

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
August 5, 2013
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes –July 15, 2013
 - b. City Council Work Session Notes- July 15, 2013
 - c. Terminate Employment of Part Time Liquor Store Clerk Heidi Lefavor
 - d. Hire Part Time Liquor Store Clerk Lisa Anderson
 - e. Offer a conditional hire to Police/School Resource Officer Thomas Jerome pending background and testing.
 - f. Pay Estimate No. 1 to Bargen, Inc. for 2013 Street Maintenance-Replay Areas
 - g. Pay Estimate No. 1 to Bargen, Inc. for 2013 Street Maintenance-Crack fill
 - h. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Capital Improvement Plan 2014-2018: Public Hearing
 - b. St. Francis Area Chamber of Commerce: Pioneer Days Discussion
 - c. St. Francis Lions Club: Signage
7. Ordinances & Resolution
 - a. Resolution 2013-25: Declaring Surplus Property
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney: Closed Meeting to discuss the Consideration of the Purchase of Real Property.
The Real Property(s) that is of subject of the closed meeting is described as, 32-34-24-34-0012 and 32-34-24-34-0013. The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd.(c)(3) and 13.44 Subd. 3(a).
 - c. Staff:
 - Building Official: Inspection Vehicle
 - Fire Dept.:
 - Public Works: Organized Waste Collection Meeting Re-Cap
 - Liquor Store:
 - Police: Department Report
 - City Administrator Report: Office Support Staff -Job Description and Grade
 - Boards & Commission – Compensation pay
 - Building Department Staffing Discussion
 - Anoka Ramsey Community College-Professional & Workforce Training
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

- Aug 6: Night to Unite @ Community Park 6:00 pm
Aug 16: Movies in the Park @ Community Park starting at Dusk “*The Spy Next Door*”
Aug 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Sept 2: Labor Day – City Offices Closed
Sept 3: School Starts
Sept 3: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator



RE: Agenda Memorandum – July 15, 2013 Meeting

Agenda Items:

4. Consent Agenda:

- e. Police Officer Conditional Offer:* A conditional offer of to hire Thomas Jerome pending background and testing to become our new Police/School Resource Officer.

5. Meeting Open to the Public:

6. Petitions, Requests, Applications:

- a. Capital Improvement Plan 2014-2018:* Staff placed the Capital Improvement Plan on our City website for review (Under Finance Department). Mayor Tveit should call the public hearing to order and invite any citizen comments regarding our CIP. After no other public input, Mayor Tveit can close the public hearing. Please recall, this CIP is our plan/goal. The City Council will still need to approve any of these purchases in the coming years. A motion to approve the 5 year Capital Improvement Plan is not a motion to approve all of these potential expenditures. Therefore, a motion to approve the 2014-2018 CIP would be in order.
- b. Pioneer Days Discussion:* Representatives from the St. Francis Chamber of Commerce would like to address the City Council regarding continuing funding/cost sharing of the annual Pioneer Days event.
- c. Signage:* A representative(s) of the St. Francis Lions Club would like to discuss signage on our entrances into our city.

7. Ordinances & Resolutions

- a. Resolution 2013-25:* Attached is Resolution 2013-25 declaring surplus property and authorizing the disposal of said property. Typically, staff does not bring “salvage” value items to the City Council for approval. These items will be donated to the St. Cloud Technical & Community College Water Environment Technologies Program. A motion would be in order to approve Resolution 2013-25.

8. Reports:

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

Finance Director:

Building Official: *Inspection Vehicle:* Attached is an Agenda Report from Andy Schreder, Building Official regarding the need to acquire a vehicle from State Bid. Note: the 2014 Ford Escape prices have not been identified through State Bid.

Fire:

Public Works: *Organized Waste Collection Meeting Re-Cap:* Paul Teicher, Public Works Director attended the meeting in St. Paul in July and is going to give a summary of the meeting. If there is direction to staff on how, if any, way to proceed; we welcome the input.

Liquor Store:

Police:

City Administrator: *Office Support Staff:* Staff has been seeking ways to bring additional efficiency to government operations. Over the past year this has included elimination of positions. Currently, staff is recommending a new position to be added to fulfill needs that are not being met as well as an increase in efficiency in city hall operations. Attached is a new job description to address several department shortfalls. Nearly every department will at some point be utilizing this position as frequently as daily. The position would be the first contact at the Police/Public Works Building.

After discussion, the recommendation would be a motion to approve the new Office Support position at Grade 2, with a salary range of \$16.27-\$20.35/hour.

The second motion would be to authorize the advertisement for this position.

Boards & Commissions Compensation: Attached is a small sampling of a survey of board and commission pay from nearby communities. We should discuss the possibility of increasing pay to better match nearby communities as well as potentially stimulating some interest in our boards and commissions to get new members.

Building Department Staffing Discussion: I will be discussing with the Council about some potential efficiencies with the building department working with our neighboring communities.

Anoka Ramsey Community College-Professional & Workforce Training came to me to me about three weeks ago inquiring if the City would be interested in holding a Council retreat. I should have the proposal by Monday night for more discussion.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

July 15, 2013

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 Mike Haggard, Amy Lazere, Tim Brown and Chris McClish. Also present were City Engineer Jared Voge (Bolton & Menk) Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylen and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY HAGGARD SECOND LAZERE TO ADOPT THE JULY 15, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** Lazere asked about item d. The Council will discuss this immediately after the vote on the consent agenda. MOTION BY McCLISH SECOND BROWN TO APPROVE THE JULY 15, 2013, CITY COUNCIL CONSENT AGENDA AS A –C and E AS FOLLOWS:
 - a. Approve the City Council Minutes of July 15, 2013.
 - b. Pay Request #17 from Amcon Construction Management for a total of \$4,883.00 to Steinbrecher Painting \$3,383 and St. Cloud Refrigeration \$1,500.
 - c. Acknowledgement of the One Gambling Application for Exempt Permit (Raffle) for St. Francis Youth Hockey Application for January 1, 2014 at the St. Francis Community Center at 11:00 am
 - d. ~~Approve the Public Improvement and Assessment Agreement –Rum River Bluffs, Phase II~~
 - e. Approve the Payment of Claims for \$111,787.60 (Check #'s 65796-54744)Motion carried 5-0.
 - d. **Approve the Public Improvement and Assessment Agreement –Rum River Bluffs, Phase II** Hylen stated this is a volunteer assessment agreement. The developer has requested the water/sewer, curb, gutter and street be assessed back to the lots. We are looking at a three-year special assessment at around a 3.5% interest rate. Lazere asked in the three-year payment what if payments could not be made. Hylen said this is like any normal special assessment. Typically, they can roll it over to their primary mortgage or continue paying over the three years. This assessment does stays with the lot. MOTION BY McCLISH SECOND BROWN TO APPROVE THE PUBLIC IMPROVEMENT AND ASSESSMENT AGRREE FOR RUM RIVER BLUFFS PHASE II. Motion approved 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**

7. **Ordinances & Resolution:**

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

a. **Engineer: Rum River Bluffs Bid Results & Resolution 2013-24 Awarding the Bid:** Voge stated enclosed in your packets is a summary of the bids received for the Rum River Bluffs Phase II improvements. There were eight bids ranging from the low bid amount of \$472,920.40 to the high bid amount of \$591,250.00. The bids received were LaTour Construction Inc, of Maple Grove \$472,920.40, C.W. Houle, Inc. of Shoreview \$473,446.00, Kuechle Underground, Inc. of Kimball \$485,003.59, Northdale Construction Co. of Albertville \$512,804.43, Redstone Construction Co. of Mora \$550,632.21, Designing Earth Contracting of Cedar \$577,961.90, New Look Contracting of Elk River \$579,891.05 and Dave Perkins Contracting of Ramsey \$591,259.00. MOTION BY BROWN SECOND McCLISH TO ACCEPT THE EIGHT BIDS FOR THE RUM RIVER BLUFFS PHASE II IMPROVEMENT. Motion carried 5-0.

MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2013-24 A RESOLUTION RECEIVING BIDS AND AWARDING CONTRACTOR FOR THE RUM RIVER BLUFFS- PHASE 2 IMPROVEMENT. McClish asked how many lots are still vacant in this development. Finance Director Mulvihill stated 41 lots. Motion carried 5-0.

b. **Attorney:**

c. **Staff:**

Fire Dept.: Fire Study Group-Council Input: Fire Chief Dean Kapler reported on June 26, 2013 meeting that was held with the Emergency Services Consulting International the company that completed the Feasibility Study for Shared Fire and Emergency Services. If you have any more questions before this Thursday's (July 18) meeting study group meets again please let me know and I would be happy to forward them on to the group.

