1	\$4,195.00	\$4,195.00
High Flow Aux Hydraulics	M1001-R03-C02	1	\$1,240.00	\$1,240.00
29 x 12.5, 6 PR Turf Tires	M1001-R05-C05	1	\$450.00	\$450.00
Keyless Start	M1001-R06-C02	1	\$295.00	\$295.00
Heavy Duty Battery	M1001-R07-C02	1	\$75.00	\$75.00
7-pin Attachment Control Kit	M1001-R08-C02	1	\$175.00	\$175.00
Power Bobtach	M1001-R12-C02	1	\$990.00	\$990.00
Rear Window Guard	7150926	1	\$635.00	\$635.00
Remote Rear Hydraulics Kit, 2.5 GPM	7122379	1	\$717.00	\$717.00



Strobe Light	6815259	1	\$176.00	\$176.00
Bolt-On Cutting Edge, 62"	6718005	1	\$191.00	\$191.00
Engine Block Heater Kit	6720808	1	\$44.00	\$44.00
62" General Purpose Bucket	7114585	1	\$716.00	\$716.00
Total of Items Quoted			\$54,790.00	
Dealer P.D.I.			\$150.00	
Freight Charges			\$628.0	
DISCOUNT			(\$16,437.00)	
Sales total before Taxes			\$39,131.00	
Taxes:	STATE OF MN		\$2,636.77	
Quote Total - US dollars			\$41,767.77	

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: Purchase Order: _____

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____



Product Quotation

Quotation Number: NEW
Date:

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: PAUL T CITY OF ST FRANCIS FAX 753 9881	Crawford's Equipment, Inc., Cambridge, MN 4853 HIGHWAY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	CRAWFORDS Attn: HOUSE SALES 4853 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794
Contact: Brian Crawford Phone: 763-689-1794 Cellular: 612-860-3960 E Mail: brian@crawfordsequip.com		

Description	Part No	Qty	Price Ea.	Total
72" Snow V-Blade	6958576	1	\$4,079.00	\$4,079.00
Total of Items Quoted				\$4,079.00
Dealer P.D.I.				\$50.00
Freight Charges				\$205.00
Discount	skid steer			(\$1,224.00)
Sales total before Taxes				\$3,110.00
Taxes:	STATE OF MN			\$196.28
Quote Total - US dollars				\$3,306.28

Notes:
muni bid

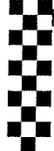
All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: _____ Purchase Order: _____

Authorized Signature: _____

Print: _____ Sign: _____ Date: _____

Attn. Mr. Paul T



Product Quotation

Quotation Number: NEW
Date:

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: PAUL T CITY OF ST FRANCIS	Crawford's Equipment, Inc., Cambridge, MN 4853 HIGHWAY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	CRAWFORDS Attn: HOUSE SALES 4853 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794
Contact: Brian Crawford Phone: 763-689-1794 Cellular: 612-860-3960 E Mail: brian@crawfordsequip.com		

Description	Part No	Qty	Price Ea.	Total
Wiring Harness, 5600 D Series	7138309	1	\$169.00	\$169.00
80 Gal. Sprayer	7138280	1	\$1,950.00	\$1,950.00
--- 21' Boom Kit	6959268	1	\$1,260.00	\$1,260.00
Total of Items Quoted				\$3,379.00
Dealer P.D.I.				\$50.00
Freight Charges				\$273.00
Discount skid loader				(\$1,014.00)
Sales total before Taxes				\$2,688.00
Taxes: STATE OF MN				\$162.59
Quote Total - US dollars				\$2,850.59

Notes:
WITH BOOM KIT

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: Purchase Order: _____

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____



Bobcat®

Product Quotation

Quotation Number: NEW

Date: 10/7/10

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: HOUSE SALES 4853 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794	Crawford's Equipment, Inc., Cambridge, MN 4853 HIGHWAY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028	CRAWFORDS Attn: HOUSE SALES 4853 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794
<p>-----</p> <p>Contact: BRIAN CRAWFORD Phone: 763-689-1794 Fax: 763-689-3028 Cellular: 612-889-0001 E Mail: brian@crawfordsequip.com</p>		

After PAI

2003 KAWASAKI MULE WITH CAB
2007 POLARIS RANGER WITH CAB

Untitled

TRADE PRICE \$3000

TRADE PRICE \$6000

THANKS BRIAN



2011

The logo for the City of St. Francis features a stylized 'S' and 'F' intertwined. The 'S' is white and set against a green background, while the 'F' is white and set against a blue background.

