

CITY OF ST. FRANCIS  
CITY COUNCIL  
AGENDA

**November 19, 2012**

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)  
4115 Ambassador Blvd. NW  
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
  - a. City Council Minutes – November 5, 2012
  - b. Special City Council Minutes-November 14, 2012

Oath of Office for Council member filling Unexpired Term – Amy Lazere

3. Adopt Agenda
4. Consent Agenda
  - a. Receive and File the URRWMO Minutes – September 4, 2012 and November 7, 2012
  - b. Accept the letter of resignation from Part Time Liquor Store Clerk-Jodi Engren
  - c. Hire Part Time Liquor Store Clerk-Brian Ruud
  - d. Pay Estimate No. 12 from Amcon Construction Management for \$233,616 to New Look Contracting Inc., Classic Construction, Fabcon Inc, M. Reinert Drywall, Multiple Concept Interiors Inc., Gopher State Contractors., Steinbrecher Painting, Bartley Sales Company Inc., Tiffin, Greystone Construction Company, Alltech Engineering Corp, Midwest Fence, and Brothers Fire Protection
  - e. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
7. Ordinances & Resolutions:
  - a. Ordinance 178, Second Series: Adding Section 4-1-6 Regarding Temporary Habitation (Second Reading)
  - b. Ordinance 180, Second Series- Amending Section 2-9-1 Regarding the Fee Schedule 2013(First Reading)
8. Reports of Consultants & Staff Members
  - a. Engineer:
  - b. Attorney:
  - c. Staff:Fire:  
Public Works: Membership in the MN Cities Stormwater Coalition  
Liquor Store:  
Police: Joint Law Enforcement Council Update  
City Administrator: 1) 2013 Budget Discussion  
2) Christmas Eve Holiday  
3) Council Direction on the Historical Items
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

**CALENDAR OF EVENTS**

Nov 21: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm  
Nov 22: City Offices Closed in observance of Thanksgiving Day  
Dec 3: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council  
FROM: Matthew L. Hylen, City Administrator   
RE: Agenda Memorandum – November 19, 2012 Meeting

**Agenda Items:**

**4. Consent Agenda:**

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

- a. Pay Estimate #12 for the Police/Public Works Facility: Attached is the current pay request in the amount of \$233,616 for the Police/Public Works Facility. The appropriate retainage has been withheld

**7. Ordinances & Resolutions:**

- a. Ordinance 178, Second Series: Amending Section 4-1-6 regarding Temporary Habitation (Second Reading): This was introduced last meeting and was a follow-up from October meetings. A motion and roll call vote would be in order to approve the second reading of Ordinance 178, Second Series.
- b. Ordinance 180, Second Series: Amending Section 2-9-1 of the City Code Regarding the Fee Schedule. The amended Fee Schedule does not reflect the recommended Water and Sewer rate changes. A motion and roll call vote would be in order to approve the second reading of Ordinance 180, Second Series.

**8. Reports:**

a. **Engineer:**

c. **Staff:**

**Fire:**

**Public Works:** *Minnesota Cities Stormwater Coalition:* Attached is a request to participate in a membership in the MCSC group.

**Liquor Store:**

**Police:**

**City Administrator: 2013 Budget Discussion:** As the 2013 City Budget is nearing completion, the Council should give staff any further direction on their thoughts on setting the tax levy for next year. Currently we are at a 7% increase based on Council action in September. If Council determines they would like to lower this amount, staff would need direction at this meeting, or following the December 3<sup>rd</sup> meeting to make final adjustments to the 2013 Budget.

*St. Francis Historical Items:* Attached is an Agenda Report giving some background information relating to this topic and current decisions that need to be made.

*Christmas Eve Holiday:* This year Christmas Eve is on a Monday. City Policy indicates we will receive one half day off (4 hours). Staff is requesting Council consideration on closing city hall on Monday, December 24. Staff is willing to utilize banked accruals on time not worked.

**11. Old Business:**

**12. New Business:**

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

CITY COUNCIL MINUTES

NOVEMBER 5, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 p.m.
2. **Roll Call:** Present were Mayor Jerry Tveit, Councilmembers Jeff Sandoval, Tim Brown, Chris McClish and Steve Kane. Also present were Police Chief Alf Halapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylen and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND MOTION BY BROWN TO ADOPT THE NOVEMBER 5, 2012, CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** Kane asked if there is a cost savings by participating with the MMUA. Hylen stated there is not a real good way to show cost savings. Hylen reported on the benefits of participating with a company such as MMUA. MOTION BY BROWN SECOND MOTION BY KANE TO ADOPT THE NOVEMBER 5, 2012, CITY COUNCIL CONSENT AGENDA A-F AS FOLLOWS:
  - a. Approve the City Council Minutes of October 15, 2012.
  - b. Approve the Professional Service Agreement between Mediations Services for Anoka County and St. Francis.
  - c. Approve the 2012-13 Safety Management Program Contract between MN Municipal Utilities Association and the City of St. Francis.
  - d. Approve the Joint Powers Agreement between the City of St. Francis and Anoka County for Assessment of Property 2014 – 2018.
  - e. Accept the letter of resignation from Part Time Liquor Store Clerk Nicole Peterson.
  - f. Approve Payment of Claims for \$. (Check numbers 64499-64587 \$400,242.36 and ACH 44-45 \$94,258.) Motion carried 5-0.
5. **Meeting Open to the Public:** Ron Benkler, 4509-232<sup>nd</sup> Avenue asked to speak to the City Council about public relations. This is in regards to business opportunities. There is a major opportunity for a business to come to St. Francis. There are circumstances that need to be done in order to accommodate this business. We are up against a lot of communities. This is in strict confidence but we do need to find ways and money to help businesses to move here.

Chris Schuster, 22968 Navajo Street, wanted to express his concern in regards to the Seelye Brook Park destruction and fires. I did attend the neighborhood meeting and some of the council

was there. As a close neighbor to the park, I hope the council will be able to figure out some way to take care of this issue.

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

a. **Delinquent Utilities and Miscellaneous Invoices: Public Hearing (Res. 2012-35):**

This public hearing is for property owners to contest their delinquent utility or miscellaneous invoices that are subject to certification. Mayor Tveit opened the Public Hearing at 6:09 pm. Mayor Tveit asked if there is anybody in the audience to address the city council regarding delinquent utility and miscellaneous invoices. With no public comment Mayor Tveit closed the public hearing at 6:10 pm.