Public Works:

Liquor Store:

Police Dept.: Department Report: Police Chief Harapat gave an update on the timeline for replacing the police officer vacancy. The process takes longer than a typical hire due to the different testing and field training. Chief Harapat said it could be as late as December before we have the officer on the street.

City Administrator: - 4020-233rd Avenue "old Food-N-Fuel" Update:

Hylen stated at the last council meeting there were questions on the vacant building at 4020-233rd Avneue NW. Hylen reported the tanks are out, however that does not mean the site is clean. MPCA is working with MDW the company that owns it. The general clean up and securing the buildings are being continually monitored. The council asked if there are tools out there possibly some funds available to help with the clean-up of this site. Typically, the city would have to own the property, Hylen noted. Lazere asked isn't there some abandonment rules that they would need to follow. Hylen said there is a fine line; they are current on their taxes.

Authorization to allocate money for Condemnation for the Aztec Street Extension: Hylen reported the City is working on the legal issues associated with extending Aztec Street South. As stated in his memorandum, this is being done to line up the access for

existing apartments and create access to the commercial property fronting Highway 47. The City is acquiring cost with this process, but will place these costs within the assessments to the full extent that is legally permitted.

2012 Accomplishments/Awards: Recycling Award: Mayor Tveit presented Public Works Director Paul Teicher the Recycling Award Certificate. The City received from Anoka County Board of Commissioners an award recognizing the City of St. Francis for their goal achievement. Mayor Tveit read the City of St. Francis during 2012 recycled 585.36 tons of material, collected .59 tons of problem materials for proper management and managed 2.7 tons of yard waste.

Government Finance Officers Association: Mayor Tveit presented Finance Director Darcy Mulvihill the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement. Mayor Tveit also presented a Certificate of Recognition for Budget Presentation to Mulvihill as being the primarily responsible for its having achieved the award.

Mayor thanked the award recipient's for their accomplishments.

Organized Waste Collection: Metro Cities along with the League of MN Cities is giving a presentation on the new legislation pertaining to the Organized Waste Collection. This meeting will take place at the League building in St. Paul on Thursday, July 25 from 1:30 to 3:00 pm. We do have a staff member attending but if any of the City Council would like to attend please let us know so we can RSVP for you.

9. **Reports from Council Members:** None.

10. **Report from Mayor:** This Thursday, is our joint fire department meeting in Ramsey at 3:30 pm.

11. **Old Business:** When someone wants to address the City Council, they need to sign up before the meeting. I believe the gentleman earlier that wanted to speak was here before the council but did not sign up. The reason we do this is to maintain order and keep the meeting moving without interruptions.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:33 pm.

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

CITY COUNCIL/MANAGEMENT TEAM WORK SESSION NOTES

JULY 15, 2013

The City Council held a Work Session on July 15, 2013 immediately following the the St. Francis City Council meeting. Present were Mayor Tveit, Council members Mike Haggard, Tim Brown, Amy Lazere and Chris McClish. Also present were City Administrator Matt Hysten, Finance Director Darcy Mulvihill, Public Works Director Paul Teicher, Police Chief Jeff Harapat, Fire Chief Dean Kapler, Liquor Store Manager John Schmidt, Building Inspector Andy Schreder and City Clerk Barb Held.

Mayor Tveit opened up the work session at 6:42 pm. City Administrator, Matt Hysten stated at the August 5, 2013 City Council meeting there will be a public hearing on the 2014-2018 Capital Improvement Plan (CIP). Each department head gave a brief overview of their department's 2014-2018 CIP highlighting some of the items.

Administration: Hysten stated we are looking recommending adding on a staff member that would be utilized by all departments.

Police Department: Chief Harapat mentioned that some of his items are being pushed back one year. We do work together as a team. Some of the items over the next four years are vehicles, officer radio replacement and cameras for the squads.

Fire Department: Chief Kapler stated items they have are remodeling with in the building. In particular the area where the police department use to be. Replacement of SCBA units, changing out value assemble, concrete repair in front of the building, and paving the alley. In regards to truck replacement we will wait to see how the joint fire service proceeds.

Building Inspections: Schreder indicated the building department currently uses and old squad for inspections and on occasion the Public Works Ford Escape. Schreder added a dedicated inspection vehicle that would give them a higher clearance and 4 wheel drive.

Liquor Store: Schmidt said future purchases would be new lighting for ceiling units. They would be more energy efficient and possibly get some rebates for the change out. New lighting for the cooler, a point of sale system and upgrade the security cameras.

Public Works: Teicher had a list of street improvements that showed their priority and cost. Hysten stated as you can see by the cost of these improvements we could bond for a

number of these projects at one time or budget one project at a time. Tveit suggested to upgrade one section of the City at a time. Brown would like to be proactive because it seems every spring we seem to have surprises. Hylen stated if the city proceed with putting an industrial park, the road by this would also need to be upgraded. Discussion was held on levy and debt limits. Lazere would like to see us fix the problems areas first then start new projects. It was mentioned that it cost approximately \$500,000 to pave about one mile of gravel. Currently our assessment policy is 60% the city's share and 40% the homeowner's share of a street assessment. Hylen reported that the City of Elk River is heading away with special assessments and looking at charging all property owners a franchise fee. Hylen asked is that something you as the council would like staff to research more. The council would like to learn more about it. Discussion continued on the rest of the public works CIP. Tveit asked about the cost of a vehicle and Brown asked about the waste water expansion. It was noted that it takes about four years from start to finish for an expansion. The engineer is currently working on the feasibility plan for an expansion. The council was reminded that the items listed in the CIP still need to come before the council for their approval.

Lazere asked the council how they felt about Pioneer Days. This year money was set aside for it, is this something we want to continue doing. Tveit said earlier this year myself and staff met with the Chamber president about the idea of setting money aside. That would have to be up to the City Council if we continue. There was no additional discussion.

Mayor Tveit adjourned the Work Session at 8:42 pm.

Respectfully submitted,

Barb Held
City Clerk



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

July 26, 2013

Mr. Matt Hylen, City Administrator
City of St. Francis
23340 Cree Street
St. Francis, MN 55070-9390

RE: 2013 Street Maintenance – Replay Areas
St. Francis, MN
BMI Project No: R18.106741

Dear Matt:

Enclosed please find three copies of Pay Estimate No. 1 for the above referenced project. The estimate includes all work completed to date. I recommend that the Pay Estimate be approved as shown. If you agree, please sign all copies and return one each with payment to the contractor and one each to me for our files.

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

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/kg
Enclosure

CONTRACTOR'S PAY REQUEST
 2013 STREET MAINTENANCE - REPLAY AREAS
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R18.106741

CONTRACTOR
 OWNER
 ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	66,773.24
TOTAL, COMPLETED WORK TO DATE.....	\$	66,946.50
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	66,946.50
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	66,946.50
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	-
PAY CONTRACTOR AS ESTIMATE NO. 1	\$	66,946.50

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Bargen Inc.
 606 County Road 1
 Mountain Lake, MN 56159

By [Signature] Estimator 7-22-2013
 Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE NW, SUITE 206, RAMSEY, MN 55303

By [Signature] City Engineer 7/26/13
 Jared Voge, P.E. Title Date

APPROVED FOR PAYMENT:
 Owner: ST. FRANCIS, MINNESOTA

By _____ City Administrator _____
 Matt Hylen Title Date

PARTIAL PAY ESTIMATE NO. 1
 2013 STREET MAINTENANCE - REPLAY AREAS
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R18.106741

WORK COMPLETED THROUGH JULY 17, 2013

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		BID		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		
			QUANTITY	AMOUNT	QUANTITY	AMOUNT	LUMP SUM	SQ YD	LUMP SUM	SQ YD	
1	MOBILIZATION	-	1	-	1	-	LUMP SUM	-	1	LUMP SUM	-
2	REPLAY (STREET, 0.02 GAL/SY)	\$ 1.42	17760	\$ 25,219.20			SQ YD		17938	SQ YD	\$ 25,471.96
3	REPLAY (PARKING LOTS, 0.015 GAL/SY)	\$ 1.42	20556	\$ 29,189.52			SQ YD		20556	SQ YD	\$ 29,189.52
4	REPLAY (PARKING LOTS, 0.020 GAL/SY)	\$ 1.42	6356	\$ 9,025.52			SQ YD		6356	SQ YD	\$ 9,025.52
5	REPLAY (PARKING LOTS, 0.025 GAL/SY)	\$ 1.59	2100	\$ 3,339.00			SQ YD		2050	SQ YD	\$ 3,259.50
SUBTOTAL (SECTION A) =				\$ 66,773.24			\$ -			\$ 66,946.50	



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

July 26, 2013

Mr. Matt Hylan, City Administrator
City of St. Francis
23340 Cree Street
St. Francis, MN 55070-9390

RE: 2013 Street Maintenance - Crackfill
St. Francis, MN
BMI Project No: R18.106741

Dear Matt:

Enclosed please find three copies of Pay Estimate No. 1 for the above referenced project. The estimate includes all work completed to date. I recommend that the Pay Estimate be approved as shown. If you agree, please sign all copies and return one each with payment to the contractor and one each to me for our files.