City of
St. Francis

City Council and Management Team Retreat

Facilitators: Richard Fursman, Irina Fursman

Brimeyer Fursman, LLC

2/28/2011

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Introduction

The City of St. Francis conducted a four-hour Work Session on Monday, February 28th, 2011. The participants included the Mayor and three council members. The City Administrator and department directors were also present.

Objectives

Based on the conversations with the City Administrator and Council members, the following list of objectives were identified and the agenda was formed:

- ▶ Set Goals/Objectives for 2011/12
- ▶ Build Team /Trust
- ▶ Get everyone on the same page
- ▶ Firmly close the door on contentious issues
- ▶ Move forward
- ▶ Get to know each other better
- ▶ Think through what we do and why we do it

Agenda

4:00 Introductions

- Review Session Expectations
- Review Agenda
- Rules for session
- Discuss Values

5:00 Priorities 2011/2012

- SWOT
- Actions / priorities

Break

7:30 Roles and Responsibilities

What are our roles in making this happen?



VALUES

An introduction exercise was used to lead the group into a discussion on Values. Expressed experiences were later identified as Community Values, Organizational Values and Leadership Values.



Community

- Culture Blend
- Freedom
- Wander around
- No cares
- Safe
- Tight Family
- Sense of Community
- Simple , Creative
- Opportunity
- Worry Free



Organization

- Satisfaction
- Fun
- Relaxing
- Unplug
- See Accomplishments
- Thrill / Adventure
- Simple Pleasures
- Decision making
- Learning
- Connection
- Pride
- Nature



Leadership

- Integrity
- Respectful
- Wisdom
- Strength
- Courage
- Belief
- Visionary
- Trustworthy
- Values
- Change Agent
- Responsibility
- Positive Perseverance

Planning Session: The participants shared their thoughts on the strengths and weaknesses of the community and then brainstormed on ways to keep the strengths going strong and deal with the weaknesses.

The participants then examined external opportunities, or prospects from outside the City that could be turned into advantages for the community. (Example: the economy (which the City has no control over) is creating low bid prices on construction. Now might be a good time to build).

The participants also examined external threats, or challenges the City may face from external influences such as higher gas prices. The group looked at ways to minimize the impact of such external forces.

Goals: The tasks identified to help strengths, overcome weaknesses, seize opportunities and minimize weaknesses were combined into goals.

SWOT

Strengths

QUALITY SERVICES

- Good Infrastructure
- In touch with businesses / residents
- Water/Sewer
- Police / Fire
- Strong Schools
- Work well with School/Join Cooperation

SENSE OF COMMUNITY

- Volunteer (Fire)
- Strong Blue Collar Labor
- Work Ethic
- Family oriented

EFFICIENT AND STRONG
TEAM

- ***Efficient*** Management Team and Staff
- Honest
- Fun/Caring
- Respectful
- Supportive
- Team work

FORWARD THINKING
LEADERS

- Learning and improving
- Adaptive
- ***Pro-Active***
- Council "willingness"
- Responsible
- ***Goal Driven / Oriented***
- Knowledgeable

** Items in bold and italic were mentioned multiple times*

Weaknesses

TOO FEW PUBLIC/PRIVATE
AMENITIES

- No reason to visit St Francis

NEGATIVE PERCEPTION

- Perceived council dysfunction
- Mistrust in government

MIXED MESSAGES

- Lack of Communication / telling half truth
- Too much misinformation given out
- Wrong information getting to public
- No local paper /radio/media
- Value to understanding water /sewer rates