MOTION BY SANDOVAL SECOND McCCLISH TO ADOPT RESOLUTION 2012-35 A RESOLUTION AUTHORIZING AND DIRECTING CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY AND REPAIR OF LEAKS AS A LIEN UPON PROMISES. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Ordinance 179, Second Series: Amending Section 6-5-3 regarding Gambling**

**Proceeds (Second Reading):** A memorandum from the City Attorney, Scott J. Pak was provided regarding a recent inquiry that was received. This entity questioned whether a one-day event that included gambling would be regulated by the 10%. If the council chooses to exclude the one day event by entities that hold fewer than three (3) one-day events within the City per calendar year an amended ordinance was provided. MOTION BY KANE SECOND SANDOVAL APPROVING THE SECOND READING OF ORDINANCE 179, SECOND SERIES AMENDING SECTION 6-5-3 REGARDING GAMBLING PROCEEDS WITHOUT ANY CHANGES. Sandoval said he has a hard time agreeing to the amendment when we said no to the American Legion with a couple other council members agreeing. The Council did not change the ordinance as presented. Roll Call: Ayes: Sandoval, Brown, Kane, McClish, and Tveit. Nays: None.

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

a. **Engineering & Planning - Pedestrian Improvement:** City Engineer Jared Voge provided a memorandum on the Pederson Drive/Hwy 47 intersection crosswalk project agreement. Voge reported during the plan review process, the Minnesota Department of Transportation informed that an agreement would be required for the pedestrian improvements project. The agreement identifies the responsibilities of MnDOT and the City of St. Francis with respect to the rectangular rapid flashing beacon system. MOTION BY McCCLISH SECOND BROWN ADOPT RESOLUTION 2012-36 A RESOLUTION ENTERING INTO A Mn/DOT AGREEMENT NO. 02036M WITH THE STATE OF MINNESOTA, DEPARTMENT OF TRANSPORTATION FOR THE NEW SOLAR-POWERED RECTANGULAR RAPIDS FLASHING BEACON SYSTEM. Motion carried 5-0.

b. **Attorney:**

c. **Staff:**

**Fire Department:**

**Public Works:**

**Liquor Store:**

**Police Dept.:**

**City Administrator Report: Seelye Brook Park Meeting Recap:** The City hosted a neighborhood meeting on October 16, 2012. This meeting was prompted because of the frequent vandalism to our park equipment in the Seelye Brook Park and forestry/property damage in the Wickstrom Forest area south of Seelye Book Park. The Wickstrom Forest area is part of a Joint Powers Agreement with the City of Oak Grove. Approximately 20 neighborhood residents attended the meeting. A few ideas were addressed, essentially leaving four options for the City.

1. Install “hidden” cameras and wirelessly send this back to city building to monitor. The camera would cost about \$2,000. Our wireless internet provider would allow use of this bandwidth for free. We would set up a computer back at city facility for monitoring and recording purposes (estimated cost \$500+ with IT support). The challenge would be identifying any perpetrators of damage they cause.
2. Install fencing around the perimeter of the park and close the parking lot off for any use. The estimate we received to complete this project is \$9,500. This would eliminate much of the motorized vehicle traffic in our park. This would also essentially abandon the parking lot adjacent to the park in the woods.
3. Remove all park equipment and only have a “green space” park. This would “solve” the problem with the playground equipment being damaged but would not necessarily take care of the unauthorized motor vehicle traffic. We are estimating this could cost about \$10,000 to \$20,000 to design, enlarge a playground and remove and reinstall the equipment. While this may make “other” park users happy, not all those who attended the meeting were in favor of this option.
4. Do Nothing. One option is always to do nothing. However, following the media coverage as well as the neighborhood meetings, there have been NO incidences of vandalism at Seelye Brook Park.

So the recommendation tonight is do nothing at this time. However, the council may want to give direction on how to proceed if the vandalism starts up again. Kane thought the neighborhood meeting brought out a lot of incidents that even the neighborhood didn't know what was going on. They would like the camera idea when we get to a point that additional patrol needs to be done. At that, time staff can come back with some pricing. Brown said I think people are more aware and watching the area.

**Reference 2007 Municipal Bond Discussion:** Staff met with our financial advisor about a possible refinancing of our 2007 municipal bonds. A summary sheet of our discussion on the possible savings, were provided. If the Council chooses to proceed after discussion, staff will work with Northland Securities to prepare the official paperwork to complete this refinancing and bring it back for council action. **MOTION BY SANDOVAL SECOND TO PROCEED WITH THE REFINANCING OF THE 2007 MUNICIPAL BONDS.** Motion carried 5-0.

**Fire Joint Fire Service Meeting:** The Joint Service group reviewed the draft of the Grant Application. The comment period will close soon and needs to be submitted by next week.

**Reports from Council Members:**

- a. **Sandoval – Ordinance 178, Second Series: Adding Section 4-1-6 Regarding Temporary Habitation (First Reading):** Sandoval said it was brought to my attention with

several phone calls that there is a mobile home at a residence that we previously denied. I would like to have the ordinance revisited. I previously voted against thinking residents would abide without having to pass the ordinance. MOTION BY SANDOVAL SECOND BY BROWN TO APPROVED THE FIRST READING OF ORDINANCE 178, SECOND SERIES REGARDING SECTION 4-1-6 REGARDING TEMPORARY HABITATION. Roll Call: Ayes: McClish, Kane, Brown, Sandoval and Tveit. Motion carried 5-0.

Sandoval stated regardless how the elections might go tomorrow; it has been a privilege to work with the city council and staff. I will continue to be a part of the community one way or another.