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

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/kg
Enclosure

CONTRACTOR'S PAY REQUEST
2013 STREET MAINTENANCE - CRACKFILL
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.106741

CONTRACTOR
OWNER
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	62,490.00
TOTAL, COMPLETED WORK TO DATE.....	\$	70,202.25
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	70,202.25
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	70,202.25
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	-
PAY CONTRACTOR AS ESTIMATE NO. 1	\$	70,202.25

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Barga Inc.
606 County Road 1
Mountain Lake, MN 56159

By [Signature] Estimator 7-22-2013
Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE NW, SUITE 206, RAMSEY, MN 55303

By [Signature] City Engineer 7/26/13
Jared Voge, P.E. Title Date

APPROVED FOR PAYMENT:
Owner: ST. FRANCIS, MINNESOTA

By _____ City Administrator _____
Matt Hylen Title Date

PARTIAL PAY ESTIMATE NO. 1
 2013 STREET MAINTENANCE - CRACKFILL
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R18.106741

WORK COMPLETED THROUGH JULY 16, 2013

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	LUMP SUM \$	LIN FT	LUMP SUM \$	LIN FT
1	MOBILIZATION	-	1	-	-	-	1	-
2	ROUTE & SEAL CRACK - 1" x 1"	\$ 2.25	25748	\$ 57,933.00	-	-	29291	\$ 65,904.75
3	OVERBAND PREVIOUSLY FILLED CRACK	\$ 1.50	3038	\$ 4,557.00	-	-	2865	\$ 4,297.50
SUBTOTAL (SECTION A) =				\$ 62,490.00			\$	70,202.25



PAYMENT BATCH AP 08-05-13

ACE SOLID WASTE, INC.

08/01/2013	0010664780	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	60.28
08/01/2013	0010664780	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	40.81
08/01/2013	0010664780	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	40.90
08/01/2013	0010664780	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	15.07
08/01/2013	0010664780	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	35.45
08/01/2013	0010664780	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	40.89
08/01/2013	0010664780	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	15.07
08/01/2013	0010664780	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	79.42
08/01/2013	0010664780	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	15.07
08/01/2013	0010664780	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	79.42
08/01/2013	0010664780	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	15.07
08/01/2013	0010664780	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	130.96
					\$568.41

AMERIPRIDE LINEN & APPAREL SER

07/17/2013	1002517793	E 609-49750-219	Rug Maintenance	Rugs-Liquor Store	54.57
07/24/2013	1002523589	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	58.34
					\$112.91

ANOKA COUNTY CENTRAL COMM.

04/17/2013	2013-298	E 101-42110-311	Contract	APRIL MAY JUNE 2013	180.00
07/19/2013	2013-308	E 101-42110-321	Telephone	INTERNET	183.09
					\$363.09

ASPEN EQUIPMENT CO.

07/16/2013	10118589	E 601-49440-221	Vehicle Repair & Maintenance	ANNUAL INSPECTION	187.03
07/16/2013	10118589	E 602-49490-221	Vehicle Repair & Maintenance	ANNUAL INSPECTION	187.03
					\$374.06

ASSURANT EMPLOYEE BENEFITS

07/23/2013	5447229.0813	E 101-41400-130	Employer Paid Insurance	8/1/13 - 8/31/13	109.50
07/23/2013	5447229.0813	E 101-41500-130	Employer Paid Insurance	8/1/13 - 8/31/13	54.44
07/23/2013	5447229.0813	E 101-42110-130	Employer Paid Insurance	8/1/13 - 8/31/13	453.60
07/23/2013	5447229.0813	E 101-42400-130	Employer Paid Insurance	8/1/13 - 8/31/13	47.50
07/23/2013	5447229.0813	E 101-43100-130	Employer Paid Insurance	8/1/13 - 8/31/13	60.89
07/23/2013	5447229.0813	E 101-43210-130	Employer Paid Insurance	8/1/13 - 8/31/13	13.52
07/23/2013	5447229.0813	E 101-45200-130	Employer Paid Insurance	8/1/13 - 8/31/13	60.89
07/23/2013	5447229.0813	E 601-49440-130	Employer Paid Insurance	8/1/13 - 8/31/13	65.26
07/23/2013	5447229.0813	E 602-49490-130	Employer Paid Insurance	8/1/13 - 8/31/13	65.26
07/23/2013	5447229.0813	E 609-49750-130	Employer Paid Insurance	8/1/13 - 8/31/13	92.75
					\$1,023.61

BANYON DATA SYSTEMS, INC

07/25/2013	150238	E 101-41540-301	Auditing and Acct g Services	ANNUAL SUPPORT	413.61
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07/25/2013	150238	E 601-49440-301	Auditing and Acct g Services	ANNUAL SUPPORT	68.93
07/25/2013	150238	E 602-49490-301	Auditing and Acct g Services	ANNUAL SUPPORT	68.93
07/25/2013	150238	E 609-49750-301	Auditing and Acct g Services	ANNUAL SUPPORT	137.88
					\$689.35

BARGEN INC.

07/17/2013	213389-1	E 101-43100-406	Asphalt Repair & Maint	NUVO GAP	6,960.00
					\$6,960.00

BARNUM GATE SERVICES, INC

07/13/2013	14004	E 101-43100-441	Miscellaneous	LIGHTENING DAMAGE	554.12
					\$554.12

BAUER BUILT INC.

06/16/2013	940016556	E 101-42110-221	Vehicle Repair & Maintenance	PRODUCT	837.34
06/26/2013	940016267	E 101-42110-221	Vehicle Repair & Maintenance	FIREHAWK	520.65
					\$1,357.99

BEDFORD TECHNOLOGY LLC

07/12/2013	43990	E 101-45200-229	Project Repair & Maintenance	PLASTIC LUMBER	1,645.88
					\$1,645.88

BELLBOY CORPORATION

07/11/2013	78997800	E 609-49751-251	Liquor For Resale	LIQUOR	2,298.90
07/11/2013	88715000	E 609-49750-210	Operating Supplies	OPERATING	450.00
07/11/2013	88715000	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
07/18/2013	79098700	E 609-49751-251	Liquor For Resale	LIQUOR	743.55
					\$3,576.45

BERNICK COMPANIES, THE

07/15/2013	71741	E 609-49751-252	Beer For Resale	BEER	313.60
					\$313.60

BIRCHWOOD CONSTRUCTION

07/24/2013	23445	E 101-43100-237	Small Equipment	RACKS FOR BLADE STORAGE	1,500.00
					\$1,500.00

BJORKLUND COMPANIES

07/22/2013	16390	E 101-43100-407	Gravel Repair & Maint	CLASS 5 GRAVEL	427.10
					\$427.10