INSUFFICIENT RESOURCES

- Lack of commitment by council/follow through
- Buildings are obsolete
- Disjointed office space
- Perception of high taxes
- "Spread thin" (man power)
- Not enough money

NO GOOD ACCESS
TO SAINT FRANCIS

- City split by one river crossing
- Location – no good roads to get to us

POOR CITIZEN
INVOLVEMENT

- Busy community
- Poor citizen involvement

NEGATIVE THINKING

- Stuck in past
- Close minded

DEVELOPMENT PLANNING

- Inefficient planning
- Dormant development

Opportunities

TIME
LOW COST /RATES
GRANTS
SHARED RESOURCES
NEW ENERGY
NEW TECHNOLOGY

- Economy Drag – time to reposition
- Building cost low
- New service organizations
- Met Council taking over sewer
- Grant opportunities
- County fiber
- Wind energy
- Share resources

Challenges and Threats

STATE BUDGET
WEATHER
FUEL COSTS

- State Budget and laws
- Weather / floods
- Fuels Costs

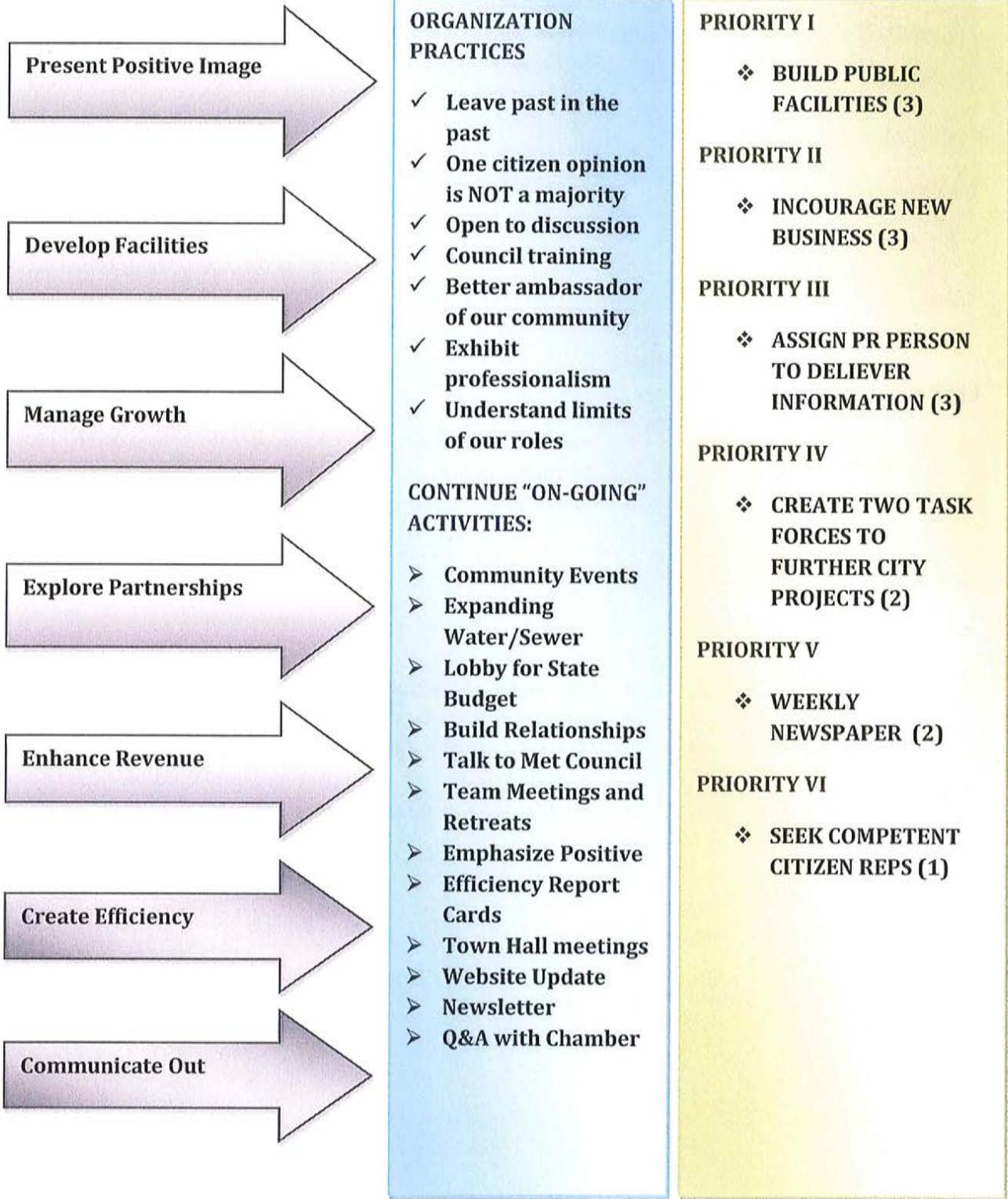
IMAGE CONTROL

- Poor image of Northern Anoka County
- External perception
- Media choosing our story
- Shared Services
- Working with in-flux neighbors

2012 GOALS

OPEARTIONS

**PRIORITIES
(Council Votes)**



ACTIONS AND GOALS

Present Positive Image	Develop Facilities	Manage Growth	Enhance Revenue	Explore Partnerships	Create Efficiency	Communicate out
<ul style="list-style-type: none"> • Seek competent citizens reps • Continue Community Events • Additional park activities • Leave the past in the past • One citizen opinion is not a majority • Open to discussion • Council training • Better ambassador of our community • Exhibit professionalism • Understand limits of our roles 	<ul style="list-style-type: none"> • Build Public Works • Build Police Station • Build City Hall • Build a Sports Complex • Take advantage of cost and build • Update all city facilities 	<ul style="list-style-type: none"> • Keep expanding water/sewer, so ready for business • Encourage new business w/TIF, HRA. • Moratorium on lot development • Keep moving forward 	<ul style="list-style-type: none"> • Lobbying for state budget • Raise taxes • Interns for Grants/EDA 	<ul style="list-style-type: none"> • Build relationships before rushing into things • Continue