McClish reported he had the opportunity to attend the candidate forum two weeks ago, and I was disappointed to hear some of the candidates with some misinformation and negative comments about the city. I want to comment on some of the issues that were discussed at the candidate forum. McClish read his comments as follows:

1. Park Commission: During the candidate forum, a former member of the Park Commission stated that he thought the commission was abolished because he never received any notices, and thought they had no members. Well the fact is the Planning Commission did not have enough members so it was turned over to the city council. The city tried very hard to attract new members, but no one applied. Again, I highly encourage people to get more involved with your city and assist with our commission.
2. New Police/Public Works Facility: A candidate during the forum brought up that the people had no clue about the new police/public works facility that was being built until it was completed. I just want to let the public know that it was discussed several times during the council meetings; information was placed on the city web site and newsletters, and even had a town hall meeting to discuss the new facility where only 6 citizens showed up. We placed videos on YouTube to explain the serious bonding issues, and even used social media such as Facebook and twitter to post news articles about the new facility during the planning stages and while it was being built, and now it was being paid for. I don't know what else the city staff and council could do to get the information out there. Even Leroy Schaffer went door to door telling people to show up to the council meetings to express their opinions, but only a few people showed up on both sides of the issue. Again, I encourage the people to get more involved in your city and stay updated on what's going on around town instead of the rumors and facts that get twisted.
3. Communication: During the candidate forum, some candidates brought up about the poor communication within the city. I strongly disagree. Since I was elected to the city council two years ago, we have greatly updated our city website and we have created a Facebook and twitter page to increase our communication to the people. The city sends out newsletters, we video tape our council meetings for people to watch whenever they want. City council meetings are held twice a month where citizens can speak during the public forum; citizens can contact their city council by e-mail and/ or phone. The one area I would like to improve on in the future is to upgrade the video equipment to increase the video and sound quality for our video recorded council meetings, and to use a different server to improve viewing the meetings on-line. I would

also like to see other commissions such as the EDA, Charter, and Planning Commissions to be video recorded for public viewing.

One more thing, remember to get out there and vote tomorrow.

10. **Report from Mayor:** In regards to the Candidate Forum, I thank the Chamber of Commerce and the Women of Today for sponsoring the event. I want to remind people to vote.

11. **Old Business:**

a. **Administrative Intern Update on 4020-2<sup>nd</sup> Avenue NW:** Four tanks were removed along with the canopy. There was some examination but the results are not back from MPCA as to the extent. The MPCA now is taking over the project. The cost for the removal of the tanks and canopy are being assessed to the property. The City's portion of the project is complete at this time.

Administrative Intern Chris Mickelson is attending a meeting tonight in regards to a City owned vacant lot in the Royals Oaks subdivision.

Sandoval received a couple phone calls in regards to why are we building our own salt storage and what are our cost saving. Hylen stated I do not have the numbers tonight. What I can report is that previously the City was paying Anoka County approximately \$92-\$95 a ton. I did talk to Commissioner Look regarding the charges and asked for a breakdown. We found out the salt was approximately \$55-\$58 cost to Anoka County. Right before we decided to build the storage shed, Anoka County came back with a new proposal of approximately \$72 per ton. Using historical charges from Anoka County our new shed should be paid back in seven to nine years. Bethel and ISD #15 were being charged the meter fees too so they came on board and will now be purchasing from us. Sandoval said that really well answers my question.

12. **New Business:**

a. **Canvass Election Results:** Council needs to set a meeting to canvass the election results. Suggested dates are November 13, 14, or 15th. A motion would be in order to set the date, time and location. Hylen said the only potential council conflict is if the council was going to attend the LMC Regional meeting. The region meeting is November 14, 2012. None of the City Council did plan on attending the region meeting.  
**MOTION BY TVEIT SEONCD SANDOVAL TO HOLD TO CANVASS ELECTION RESULTS AT CITY HALL ON WEDNESDAY, NOVEMBER 14, 2012 AT 4:00 PM.**  
Motion carried 5-0.

**Road Structure:** McClish reported we have discussed several times in the past about the road structure between St. Francis and Coon Rapids/Anoka area that needs to be improved in order to attract more businesses and make traffic more efficient during peak times. I had the opportunity to speak with Anoka County Commissioner Matt Look regarding the issue. He advised the future plan was to continue to upgrade County Rd. 9 from a 2 lane road to a 4 lane roadway further north from 161<sup>st</sup> Avenue in Andover, but it would be in phases and when funding

becomes available. Commissioner Look did advise me the county is planning on installing stoplights at the intersection of County Rd. 9 and Viking Blvd. in the near future which would help relieve some traffic delays during peak times. The roads south of us are not in our city but it does impact our local businesses and citizens. We need to work together with the state of MN, Anoka County, and the cities of Oak Grove and Andover to improve the roadways. This has been discussed for years but nothing is done. After a brief discussion, the council agreed something needed to be done. The council directed staff to find some options and report back. Hylen advised the council he would speak with Jared Voge, and report back to the council with some options.

13. **Adjournment:** Mayor Tveit adjourned the regular City Council meeting at 6:55 pm.

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Barbara I. Held, City Clerk

CITY OF ST. FRANCIS  
ST. FRANCIS, MN

SPECIAL CANVASSING BOARD MINUTES

NOVEMBER 8, 2010

1. **Call to Order:** Mayor Jerry Tveit called the Canvassing Board to order at 4:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, Tim Brown and Chris McClish. Councilmember Jeff Sandoval absent. Also present were Council Elect Amy Lazere and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND BROWN TO ADOPT THE SPECIAL CITY COUNCIL MEETING CANVASSING BOARD AGENDA. Motion carried 4-0.
4. **Resolution 2012-37: Accepting the Results of the St. Francis Municipal Races in the 2012 State General Election:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2012-37 A RESOLUTION TO ACCEPT THE RESULTS OF THE 2012 GENERAL ELECTION HELD ON NOVEMBER 6, 2012. Motion carried 4-0.

Mayor Tveit congratulated Tim Brown for being re-elected along with congratulating and welcoming Amy Lazere.

Mayor Tveit adjourned the Canvassing Board meeting at 4:03 pm.

Barbara I. Held  
City Clerk

DARRELL A. JENSEN  
JEFFREY S. JOHNSON  
RUSSELL H. CROWDER  
JON P. ERICKSON  
THOMAS P. MALONE  
MICHAEL F. HURLEY  
DOUGLAS G. SAUTER  
HERMAN L. TALLE  
CHARLES M. SEYKORA  
DANIEL D. GANTER, JR.  
BEVERLY K. DODGE  
JAMES D. HOEFT  
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W. JAMES VOGL, JR.

### MEMORANDUM

TO: St. Francis Mayor and City Council  
FROM: Scott Lepak, City Attorney  
RE: Council member – filling unexpired term  
DATED: November 13, 2012

The City election resulted in the citizens voting in an individual to serve the unexpired term of a prior council member who resigned. This newly elected individual will assume the City Council position immediately upon obtaining their election certificate. The applicable statute is Minn. Stat. Sec. 412.02. It provides as follows:

Subd. 2a. **Vacancy.** Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor. The council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular city election.

(emphasis added).

The Council members elected to full terms will take office on the first Monday in January following the election at which the Council member is elected. Minn. Stat. Sec. 412.02, Subd. 2.

Upper Rum River Watershed Management Organization  
Meeting Minutes for September 4, 2012

Chair Miller called the meeting to order at 7:00 pm.