BRAUN INTERTECCORPORATION

07/18/2013	371391	E 402-43000-441	Miscellaneous	TURN LANE	654.25
					\$654.25

CENTERPOINT ENERGY

07/18/2013	5944643-5.0713	E 609-49750-383	Gas Utilities	LIQUOR	12.85
07/18/2013	5945449-6.0713	E 101-42210-383	Gas Utilities	FIRE	58.84
07/18/2013	5963820-5.0713	E 101-45200-383	Gas Utilities	WARMING HOUSE	12.85
07/18/2013	6002544-2.0713	E 601-49440-383	Gas Utilities	PUBLIC WORKS	6.42
07/18/2013	6002544-2.0713	E 602-49490-383	Gas Utilities	PUBLIC WORKS	6.43
07/18/2013	6002548-3.0713	E 602-49490-383	Gas Utilities	WWTP	19.28
07/18/2013	6886465-1.0713	E 101-41940-383	Gas Utilities	CITY HALL	12.85
07/18/2013	6886468-5.0713	E 101-41940-383	Gas Utilities	CITY HALL	12.85
07/18/2013	6886472-7.0713	E 101-41940-383	Gas Utilities	CITY HALL	12.85
07/18/2013	6886475-0.0713	E 101-41940-383	Gas Utilities	CITY HALL	12.85

07/18/2013	7900331-5.0713	E 601-49440-383	Gas Utilities	WATER	450.76
07/18/2013	8964221-9.0713	E 602-49490-383	Gas Utilities	LIFT STATION	13.55
07/18/2013	9680285-5.0713	E 101-42110-383	Gas Utilities	POLICE/PW	132.01
07/18/2013	9680285-5.0713	E 101-43100-383	Gas Utilities	POLICE/PW	33.00
07/18/2013	9680285-5.0713	E 101-45200-383	Gas Utilities	POLICE/PW	33.00
07/18/2013	9680285-5.0713	E 601-49440-383	Gas Utilities	POLICE/PW	33.00
07/18/2013	9680285-5.0713	E 602-49490-383	Gas Utilities	POLICE/PW	33.00
					\$896.39

CITY OF NOWTHEN

07/15/2013	13-02	E 101-43100-407	Gravel Repair & Maint	1/2 COST ON 229TH AVE	1,336.50
					\$1,336.50

CLASSIC CONSTRUCTION

07/25/2013	14633	E 101-43100-403	Street Sweeping	HAULING & SWEEPING	1,755.00
					\$1,755.00

CMI, INC.

07/16/2013	790156	E 101-42110-217	Other Operating Supplies	MOUTHPIECE	36.75
					\$36.75

COCA COLA REFRESHMENTS

07/15/2013	128093722	E 609-49751-254	Miscellaneous Merchandise	MISC	435.36
					\$435.36

COLONIAL INSURANCE

07/25/2013	0805968	G 101-21712	Colonial Insurance	MONTHLY PREMIUM	226.96
					\$226.96

CONNEXUS ENERGY

06/30/2013	567	E 101-43100-311	Contract	BANNERS - PIONEER DAYS	67.50
06/30/2013	567	E 101-45200-311	Contract	BANNERS - PIONEER DAYS	67.50
07/22/2013	298392.0713	E 101-41940-381	Electric Utilities	CITY HALL	268.63
07/22/2013	298393.0713	E 602-49451-381	Electric Utilities	LIFT STATIONS	5,920.07
07/22/2013	298394.0713	E 101-45200-381	Electric Utilities	PARK	483.03
07/22/2013	298395.0713	E 601-49440-380	Electric-System	WATER	4,280.91
07/22/2013	298396.0713	E 101-43100-386	Street Lighting	STREET LIGHTS	3,587.44
07/22/2013	301895	E 101-45230-217	Other Operating Supplies	CARNIVAL	10.17
07/22/2013	301895.0713	E 101-41940-381	Electric Utilities	SIGN	84.94
07/22/2013	302965.0713	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.34
07/22/2013	302965.0713	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
07/22/2013	302965.0713	E 101-42210-381	Electric Utilities	FIRE	538.36
07/22/2013	302965.0713	E 101-43100-381	Electric Utilities	BRIDGE STREET	10.57
07/22/2013	302965.0713	E 101-45200-381	Electric Utilities	BRIDGE STREET	10.57
07/22/2013	302965.0713	E 609-49750-381	Electric Utilities	LIQUOR	1,419.42
07/22/2013	303103.0713	E 101-42110-381	Electric Utilities	POLICE/PW	79.11
07/22/2013	303103.0713	E 101-43100-381	Electric Utilities	POLICE/PW	19.78
07/22/2013	303103.0713	E 101-45200-381	Electric Utilities	POLICE/PW	19.78
07/22/2013	303103.0713	E 601-49440-381	Electric Utilities	POLICE/PW	19.78
07/22/2013	303103.0713	E 602-49451-381	Electric Utilities	POLICE/PW	19.78
					\$16,918.02

CONSTRUCTION & GENERAL

07/30/2013	073013	G 101-21707	Union Dues	MAINT UNION DUES - AUGUST 2	234.00
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\$234.00

CRYSTAL SPRINGS ICE

07/09/2013	29861	E 609-49751-254	Miscellaneous Merchandise	MISC	97.75
07/13/2013	29953	E 609-49751-254	Miscellaneous Merchandise	MISC	231.92
07/16/2013	29998	E 609-49751-254	Miscellaneous Merchandise	MISC	85.64
07/20/2013	30084	E 609-49751-254	Miscellaneous Merchandise	MISC	160.86
					<hr/>
					\$576.17

CUT-RITE LAWN CARE LLC

06/07/2013	4709	E 101-41910-441	Miscellaneous	MOWING	300.00
					<hr/>
					\$300.00

DAHLHEIMER DIST. CO. INC.

07/10/2013	1072230	E 609-49751-252	Beer For Resale	BEER	8,835.45
07/10/2013	1072230	E 609-49751-254	Miscellaneous Merchandise	MISC	126.00
07/10/2013	1072230	E 609-49751-255	N/A Products	N/A	15.50
07/17/2013	1072281	E 609-49751-252	Beer For Resale	BEER	9,276.77
07/17/2013	1072281	E 609-49751-254	Miscellaneous Merchandise	MISC	298.00
					<hr/>
					\$18,551.72

DALMATION FIRE SUPPRESSION

07/29/2013	6106	E 101-42110-401	Repairs/Maint Buildings	ANNUAL FIRE EXT SERVICE	292.07
07/29/2013	6106	E 101-43100-401	Repairs/Maint Buildings	ANNUAL FIRE EXT SERVICE	292.08
07/29/2013	6106	E 101-45200-401	Repairs/Maint Buildings	ANNUAL FIRE EXT SERVICE	292.08
07/29/2013	6106	E 601-49440-401	Repairs/Maint Buildings	ANNUAL FIRE EXT SERVICE	292.08
07/29/2013	6106	E 602-49490-401	Repairs/Maint Buildings	ANNUAL FIRE EXT SERVICE	292.08
07/29/2013	6107	E 609-49750-401	Repairs/Maint Buildings	ANNUAL FIRE EXT. SERVICE	51.31
07/29/2013	6108	E 101-41940-401	Repairs/Maint Buildings	ANNUAL FIRE EXT SERVICE	79.11
					<hr/>
					\$1,590.81

DAY DISTRIBUTING CO.

07/19/2013	710641	E 609-49751-252	Beer For Resale	BEER	(22.40)
07/19/2013	710641	E 609-49751-252	Beer For Resale	BEER	2,769.75
07/19/2013	710641	E 609-49751-255	N/A Products	N/A	21.50
					<hr/>
					\$2,768.85

DELTA DENTAL

07/15/2013	5195742	G 101-21711	Dental Insurance	8/1/13 - 8/31/13	360.75
					<hr/>
					\$360.75

DEPT OF EMPLOYMENT AND

07/09/2013	7984131	E 101-41400-441	Miscellaneous	BENEFITS - QUARTER 2	858.00
07/09/2013	7984131	E 609-49750-441	Miscellaneous	BENEFITS - QUARTER 2	1,001.11
					<hr/>
					\$1,859.11

ECM PUBLISHERS, INC.

07/12/2013	IQ01816815	G 803-22105	O Reilly Escrow	O'REILLY	41.00
07/26/2013	IQ01817406	E 101-41410-351	Legal Notices Publishing	CIP HEARING	41.00
					<hr/>
					\$82.00

ELITE SANITATION

07/23/2013	21280	E 101-45200-402	Janitorial Service	PORTABLE TOILET	682.61
					<hr/>
					\$682.61

F.I.R.E.