building relationships with others • Combine Police Departments • Hire Parks and Rec Director • "Be prepared" for emergency situation • Hire FT city employee to handle Fire admin and ordinance enforcement • Contract out Parks and Rec duties • Talk to Met Council • Hire FT Fire Chief • Hire Economic Development Director 	<ul style="list-style-type: none"> • Document Management System • Interns to do document management • Create two task forces to further city projects • Unique management team retreats • Management team meetings • Council retreats • Continue to have workshops 	<ul style="list-style-type: none"> • Monthly Electronic Newsletter • Weekly Newspaper • All information goes through PR Person • Emphasize positive • Continue efficiency report cards • Brag about our community "stuff" • Suggestion Box for community events • News paper ads for volunteers • Personally invite people to participate • Town Hall meetings • Website with sections for each department • Q&A Sessions with Chamber • Interactive website • Stay out of media lime light • Keep everyone informed

*Items in bold and italic were mentioned multiple times

Roles and Responsibilities

The participants discussed the keys to success and the most effective ways to accomplish goals and keep costs down. There were several ideas shared, but the main points were to focus on one priority at a time, speak with one voice, work as a team, and support the decisions of the majority. All but one participant agreed to work together to commit to the established goals and support the team.

Keys to efficient and effective implementation of goals and process

Focus on one priority at a time

- Trying to do too much or to chase random projects was adding costs and slowing down progress on goals

Speak with one voice

- Having mixed messages with the public was counter-productive: adding costs and delays to work

Work as a team

- Having staff or council members constantly working against one another was another delay and poor message to the community

Support Decisions

- Once a decision is made, work toward the best possible outcome for the community rather than working to derail it