Present: Kevin Armstrong  
Scott Heaton  
Richard Lawrence  
Todd Miller  
Lan Tornes  
Richard Walstrom  
John Wangenstein

Absent: Ed Faherty  
Orval Leistico  
Jared Trost  
Jerry Tveit

#### APPROVAL OF AGENDA

**Scott Heaton moved and Lan Tornes seconded to add item A. Jared Trost resignation under 9. Other. All in favor, motion carried.**

#### APPROVAL OF MINUTES

**Lan Tornes moved and Kevin Armstrong seconded to approve the July 11, 2012 meeting minutes as presented. All in favor, motion carried.**

#### TREASURER'S REPORT

Richard Walstrom reported a balance of \$10,113.85 in the checking account as of 7/31/12.

#### UNFINISHED BUSINESS

Insurance Coverage – Richard Walstrom checked into the insurance carrier MN Counties Intergovernmental Trust (MCIT). He will be getting a list of items needed to fill out the application. Richard W. shared a concern with changing to this insurance carrier, since it is not an insurance company, but rather a cooperative insurance carrier; he was directed to proceed with the application process. Todd Miller will fill out and submit the required paperwork for Gallagher Insurance to ensure coverage.

#### NEW BUSINESS

Joint Powers Agreement (JPA) changes re: meeting location – Discussed whether an amendment was needed to change the meeting location to Bethel. The annual meeting is the only meeting that needs to be held at Oak Grove City Hall. It was decided to leave the JPA as is, and to schedule the annual meeting at Oak Grove. Oak Grove City Hall will remain the official mailing address.

MAIL

OTHER

Jared Trost resignation – On 9/4/12, Jared submitted his letter of resignation via email to Todd Miller.

INVOICE APPROVAL

**Lan Tornes moved and Richard Walstrom seconded to pay the Anoka Conservation District invoice #2012018 – 2012 Monitoring and Management Work Plan payment 3 of 3 for \$2,118.34. All in favor, motion carried.**

**Scott Heaton moved and Lan Tornes seconded to approve the recording secretary invoice for \$100.00. All in favor, motion carried.**

ADJOURN

**Scott Heaton moved and Richard Walstrom seconded to adjourn. All in favor, meeting adjourned at 7:45 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 9/11/12

Upper Rum River Watershed Management Organization  
Meeting Minutes for November 7, 2012

Chair Miller called the meeting to order at 7:09 pm.

Present: Kevin Armstrong  
Scott Heaton  
Ed Faherty  
Todd Miller  
Lan Tornes

Absent: Richard Walstrom  
John Wangenstein  
Richard Lawrence  
Orval Leistico  
Jerry Tveit

Also present: Jamie Schurbon, Anoka Conservation District (ACD)

#### APPROVAL OF AGENDA

Schurbon asked that Rum River Projects be added under 9. Other. **Lan Tornes moved and Kevin Armstrong seconded to approve the amended agenda by adding Rum River Projects under 9. Other. All in favor, motion carried.**

#### APPROVAL OF MINUTES

**Lan Tornes moved and Ed Faherty seconded to approve the September 4, 2012 meeting minutes as presented. All in favor, motion carried.**

#### TREASURER'S REPORT

Letter was received from Peoples Bank providing information on how to access online banking.

#### UNFINISHED BUSINESS

A. Insurance Coverage – Chair Miller asked that Walstrom send him the list of information needed to fill out the application for MN Counties Intergovernmental Trust (MCIT), so that Miller knows what is needed. The URRWMO is now covered by LMCIT.

B. Bethel City report – Bethel's city engineer has not yet reported back to Chair Miller. Bethel's maintenance tech was directed to talk with ACD regarding the procedure St. Francis uses, so that Bethel can do the same.

#### NEW BUSINESS

A. 2013-2017 Water Monitoring Plan – The URRWMO 3rd Generation Plan reads that the water monitoring plan is to be updated; Schurbon presented a proposed draft. Discussed the

possibility of more evenly spreading stream water quality expenses across years by monitoring every three years, reducing the stream water quality monitoring to only four times (3 scheduled and 1 event) per year every year, versus eight times per year every other year, and reducing reference wetlands from five sites to three (East Twin, George, and Cedar). **The Board consensus was to direct ACD to revise the plan with lake water quality monitoring to remain as is, change the stream water quality monitoring to only four times (3 scheduled and 1 event) per year every year, and to reduce reference wetlands from five sites to three (East Twin, George, and Cedar).**

B. Website - ACD is revamping its website and the WMO websites that are directly connected to it (including the SRWMO). Reasons for revamping the existing 12-year-old structure were presented. All fees for updating the website will be incorporated into ACD's and the URRWMO 2013 work contract. This is not work that was budgeted by the URRWMO for 2013. Possible sources to pull dollars from, including the water quality cost share grant fund, bank account, or others can be discussed. The website migration needs to be done in early 2013. In mid-2013 the old websites will disappear. During the migration process the URRWMO Board will have the opportunity to review and comment upon the new website. Total estimated costs for the new website would be \$715. Other maintenance and updating fees remain the same as previously discussed. Heaton and Armstrong reported that the SRWMO would like to cost share with the URRWMO. URRWMO likes the idea of collaboration for the websites. Heaton reported that Dan Babineau, SRWMO Chair, is also going to explore the possibility of presenting a bid for a revised website. Heaton will ask Babineau to provide his bid to the URRWMO prior to the January 9, 2013 meeting. Schurbon was asked to prepare cost estimates for an independent URRWMO website and a shared URRWMO/SRWMO website. The Babineau and ACD cost estimates will be considered at the next meeting.

#### MAIL

- A. Peoples Bank - Two bank statements and a letter regarding online banking.
- B. MAWD Annual meeting and trade show information.

#### OTHER

- A. Rum River Projects (FYI) – 1) ACD will be the lead in a Rum River Watershed Restoration and Protection Plan, and 2) ACD developing a “Think Big” project to improve the Rum River water quality, habitats, and easements, etc. with possible use of legacy funds.