07/10/2013	326	E 101-42210-208	Training and Instruction	RIGHT TO KNOW	700.00
07/28/2013	336	E 101-42210-208	Training and Instruction	TRAINING	1,000.00
					\$1,700.00

G&K SERVICES, INC

07/30/2013	1043492729	E 101-42110-402	Janitorial Service	RUGS	24.37
07/30/2013	1043492729	E 101-43100-402	Janitorial Service	RUGS	6.08
07/30/2013	1043492729	E 101-45200-402	Janitorial Service	RUGS	6.08
07/30/2013	1043492729	E 601-49440-402	Janitorial Service	RUGS	6.08
07/30/2013	1043492729	E 602-49490-402	Janitorial Service	RUGS	6.08
07/30/2013	1043492730	E 601-49440-402	Janitorial Service	RUGS	24.62
					\$73.31

GENERAL REPAIR SERVICE

07/30/2013	50090	E 602-49490-229	Project Repair & Maintenance	REPAIRS	3,035.61
					\$3,035.61

GERDIN AUTO SERVICE, INC.

07/24/2013	67715	E 208-42110-436	Towing Charges	2008 CHEV	150.69
					\$150.69

GFOA

07/09/2013	159107	E 101-41500-433	Dues and Subscriptions	DUES	170.00
					\$170.00

GRANITE CITY JOBBING CO.

07/09/2013	771380	E 609-49750-210	Operating Supplies	OPERATING	82.95
07/09/2013	771380	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/09/2013	771380	E 609-49751-254	Miscellaneous Merchandise	MISC	104.11
07/09/2013	771380	E 609-49751-256	Tobacco Products For Resale	TOBACCO	528.61
07/16/2013	772385	E 609-49750-210	Operating Supplies	OPERATING	118.80
07/16/2013	772385	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/16/2013	772385	E 609-49751-256	Tobacco Products For Resale	TOBACCO	774.42
07/16/2013	772385	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
					\$1,616.95

HACH COMPANY

07/09/2013	8378091	E 601-49440-235	Lab Supplies	CHEMICALS	175.98
07/09/2013	8378091	E 602-49490-235	Lab Supplies	CHEMICALS	175.98
					\$351.96

HAWKINS, INC.

07/22/2013	3493389	E 601-49440-216	Chemicals and Chem Products	CHLORINE	149.05
					\$149.05

HEWLETT-PACKARD COMPANY

07/12/2013	33668185-001	E 101-43100-441	Miscellaneous	SWITCH	2,255.79
07/18/2013	53101948	E 101-42110-237	Small Equipment	PRINTER	319.56
07/23/2013	53117017	E 101-42110-237	Small Equipment	COMPUTER	820.58
					\$3,395.93

INNOVATIVE OFFICE SOLUTIONS, L

07/10/2013	318038	E 101-42110-200	Office Supplies	SUPPLIES	53.22
07/12/2013	319478	E 101-42110-200	Office Supplies	SUPPLIES	25.02
07/15/2013	320267	E 101-42110-200	Office Supplies	SUPPLIES	253.15

\$331.39

INTERNAT L INST OF MUNI CLERKS

06/19/2013	4767	E 101-41400-433	Dues and Subscriptions	ANNUAL FEE	145.00
					<hr/>
					\$145.00

ISD #15

07/16/2013	1101	E 101-43100-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	9.89
07/16/2013	1101	E 101-43210-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	9.89
07/16/2013	1101	E 101-45200-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	9.89
07/16/2013	1101	E 601-49440-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	9.88
07/16/2013	1101	E 602-49490-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	9.88
07/17/2013	1103	E 601-49440-221	Vehicle Repair & Maintenance	2012 FORD PICKUP	30.74
07/17/2013	1103	E 602-49490-221	Vehicle Repair & Maintenance	2012 FORD PICKUP	30.73
07/18/2013	1102	E 101-43100-218	Equipment Repair & Maintenance	2000 RAMCO TRAILER	126.63
07/18/2013	1102	E 101-45200-218	Equipment Repair & Maintenance	2000 RAMCO TRAILER	126.64
07/18/2013	1109	E 101-43100-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL	315.72
07/18/2013	1109	E 101-45200-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL	315.73
07/18/2013	1110	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP	157.58
07/18/2013	1110	E 101-45200-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP	157.59
07/18/2013	1111	E 101-45200-218	Equipment Repair & Maintenance	2005 JOHN DEER TRACTOR	78.17
07/18/2013	1111	E 602-49490-228	Equipment Maintenance	2005 JOHN DEER TRACTOR	78.16
07/24/2013	1115	E 101-45200-218	Equipment Repair & Maintenance	2009 KUBOTA	99.27
07/24/2013	1116	E 602-49490-228	Equipment Maintenance	2011 FORD AMBASSADOR	125.90
07/24/2013	1117	E 101-43100-221	Vehicle Repair & Maintenance	2006 FORD PICKUP	129.12
07/24/2013	1117	E 101-45200-221	Vehicle Repair & Maintenance	2006 FORD PICKUP	129.13
07/24/2013	1118	E 602-49490-228	Equipment Maintenance	2004 CUMMINS GENSET	338.16
07/29/2013	1121	E 602-49490-228	Equipment Maintenance	2005 PERKINS GENSET	236.29
07/29/2013	1122	E 602-49490-228	Equipment Maintenance	2006 RIVEDG GENSET	217.66
					<hr/>
					\$2,742.65

ISD #15 COMMUNITY EDUCATION

07/18/2013	2012-187	E 101-41940-412	Building Rentals	BUILDING MONITOR	1,179.00
					<hr/>
					\$1,179.00

JJ TAYLOR DISTRIBUTING

07/17/2013	2045922	E 609-49751-252	Beer For Resale	BEER	359.75
					<hr/>
					\$359.75

JOHNSON BROS WHLSE LIQUOR

07/10/2013	1617096	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.94
07/10/2013	1617096	E 609-49751-251	Liquor For Resale	LIQUOR	3,164.40
07/10/2013	1617097	E 609-49751-206	Freight and Fuel Charges	FREIGHT	70.56
07/10/2013	1617097	E 609-49751-253	Wine For Resale	WINE	2,243.80
07/12/2013	583777	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
07/12/2013	583777	E 609-49751-251	Liquor For Resale	LIQUOR	(135.00)
07/17/2013	1622832	E 609-49751-206	Freight and Fuel Charges	FREIGHT	57.32
07/17/2013	1622832	E 609-49751-251	Liquor For Resale	LIQUOR	3,651.04
07/17/2013	1622833	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
07/17/2013	1622833	E 609-49751-253	Wine For Resale	WINE	106.90
07/17/2013	1622834	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
07/17/2013	1622834	E 609-49751-254	Miscellaneous Merchandise	MISC	69.50

\$9,274.34

KATH FUEL OIL SERVICE CO.

07/18/2013	423575	E 101-42110-212	Motor Fuels	GENERATOR FUEL	324.06
07/18/2013	423575	E 101-43100-212	Motor Fuels	GENERATOR FUEL	324.07
07/18/2013	423575	E 101-43210-212	Motor Fuels	GENERATOR FUEL	324.07
07/18/2013	423575	E 101-45200-212	Motor Fuels	GENERATOR FUEL	324.07
07/18/2013	423575	E 601-49440-212	Motor Fuels	GENERATOR FUEL	324.07
07/18/2013	423575	E 602-49490-212	Motor Fuels	GENERATOR FUEL	324.07

\$1,944.41

KIMS KLEANING

07/27/2013	2435	E 101-41940-402	Janitorial Service	CLEANING	320.64
07/27/2013	2436	E 101-45200-402	Janitorial Service	CLEANING	64.13
07/27/2013	2437	E 101-43100-402	Janitorial Service	CLEANING	742.82
07/27/2013	2438	E 601-49440-233	Water Treatment Plant Maint	CLEANING	213.75
07/27/2013	2439	E 101-42110-402	Janitorial Service	CLEANING	855.04
07/27/2013	2440	E 101-42210-402	Janitorial Service	CLEANING	400.80

\$2,597.18

LAW ENFORCEMENT LABOR SVCS.

07/30/2013	073013	G 101-21707	Union Dues	POLICE UNION DUES - AUG 2013	315.00
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\$315.00

LMC INSURANCE TRUST

06/17/2013	C0023002	E 101-45200-360	Insurance	CLAIM #C0023002	500.00
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\$500.00

MCDONALD DIST CO.