#### INVOICE APPROVAL

**Scott Heaton moved and Lan Tornes seconded to approve the recording secretary invoice for \$100.00. All in favor, motion carried.**

ADJOURN

**Scott Heaton moved and Lan Tornes seconded to adjourn. All in favor, meeting adjourned at 8:24 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 11/10/12

Unapproved



**CONTRACT CONTINUATION**

Project: St. Francis Police & Public Works  
St. Francis, MN

Application # : 12  
Dated: 10/31/2012  
Project No : CM 234

Cost # Code	Description	Subcontractor/Supplier	Original Contract	Changes To Contract	Sum to Date	Total Completed to Date	Retention	Total Earned Less Retention	Previous Requests	Current Payment Due	% Completed	Balance to Finish
1 C-01	Site Grading/Excavating/Demo	North Metro Asphalt & Contracting	\$344,942	\$3,715	\$348,657	\$344,622	\$17,231	\$ 327,391	\$327,391	\$0	99%	\$4,035
2 C-02	Site Utilities	New Look Contracting Inc.	284,500	15,506	300,006	300,006	15,000	285,006	279,439	5,567	100%	0
3 C-03	Asphalt Paving	Northland Paving, LLC	448,200	(16,411)	431,789	431,789	3,462	428,327	428,327	0	100%	0
4 C-04	Landscaping/Irrigation/Ret. Walls	Noble Nursery Retail	47,365	(335)	47,030	47,030	2,352	44,678	44,678	0	100%	0
5 C-05	Concrete & Masonry	Classic Construction of Cedar MN	777,988	1,569	779,557	779,557	38,978	740,579	738,525	2,054	100%	0
6 C-06	Precast Concrete	Fabcon Inc	677,907	783	678,690	678,690	17,060	661,630	644,755	33,935	100%	0
7 C-07	Steel Fabrication (Supply)	Central Minnesota Fabricating	340,330	865	341,195	341,195	3,452	337,743	324,135	0	100%	0
8 C-08	Steel Erection	Maxx Steel Erectors	69,900	1,066	70,966	69,033	1,111	69,922	65,581	0	97%	1,933
9 C-09	Windows-Fiberglass (Supply)	Shaw Stewart Lumber Co	22,225	0	22,225	22,225	6,230	16,000	103,963	14,406	100%	0
10 C-10	Carpentry-Gen Construction	Gopher State Contractors Inc	123,310	1,289	124,599	124,599	2,931	121,668	103,963	0	100%	0
11 C-11	Architectural Woodwork, Cabinet	Southern MN Woodcraft Inc	47,950	10,671	58,621	58,621	20,062	38,559	55,690	0	100%	0
12 C-12	Flat Roofing	McDowall Company	400,650	582	401,232	401,232	4,741	396,491	381,170	0	100%	0
13 C-13	HM Doors/Hardware (Supply)	Straughan Hardware Inc	96,980	(209)	96,771	94,815	3,582	93,193	90,074	0	98%	1,956
14 C-14	Overhead Doors	Overhead Door of the Northland	70,298	1,430	71,728	71,639	1,220	70,419	68,057	0	100%	89
15 C-15	Specialty Doors - Detention	Stronghold Industries Inc	24,400	0	24,400	24,400	2,479	21,921	23,180	0	100%	0
16 C-16	Glass and Glazing	Heartland Glass	49,060	518	49,578	49,578	0	49,578	47,099	0	100%	0
17 C-17	Drywall/Metal Stud Framing	M.Reinert Drywall Inc	83,000	2,279	85,279	85,279	0	85,279	81,218	4,061	100%	0
18 C-18	Flooring (Carpet and VCT)	Multiple Concept Interior Inc	23,949	1,384	25,333	25,333	1,267	24,066	20,330	3,736	100%	0
19 C-19	Ceramic and Quarry Tile	Grazzini Brothers & Company	31,397	1,218	32,615	32,615	1,631	30,984	30,984	0	100%	0
20 C-20	Painting & Coatings	Steinbrecher Painting	37,200	30,456	67,656	67,656	3,383	64,273	32,822	31,451	100%	0
21 C-21	Acoustical Ceiling	Acoustics Associates	26,825	1,306	28,131	0	0	0	0	0	0%	28,131
22 C-22A	Misc. Specialties	Bartley Sales Company Inc	16,891	990	17,881	11,416	571	10,845	6,351	4,494	64%	6,465
23 C-22B	Detention	Mid America Business Systems	36,218	(12,115)	24,103	23,103	1,155	21,948	21,948	0	96%	1,000
24 C-22C	Laundry Access, Wash Bay	Construction Supply Inc	13,621	1,325	14,946	14,800	740	14,060	14,060	0	99%	146
25 C-22D	Visual Display	Newline Products Inc	1,103	0	1,103	1,103	55	1,048	1,048	0	100%	0
26 C-22E	Supply Police Personnel Lockers	Tiffin	13,561	0	13,561	13,561	0	13,561	12,883	678	100%	0
27 C-23	Fabric Covered Storage Struct.	Greystone Construction Co	114,950	16,312	131,262	131,262	0	131,262	124,699	6,563	100%	0
28 C-24	Lockers	Olympus Lockers & Storage Prod	17,800	964	18,764	18,764	938	17,826	17,826	0	100%	0
29 C-25	Signage	Signarama	9,896	(135)	9,761	0	0	0	0	0	0%	9,761
30 C-26	Mechanical-HVAC, Plumbing, Fir St. Cloud Refrigeration	Electrical Solutions Inc	1,084,200	27,460	1,111,660	1,111,410	55,571	1,055,839	1,055,839	0	100%	250
31 C-27	Electrical	Electrical Solutions Inc	693,100	29,358	722,458	707,712	35,386	672,326	672,326	0	98%	14,746
32 C-28	Overhead Crane Systems	Alltech Engineering Corp	43,940	0	43,940	43,940	2,197	41,743	34,452	7,291	100%	0
33 C-29	Fencing/Gates	Midwest Fence	127,730	(4,000)	123,730	123,730	6,187	117,543	0	117,543	100%	0
34 C-30	Low Voltage Systems	Brothers Fire Protection	223,198	9,585	232,783	232,783	11,639	221,144	219,307	1,837	100%	0
35 C-31	Window Treatment	Custom Expressions	1,353	0	1,353	1,353	68	1,285	1,285	0	100%	0
<b>TOTALS</b>			<b>\$5,425,937</b>	<b>\$127,426</b>	<b>\$6,553,363</b>	<b>\$6,484,951</b>	<b>\$260,679</b>	<b>\$ 6,224,172</b>	<b>\$5,990,556</b>	<b>\$233,616</b>	<b>99%</b>	<b>\$68,512</b>



## LETTER OF TRANSMITTAL

- ENERGY
- FACILITIES
- COMMUNICATIONS
- ENVIRONMENTAL

DATE: November 2, 2012

TO: Barb Held, City Clerk  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

SUBJECT: St. Francis Police & Public Works Facility

PROJECT NUMBER: 124546

THESE ARE TRANSMITTED:  FOR YOUR INFORMATION  FOR ACTION SPECIFIED BELOW  FOR REVIEW AND COMMENT  FOR YOUR USE  AS REQUESTED

DWG # / DOC NAME	REV	DATE	COPIES	DESCRIPTION
Application & Certificate for Payment #12		10/30/12	3	We are returning approved and signed applications.

### MESSAGE

Please contact me with any questions.

Sincerely,

Miles D. Britz, AIA, LEED AP

c: Adam Winberg, AMCON Construction  
Enclosure(s):  
Sent Via: UPS

IF ENCLOSURES ARE NOT AS NOTED. PLEASE NOTIFY US AT ONCE.

**APPLICATION AND CERTIFICATE FOR PAYMENT**

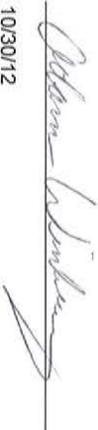
To (Owner): City of St. Francis  
23340 Cree St. NW  
St. Francis, MN 55070  
  
Project: St. Francis Police & Public Works  
4058 St. Francis Blvd  
St. Francis, MN 55070

Construction Amcon CM, LLC  
Manager: 1715 Yankee Doodle Road, Suite 200  
Eagan, MN 55121  
  
Architect: Power Engineers Inc  
105 East 4th St., Suite 200  
Northfield, MN 55057

Application #: 12  
Dated: 10/31/2012  
Project No: CM234  
Page: 1 of 2

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

CONTRACTOR: Amcon CM, LLC

BY:   
DATE: 10/30/12

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

ARCHITECT: Power Engineers Inc.  
BY:   
DATE: 10-31-12  
OWNER: City of St. Francis  
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

**CHANGE ORDER SUMMARY**

Change Order Number	Approval Date	Amount
1	10/30/2012	127,426

TOTAL \$127,426

**Thank You**

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

The present status of the account for this contract is as follows:

Original Budget Sum: \$6,425,937  
Change Orders To Contract: \$127,426  
Contract Value: \$6,553,363

Total Completed & Stored To Date: \$6,484,851  
Retention: \$260,679  
Total Earned, Less Retention: \$6,224,172

Previous Applications For Payment: \$5,990,556

Current Payment Due: \$233,616

Previously Submitted & Not Paid Applications: \$0

**TOTAL DUE: \$233,616**

# Contract Summaries

# St. Francis Police & Public Works

Contractor	Signed Contract	Insurance Expires	Bond	Original Contract	Change Orders	Current Contract
<b>St. Francis Contractors</b>						
C-01 North Metro Asphalt and Contracting	X	4/15/12	X	344,942	3,715	348,657
C-02 New Look Contracting, Inc	X	1/9/12	X	284,500	15,506	300,006
C-03 Northland Paving, LLC	X	1/1/12	X	448,200	(16,411)	431,789
C-04 Noble Nursery Retail	X	7/1/12	X	47,365	(335)	47,030
C-05 Classic Construction of Cedar, MN. Inc.	X	3/1/12	X	777,988	1,569	779,557
C-06 Fabcon, Inc	X	12/31/12	X	677,907	783	678,690
C-07 Central Minnesota Fabricating	X	11/1/12	X	340,330	865	341,195
C-08 Maxx Steel Erectors	X	6/2/12	X	69,900	1,066	70,966
C-09 Shaw Stewart Lumber Co,	X		X	22,225		22,225
C-10 Gopher State Contractors, Inc	X	5/29/13	X	123,310	1,289	124,599
C-11 Southern Minnesota Woodcraft, Inc	X	4/1/12	X	47,950	10,671	58,621
C-12 McDowall Company	X	4/1/12	X	400,650	582	401,232
C-13 Straughan Hardware, Inc	X	6/30/12	X	96,980	(209)	96,771
C-14 Overhead Door of the Northland	X	10/26/12	X	70,298	1,430	71,728
C-15 Stronghold Industries, Inc	X	11/1/12	X	24,400		24,400
C-16 Heartland Glass	X	5/15/12	X	49,060	518	49,578
C-17 M. Reinert Drywall, Inc	X	1/30/12	X	83,000	2,279	85,279
C-18 Multiple Concept Interior, Inc	X	1/1/13	X	23,949	1,384	25,333
C-19 Grazzini Brothers & Company	X	12/31/12	X	31,397	1,218	32,615
C-20 Steinbrecher Painting	X	3/1/12	X	37,200	30,456	67,656
C-21 Acoustics Associates	X	5/1/12	X	26,825	1,306	28,131
C-22A Bartley Sales Company, Inc	X	1/29/13		16,891	990	17,881
C-22B Mid-America Business Systems and	X	9/1/12	X	36,218	(12,115)	24,103
C-22C Construction Supply, Inc	X			13,621	1,325	14,946
C-22D Newline Products, Inc	X	8/10/12		1,103		1,103
C-22E Tiffin Metal Products	X			13,561		13,561
C-23 Greystone Construction Company	X	4/1/12	X	114,950	16,312	131,262
C-24 Olympus Lockers & Storage Products, Inc	X	7/1/12	X	17,800	964	18,764
C-25 Signarama		2/10/13		9,896	(135)	9,761
C-26 St. Cloud Refrigeration	X	12/31/12	X	1,084,200	27,460	1,111,660
C-27 Electrical Solutions, Inc	X	9/1/12	X	693,100	29,358	722,458
C-28 Alltech Engineering Corp	X	7/1/12	X	43,940		43,940
C-29 Midwest Fence	X	3/1/13	X	127,730	(4,000)	123,730
C-30 Brothers Fire Protection	X	4/1/12	X	223,198	9,585	232,783
C-31 Custom Expressions	X	9/29/12		1,353		1,353
				6,425,937	127,426	6,553,363

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER: City of St. Francis  
 23340 Cree Street NW  
 St. Francis, MN 55076

PROJECT: St. Francis Police & Public  
 Works Facility

APPLICATION NO: 5

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: VIA PRIME CONTRACTOR: Amcon Construction  
 New Look Contracting, Inc. 1715 Yankee Doodle Rd  
 19696 County Road 72 Suite 200  
 Elk River, MN 55330 763-241-1596 Main Eagan, MN 55121  
 CONTRACT FOR: St. Francis Police & Public Works Facility

PERIOD TO: May 25th, 2012  
 to Sept 25th, 2012  
 PROJECT NOS: Proj. 012  
 CONTRACT DATE: 11/01/2011