11/03/1971	334012	E 609-49751-254	Miscellaneous Merchandise	MISC	170.00
07/11/2013	334011	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/11/2013	334011	E 609-49751-252	Beer For Resale	BEER	4,081.40
07/11/2013	334011	E 609-49751-255	N/A Products	N/A	68.00
07/18/2013	334564	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/18/2013	334564	E 609-49751-252	Beer For Resale	BEER	14,915.55
07/18/2013	334564	E 609-49751-255	N/A Products	N/A	49.05
07/22/2013	333927	E 609-49751-252	Beer For Resale	BEER	1,695.00

\$20,985.00

METRO FIRE

07/10/2013	47726	E 601-49440-233	Water Treatment Plant Maint	FLOW TEST	43.52
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\$43.52

MIDWEST TESTING LLC

07/22/2013	2900	E 601-49440-228	Equipment Maintenance	IN-LINE RPZ TESTING	1,175.00
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\$1,175.00

MN BUREAU OF CRIMINAL APPREHEN

		E 101-42110-217	Other Operating Supplies	6 FINGERPRINTS FOR CLEANEF	129.00
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\$129.00

MN NCPERS LIFE INSURANCE

07/15/2013	7334813	G 101-21713	MN Life	PREMIUM 8/2013	16.00
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\$16.00

MY ALARM CENTER

07/09/2013	2340488	E 609-49750-445	Security	LIQUOR STORE ALARM	29.94
					\$29.94

NORTH ANOKA PLUMBING

07/26/2013	8810	E 601-49440-217	Other Operating Supplies	HYDRANT WATERS	219.50
					\$219.50

NORTH METRO TREE SERVICE INC.

07/26/2013		E 101-45200-311	Contract	REMOVE TREES	1,084.78
					\$1,084.78

NORTHERN AIR CORPORATION

07/19/2013	93206	E 601-49440-233	Water Treatment Plant Maint	SERVICE - CONDENSER	378.50
					\$378.50

NORTHWEST ASSOC. CONSULTANTS

08/01/2013	20920	E 101-41910-311	Contract	CITY PROJECTS	4,608.53
08/01/2013	20921	E 101-41910-311	Contract	MEETINGS	200.00
08/01/2013	20922	G 803-22102	Esc-Meridian Beh Health	MERIDIAN	346.50
08/01/2013	20922	G 803-22104	Fairview (Sign)	FAIRVIEW SIGN	41.25
08/01/2013	20922	G 803-22105	O Reilly Escrow	O REILLY	1,501.42
					\$6,697.70

PACE ANALYTICAL SERVICES

04/30/2013	131228732	E 602-49490-313	Sample Testing	ANALYTICAL CHARGES	7.50
07/18/2013	131230923	E 602-49490-313	Sample Testing	CHEMICALS	128.10
07/24/2013	131231062	E 602-49490-313	Sample Testing	TESTING	52.50
07/26/2013	131231179	E 602-49490-313	Sample Testing	TESTING	442.85
					\$630.95

PHILLIPS WINE & SPIRITS CO.

07/10/2013	2452145	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.71
07/10/2013	2452145	E 609-49751-251	Liquor For Resale	LIQUOR	1,887.17
07/10/2013	2452146	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
07/10/2013	2452146	E 609-49751-253	Wine For Resale	WINE	104.15
07/10/2013	2452147	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
07/10/2013	2452147	E 609-49751-254	Miscellaneous Merchandise	MISC	83.90
07/12/2013	3508326	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
07/12/2013	3508326	E 609-49751-251	Liquor For Resale	LIQUOR	(40.50)
07/17/2013	2455816	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.34
07/17/2013	2455816	E 609-49751-251	Liquor For Resale	LIQUOR	2,250.73
07/17/2013	2455817	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.17
07/17/2013	2455817	E 609-49751-253	Wine For Resale	WINE	800.00
					\$5,166.55

PRINTING UNLIMITED

07/15/2013	8747	E 101-42400-200	Office Supplies	CARDS/FORMS	26.30
07/15/2013	8747	E 101-43100-200	Office Supplies	BUSINESS CARDS	22.44
07/19/2013	6756	E 101-42110-200	Office Supplies	POLICE DEPT	21.38
					\$70.12

RAMSEY, CITY OF

07/23/2013	072313	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES - JU	666.00
					\$666.00

RJM DISTRIBUTING INC.

07/11/2013	25098	E 609-49751-252	Beer For Resale	BEER	700.00
07/11/2013	25098	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
					<u>\$737.50</u>

ROBBINSDALE COMMUNITY BAND

07/29/2013	072913	E 101-45230-311	Contract	PIONEER DAYS	500.00
					<u>\$500.00</u>

ROYAL SUPPLY

06/26/2013	13306	E 101-41940-210	Operating Supplies	SUPPLIES	29.92
06/26/2013	13306	E 101-42110-217	Other Operating Supplies	SUPPLIES	59.85
06/26/2013	13306	E 101-43100-217	Other Operating Supplies	SUPPLIES	29.92
06/26/2013	13306	E 101-45200-217	Other Operating Supplies	SUPPLIES	29.92
06/26/2013	13306	E 601-49440-217	Other Operating Supplies	SUPPLIES	29.92
06/26/2013	13306	E 602-49490-217	Other Operating Supplies	SUPPLIES	29.95
07/25/2013	13326	E 101-41940-210	Operating Supplies	SUPPLIES	11.45
07/25/2013	13326	E 101-42110-217	Other Operating Supplies	SUPPLIES	22.90
07/25/2013	13326	E 101-43100-217	Other Operating Supplies	SUPPLIES	11.45
07/25/2013	13326	E 101-45200-217	Other Operating Supplies	SUPPLIES	11.45
07/25/2013	13326	E 601-49440-217	Other Operating Supplies	SUPPLIES	11.45
07/25/2013	13326	E 602-49490-217	Other Operating Supplies	SUPPLIES	11.46
					<u>\$289.64</u>

SCHREDER, ANDY

07/29/2013	072913	E 101-42400-331	Travel Expenses	MILEAGE	86.45
					<u>\$86.45</u>

SHERCO CONSTRUCTION INC.

07/30/2013	9132519	E 602-49490-228	Equipment Maintenance	REPLACE SPAN CABLE	12,500.00
					<u>\$12,500.00</u>

SKINNER, MARLINE

07/27/2013	072713	E 101-42700-311	Contract	CONTRACT	500.00
					<u>\$500.00</u>

SOUTH SIDE SEWER SERVICE INC

07/18/2013	13708	E 609-49750-401	Repairs/Maint Buildings	CLEAN FLOOR DRAIN	112.75
					<u>\$112.75</u>

SOUTHERN WINE & SPIRITS OF MN

07/11/2013	1052842	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
07/11/2013	1052842	E 609-49751-253	Wine For Resale	WINE	592.00
07/11/2013	1052843	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
07/11/2013	1052843	E 609-49751-251	Liquor For Resale	LIQUOR	179.69
07/18/2013	1055308	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
07/18/2013	1055308	E 609-49751-251	Liquor For Resale	LIQUOR	708.86
					<u>\$1,505.55</u>

ST. FRANCIS H.S. MARCHING BAND

07/29/2013	072913	E 101-45230-311	Contract	PIONEER DAYS	500.00
					<u>\$500.00</u>

SVL SERVICE CORPORATION

07/18/2013	130708-017	E 101-43100-441	Miscellaneous	INSURANCE	883.50
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\$883.50

THORPE DISTRIBUTING COMPANY

07/19/2013	465600	E 609-49751-252	Beer For Resale	BEER	70.00
07/19/2013	765601	E 609-49751-253	Wine For Resale	WINE	25.10
					<u>\$95.10</u>

WELLS FARGO

05/16/2013	0027-787991DC9	E 101-42210-601	Debt Srv Bond Principal	LOAN PAYMENT FIRE TRUCK	14,510.10
05/16/2013	0027-787991DC9	E 101-42210-611	Bond Interest	LOAN PAYMENT FIRE TRUCK	2,050.67
					<u>\$16,560.77</u>

WIRTZ BEVERAGE MN

06/18/2013	2080009925	E 609-49751-251	Liquor For Resale	LIQUOR	(74.20)
07/11/2013	1080060028	E 609-49751-206	Freight and Fuel Charges	FREIGHT	57.27
07/11/2013	1080060028	E 609-49751-251	Liquor For Resale	LIQUOR	3,465.73
07/11/2013	1080060028	E 609-49751-253	Wine For Resale	WINE	304.00
07/11/2013	1080060028	E 609-49751-254	Miscellaneous Merchandise	MISC	370.38
07/18/2013	1080062688	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.85
07/18/2013	1080062688	E 609-49751-251	Liquor For Resale	LIQUOR	1,235.74
07/18/2013	1080062688	E 609-49751-253	Wine For Resale	WINE	152.00
07/18/2013	1080062688	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
					<u>\$5,571.77</u>

\$175,899.63

FUND SUMMARY

101 GENERAL FUND	\$65,824.38
208 POLICE FORFEITURE	\$150.69
402 CAPITAL EQUIPMENT	\$654.25
601 WATER FUND	\$8,290.72
602 SEWER FUND	\$24,470.78
609 MUNICIPAL LIQUOR FUND	\$74,578.64
803 ESCROW	\$1,930.17
Total	<u>175,899.63</u>

AGENDA REPORT

TO: Matt Hulen, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: Donation of Obsolete Water and Waste Water Equipment

DATE: 8-5-2013

INTRODUCTION: Public Works would like to donate some obsolete equipment to the St Cloud Technical and Community College Water Environment Technologies (WET) Program.