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM \$ 284,500.00  
 2. Net change by Change Orders \$ 15,506.00  
 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 300,006.00  
 4. TOTAL COMPLETED & STORED TO \$ 300,006.00

5. RETAINAGE: DATE (Column G on G703)  
 a. 5 % of Completed Work \$ 15,000.30  
 (Column D + E on G703)  
 b.          % of Stored Material \$           
 (Column F on G703)  
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 15,000.30

6. TOTAL EARNED LESS RETAINAGE \$ 285,005.70  
 (Line 4 Less Line 5 Total)  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 279,438.70  
 8. CURRENT PAYMENT DUE \$ 5,567.00  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 15,000.30  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$15,506.00	
Supplement to PR 13	\$0.00	
TOTALS	\$15,506.00	\$0.00
NET CHANGES by Change Order	\$15,506.00	

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

CONTRACTOR: \_\_\_\_\_ Date: 9-28-12  
 By: [Signature]  
 State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED ..... \$ 5,567.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: \_\_\_\_\_  
 By: [Signature] Date: 10-31-12  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.  
[Signature] 10/30/12

Continuation Sheet

AIA DOCUMENT G703

(Instructions on reverse side) Page 5 of 5 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

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

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

APPLICATION NUMBER: 5

APPLICATION DATE: 09/25/2012

PERIOD TO: 05/26/2012 to 09/25/2012

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETE THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G+C)	BALANCE TO FINISH (C-G)	RETAINAGE 5%
332200	Well Sealing & Abandonment: Labor	\$2,500.00	\$2,500.00	\$0.00	\$0	\$2,500.00	100%	\$0	\$125.000
332200	Well Sealing & Abandonment: Subcontractor	\$2,500.00	\$2,500.00	\$0.00	\$0	\$2,500.00	100%	\$0	\$125.000
332000	Water Utilities: Material	\$43,000.00	\$43,000.00	\$0.00	\$0	\$43,000.00	100%	\$0	\$2,150.000
332000	Water Utilities: Labor	\$59,500.00	\$58,310.00	\$1,190.00	\$0	\$59,500.00	100%	\$0	\$2,975.000
333000	Sanitary Sewage Utilities: Material	\$2,000.00	\$1,500.00	\$500.00	\$0	\$2,000.00	100%	\$0	\$100.000
333000	Sanitary Sewage Utilities: Labor	\$3,000.00	\$2,250.00	\$750.00	\$0	\$3,000.00	100%	\$0	\$150.000
333000	Sanitary Sewage Utilities: Subcontractor	\$1,000.00	\$1,000.00	\$0.00	\$0	\$1,000.00	100%	\$0	\$50.000
330500, 330600, 334000, 334100, 334300, 334600	Storm Sewer Utilities: Material	\$61,000.00	\$59,780.00	\$1,220.00	\$0	\$61,000.00	100%	\$0	\$3,050.000
330500, 330600, 334000, 334100, 334300, 334600	Storm Sewer Utilities: Labor	\$110,000.00	\$107,800.00	\$2,200.00	\$0	\$110,000.00	100%	\$0	\$5,500.000
PR #4 Watermain Studs	Northwest & Southwest Studs	\$7,002.00	\$7,002.00	\$0.00	\$0	\$7,002.00	100%	\$0	\$350.100
PR #6 Storm Sewer	Storm Sewer Modifications (198+133)	\$331.00	\$331.00	\$0.00	\$0	\$331.00	100%	\$0	\$16.550
RF1029	MH 14 To MH 14 A	\$2,519.00	\$2,519.00	\$0.00	\$0	\$2,519.00	100%	\$0	\$125.950
PR # 13S	Supplement To PR 13	\$5,654.00	\$5,654.00	\$0.00	\$0	\$5,654.00	100%	\$0	\$282.700
	TOTAL ALL PAGES	\$300,006.00	\$294,146.00	\$5,860.00	\$0.00	\$300,006.00		\$0.00	\$15,000.30

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF PAGES

C-05

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

FROM: Classic Construction, Inc.  
18542 Ulysses Street NE  
East Bethel, MN 55011

PROJECT: St. Francis Police & Public Works APPLICATION NO:

PERIOD TO:  
PROJECT NO:

9 Distribution to:  
 OWNER

ARCHITECT  
 CONTRACTOR

CONTRACTOR FOR:

VIA OWNERS REPRESENTATIVE  
VIA ARCHITECT:

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 777,988.00
2. Net change by Change Orders 1,569.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 779,557.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 779,557.00
5. RETAINAGE:
  - a. 5 % of Completed Work \$ 38,977.85 (Column D + E on G703)
  - b. 5 % of Stored Material (Column F on G703) \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) 38977.85
6. TOTAL EARNED LESS RETAINAGE \$ 740,579.15 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 739,307.75
8. CURRENT PAYMENT DUE \$ 2054
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 38,977.85

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$7,590.00	(\$6,833.00)
Total approved this Month	\$812.00	
<b>TOTALS</b>	<b>\$8,402.00</b>	<b>(\$6,833.00)</b>
NET CHANGES by Change Order	\$1,569.00	

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

CONTRACTOR:

By: *[Signature]* KRISTIN J ERICKSON  
MNDAS' PUBLIC - MINNESOTA  
My Commission Expires Jan. 31, 2019

State of: MN  
Subscribed and sworn to before me this  
Notary Public: *[Signature]*  
My Commission expires: 1/31/19

## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

\$ 2,054.00

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

OWNERS REPRESENTATIVE:

By: *[Signature]* Date: 10/30/12

ARCHITECT: *[Signature]* Date: 10-31-12

**CONTINUATION SHEET**

AIA Document G-703 - 1992

AIA Document G702, Application for Payment

Application Date 10/25/2012  
 Application Number 9.00  
 Period To \_\_\_\_\_  
 Architects Project Number \_\_\_\_\_

A Item No.	B Description of Work	C Scheduled Value	D Work completed		F Materials Presently Stored (Not in D or E)	G Total Completed & Stored to Date (D+E+F)	H % (G/C)	I Balance To Finish (C-G)	Retainage 5% (If Variable Rate)
			From Previous (D + E)	This Period					
3000/4000	Concrete/Masonry	\$ 779,557.00	\$ 778,745.00	\$ 812.00	\$ -	\$ 779,557.00	100.00%	\$ -	5%
	TOTALS	\$ 779,557.00	\$ 778,745.00	\$ 812.00	\$ -	\$ 779,557.00	100.00%	\$ -	5%

G703-1992

# INVOICE



CURT STRANGLUND, OWNER

CONCRETE & MASONRY WORK • COMMERCIAL & RESIDENTIAL

Customer No.: CITY OF ST.