BACKGROUND: The equipment has been removed from service for several years and is no longer usable to the water and waste water department. The altitude valve was removed from the water tower pit on the east side of the river when the old tower was sold. The pump level control cabinet was removed from the waste water treatment plant when a few other components to the system failed and could not be repaired at a reasonable price. Since both of these items were built specifically for the City of St Francis application it is difficult to establish any sort of value to them other than scrap metal price. The WET program can use these items for training of future water and waste water operators because they are similar to equipment used in some other cities. These items would be placed in the pump lab at the school so students could assemble, disassemble and troubleshoot the equipment.

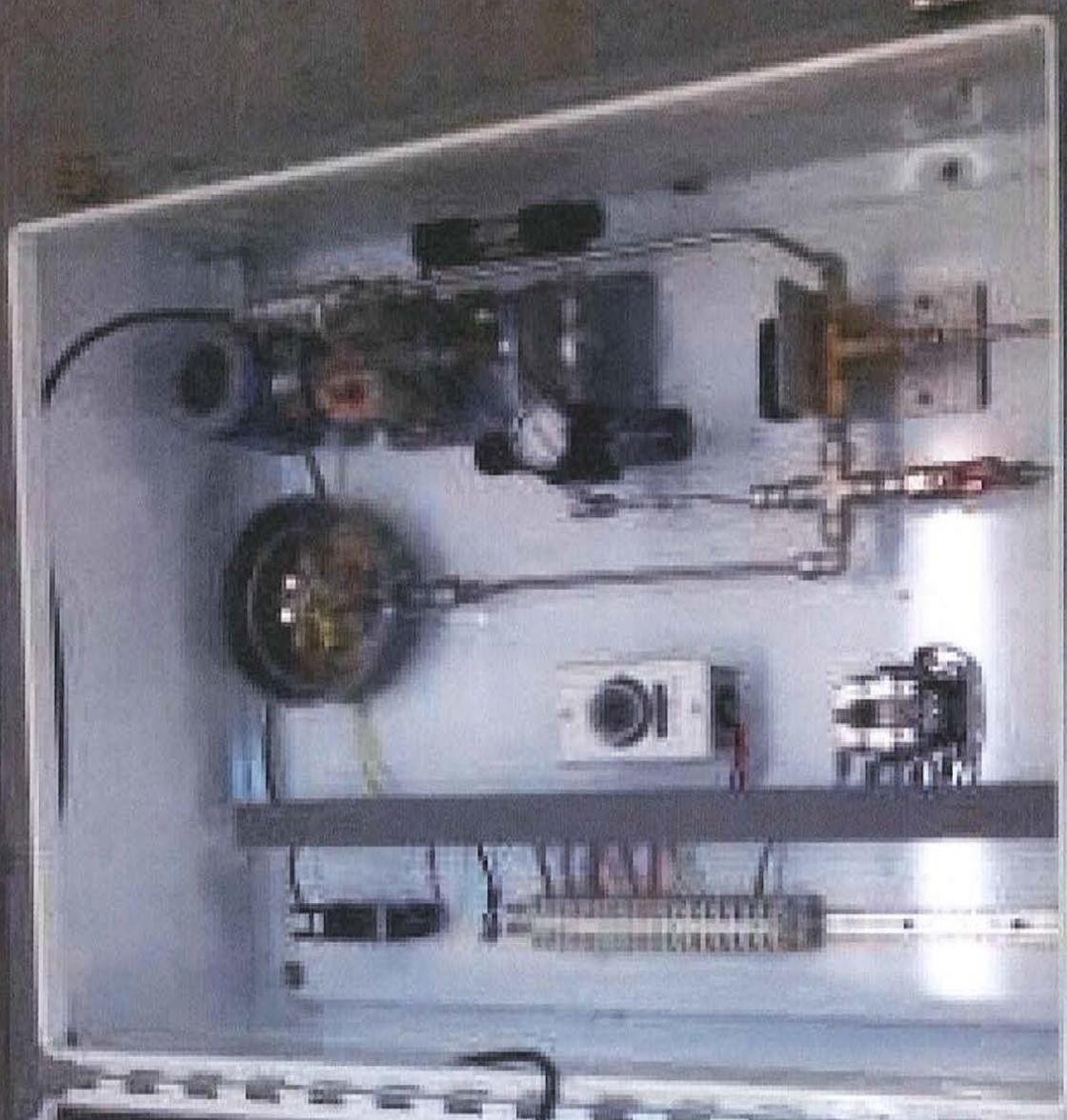
RECOMMENDATION: Authorize by resolution the donation of these items to the St. Cloud Technical and Community College Water Environment Technologies (WET) Program for training and education purposes.

BUDGET IMPACT: None.

S:\FORMS\AGENDA REPORT.doc

Attachments:

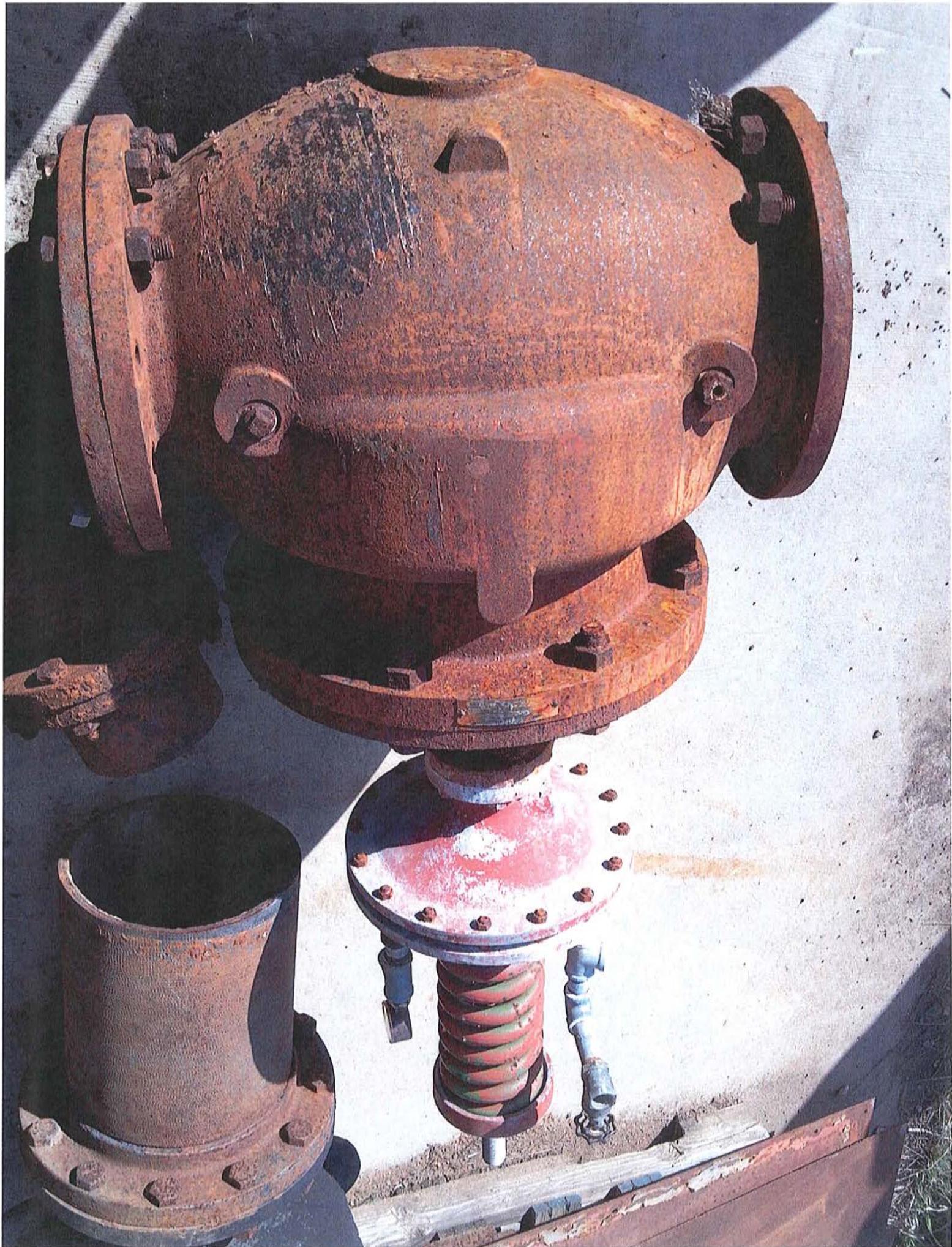
1. Photos
2. Resolution





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

RESOLUTION 2013-25

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

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

	Estimated Value
Water and Sewer Equipment:	
Altitude valve for old water tower	\$ Scrap
Obsolete level pump control for waste water treatment plant	\$ Scrap

BE IT FURTHER RESOLVED that Public Works Director Paul Teicher is hereby authorized to dispose of said property by donating these items to the St Cloud Technical & Community College Water Environment Technologies (WET) Program.

The motion for the adoption of the foregoing resolution was made by Councilmember and was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor:

Councilmember
Councilmember
Councilmember
Councilmember
Mayor

and the following voted against the same:

and the following abstained:

and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF AUGUST, 2013

APPROVED:

ATTEST:

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Andy Schreder, Building Official
SUBJECT: Purchase of a 2014 Ford Escape
DATE: 8-1-2013

INTRODUCTION

Building Department staff has identified the need for a dedicated inspection vehicle which would be better suited to typical working conditions.

BACKGROUND

The inspection staff currently utilizes a retired squad car for inspections and other required site visits. Although this is an acceptable backup vehicle, I have found a dedicated inspection vehicle is needed to safely and effectively perform our assigned duties. Adverse road conditions and uneven ground at job sites have proven difficult to navigate with the 2 wheel drive passenger vehicle.

RECOMMENDATION

Authorization to purchase a 2014 Ford Escape through the State Bid process.

BUDGET IMPACT

Although this is not a budgeted item, this vehicle expense will come from the Building Inspection expenditure account. However if we do go over budget at the end of the year, I am asking to be able to utilize Liquor Store Funds with a one-time transfer. I am working with the Finance Director to research ways to set aside monies each year from permit revenue so after a 12-15 year expected service life, funds will be available for necessary repairs or replacement.

Attachments:

1. NONE

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: August 2013

Position Title: Office Support

Status: Non-Exempt

Department: Administration

Approved: _____

Accountable to: Public Works Director

Primary Objectives

Performs administrative support and receptionist work for the City; performs related duties as required.

Supervision Received

Works under the general and/or technical supervision of the Public Works Director.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Acts as primary receptionist for Police/Building/Public Works Departments and assists with other City Departments as needed; responds to phone, and in-person inquiries; directs calls, provides information and assistance or refers to another staff member as appropriate.
- * 2. Performs administrative support work including: typing letters and memo's, scanning, document imaging, copying, printing, and retrieving data or documents as needed.
- * 3. Provides information to billing provider for water and sewer billing work order file and arranges for water shutoffs or reinstatement of service. Handles routine water and sewer phone calls and forwards all other billing questions to the billing provider.
- * 4. Contacts builders and homeowners when building permits are ready; collects fees, provides receipts; provides a copy of permits to Anoka County and maintains records.
- 5. Schedules rentals for parks and community center, along with handing keys for the facilities.
- * 6. Accepts applications and escrow fees for zoning variances and answers routine questions.
- * 7. Makes copies of surveys and plats and charges according to established criteria. Assists in the collection of fees, fines and other payments due to the City.

8. Performs administrative support for the on-site septic records management.
9. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Knowledge of standard office procedures, tools, equipment and practices.
- Working knowledge of building permit process.
- Working knowledge of zoning requirements and variance approval process.
- * ➤ Ability to read, understand and follow policies and procedures.
- * ➤ Ability to operate standard office equipment, including a personal computer with word processing, spreadsheet, document imaging, and GIS software.
- * ➤ Ability and to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- * ➤ Ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- * ➤ Ability to organize and prioritize work and to track the progress of building permits.
- * ➤ Ability to respond to questions and requests for information.
- * ➤ Ability to prepare or generate accurate reports.
- * ➤ Ability to read and understand plats, surveys, ordinances and related documents.
- * ➤ Ability to perform work that requires bending, crouching, lifting and carrying of files and pushing/pulling to retrieve documents and sitting to perform data entry for long periods of time.

MINIMUM QUALIFICATIONS

High School Education or Equivalent.

* Note: Asterisked items are essential to the job.

Council, Boards & Commission Pay

	<u>St. Francis</u>	<u>Andover</u>	<u>East Bethel</u>	<u>Ham Lake</u>	<u>Nowthen</u>	<u>Oak Grove</u>	<u>Ramsey</u>
Mayor	\$4500/annually	\$365.38/Bi-weekly			\$400/per meeting	\$4700/annually	
Council	\$3900/annually	\$288.46/Bi-weekly			\$300/per meeting	\$4100/annually	
Planning							
Chair	\$20/per meeting	\$50/per meeting			\$20/per meeting	\$69.59/per meeting	
Members	\$15/per meeting	\$30/per meeting			\$20/per meeting	\$69.59/per meeting	
Park							
Chair	\$20/per meeting	\$40/per meeting			\$20/per meeting	\$69.59/per meeting	
Members	\$15/per meeting	\$30/per meeting			\$20/per meeting	\$69.59/per meeting	
EDA	0	\$20/per meeting				*Mayor-\$107.50/month	
						*Council-\$95/month	
						*Paid if meeting is held or not	
URRWMO	0					\$60/per meeting	
Per Diems							
Reimbursements					\$50 per meeting that pertain to city business		
paid as per fee Schedule					\$20 per meeting as Committee/Commission liaisons		

COUNCIL/COMMISSION PAY

City Council Per Diems per day	\$35/4 hours or less; \$70/more than 4 hours
Special City Council Meetings	
Council Retreats/Work Sessions	
Economic Development Authority Meeting (EDA)	
League of MN Cities functions	Prior approval required
Labor negotiations	Prior approval required
Employee interviews	Prior approval required
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.
School/County Liaison	
MN Mayor's Assn. functions	
Speaking Engagements at other Civic Organizations	
Closing of Property Acquisition	
Fire District Study Group Meetings	
Planning Commission	
Chairman	\$20/meeting – paid annually
Member	\$15/meeting – paid annually
Park Commission	
Chairman	\$20/meeting – paid annually
Member	\$15/meeting – paid annually

PARKS AND RECREATION

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$27/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour	\$50/hour
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$27/each
Warming House	\$50	\$100

St. Francis City Council has the authority to charge an annual fee of \$100 for Non-Profits.

St. Francis City Council has the authority to waive any fees for Non-Profits.

COMMUNITY CENTER

Resident	\$30/event
Non-Resident	\$55/event
Damage Deposit	\$100
Late Key Return	\$25 if not returned within two business days of event
City Purposes	Free
City Benefit	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed.
St. Francis Lions/Lioness	
St. Francis Senior Citizens Group	
St. Francis Area Jaycees	
St. Francis Youth Assn. (4-H, Scouts, Hockey, etc.)	
St. Francis Ambassador Program	
St. Francis Area Chamber of Commerce	
Other Governmental Agencies	
Local Church organizations	
Local Business/Non-Profit Organizations	Donations will be accepted for Use of Facility unless Council specifically determines that the fees should be imposed.
Priority for use in event of conflict	Based on earliest request if more than one applicant of the same class seeks conflicting dates.
City of St. Francis	
Non-Profit located within City limits	
Residents (individuals or groups)	
Non-Profit located outside City limits	
Non-Residents (individuals or groups)	