Invoice No.: 13997

Bill To: **City of St. Francis**  
 23340 Cree Street NW  
 Saint Francis, MN 55070

Job Address: **St. Francis Police & Public**  
 4058 St. Francis Blvd.  
 Saint Francis, MN 55070

Date	Purchase Order Number	Order Date	Terms
10/25/12		10/25/12	Net 30
Description			Amount

Work Completed: (Draw #9) CO5-12 Caulking		812.00
	Invoice subtotal	812.00
	Invoice total	812.00

Thank You

**APPLICATION AND CERTIFICATE FOR PAYMENT**  
**AIA DOCUMENT G702/CMA**

**CONSTRUCTION MANAGER-ADVISER EDITION**  
 PAGE ONE OF 2 PAGES

TO OWNER: PROJECT: City of St. Francis Public Works

City of St. Francis  
 22340 Cree Street Northwest  
 St. Francis, MN 55070

FROM CONTRACTOR:

Fabcon, Inc.  
 6111 West Highway 13  
 Savage, MN 55378

VIA CONSTRUCTION MANAGER: Professional Design Group, Inc.  
 VIA ARCHITECT: 105 E. 4th Str., Ste 200 - Northfield, MN

APPLICATION NO: FINAL  
 PERIOD TO: 6/30/2012  
 PROJECT NO:  
 FABCON NO: 9910  
 CONTRACT DATE:  
 Distribution to:  
 OWNER  
 CONSTRUCTION MANAGER  
 ARCHITECT  
 CONTRACTOR

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM	\$	677,907.00
2. Net change by Change Orders	\$	783.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	678,690.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	678,690.00
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	0.00
b. % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	678,690.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	644,755.00
8. CURRENT PAYMENT DUE	\$	33,935.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY		
ADDITIONS	DEDUCTIONS	TOTALS
Total changes approved in previous months by Owner	\$1,040.00	\$257.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,040.00</b>	<b>\$257.00</b>
NET CHANGES by Change Order	\$783.00	

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

CONTRACTOR: Fabcon, Inc.  
 By: *Sharon K Fabry*  
 State of: Minnesota County of: Scott  
 Subscribed and sworn to before me this 27 of June, 2012  
 Notary Public: *Sharon K Fabry*  
 My Commission expires: 1/31/2014

**CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED \$ 33,935.00

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

CONSTRUCTION MANAGER:  
 By: *William Chamberlain* Date: *10/30/12*

ARCHITECT:  
 By: *Michelle P. Ruff* Date: *10-31-12*

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

*C-06*

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

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

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

APPLICATION NO: FINAL

APPLICATION DATE: 06/27/12

PERIOD TO: 06/30/12

ARCHITECT'S PROJECT NO:

FABCON PROJECT NO: 009910

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CITY OF ST. FRANCIS PUBLIC WORKS									
1	Materials - Prestressed Concrete	\$372,849.00	\$372,849.00	\$0.00	\$0.00	\$372,849.00	100.00%	\$0.00	\$18,642.45
2	Delivery & Erection	\$305,058.00	\$305,058.00	\$0.00	\$0.00	\$305,058.00	100.00%	\$0.00	\$15,252.90
3	Change Order #1	\$1,040.00	\$1,040.00	\$0.00	\$0.00	\$1,040.00	100.00%	\$0.00	\$52.00
4	Change Order #2	(\$257.00)	(\$257.00)	\$0.00	\$0.00	(\$257.00)	100.00%	\$0.00	(\$12.85)
<b>GRAND TOTALS</b>		\$678,690.00	\$678,690.00	\$0.00	\$0.00	\$678,690.00	100.00%	\$0.00	\$33,934.50

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# Invoice

Invoice Date  
6/27/2012  
Customer No  
10601  
Customer Reference

Invoice No  
9910-R  
Fabcon Reference  
9910

## Invoice Address

**Amcon Corporation**  
1715 Yankee Doodle Road  
Suite 200  
Eagan, MN 55121

## Delivery Address

City of St. Francis Public Works  
23340 Cree Street NW  
St. Francis, MN 55070

## FINAL RETAINAGE BILLING

Period  
06/2012  
Payment Terms  
Due Upon Receipt

Base Contract	\$ 677,907.00
Change Orders	\$ 1,040.00
	\$ (257.00)

**Total Contract** \$ 678,690.00

Total completed to date 100% \$ 678,690.00

Retainage 0 % of contract \$ -

Total completed less Retainage \$ 678,690.00

Less Previous Applications for Payment \$ 644,755.00

**Current Payment Due** \$ 33,935.00

Interest will be charged on all Past Due amounts in accordance with rates and terms agreed on in the original contract. Please pay from this invoice, no statements issued. State sales tax is included in the contract price when applicable.

**Fabcon, INC.**  
6111 W. Highway 13  
Savage, MN 55378  
952-890-4444 ●

Fax 952-882-7298

Please Remit To:  
**Fabcon, INC.**  
12520 Quentin Ave. S., Ste. 200  
Savage, MN 55378



# AIA Document G702™ - 1992

C-10

## Application and Certificate for Payment

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

**PROJECT:** St. Francis Public Works Facil

**FROM CONTRACTOR:** Gopher State Contractors, Inc.  
PO Box 7  
Rice, MN 56367

**VIA ARCHITECT:**

**APPLICATION NO:** 6  
**PERIOD TO:** 9/30/2012  
**CONTRACT FOR:**  
**CONTRACT DATE:**  
**PROJECT NOS:** 1120

**Distribution to:**  
OWNER   
ARCHITECT   
CONTRACTOR   
FIELD   
OTHER

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$ 123,310.00
  2. NET CHANGE BY CHANGE ORDERS ..... \$ ~~12,891~~ 1,823.00
  3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ ~~124,599~~ 125,133.00
  4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ ~~124,599~~ 125,133.00
  5. RETAINAGE:
    - a. 5.00 % of Completed Work (Columns D + E on G703) ..... \$ ~~6,256.65~~ 6,230
    - b. % of Stored Material (Column F on G703) ..... \$ ~~14,915.10~~ 14,915.10
- Total Retainage (Lines 5a + 5b, or Total in Column I of G703) ..... \$ ~~21,171.75~~ 21,145.10
6. TOTAL EARNED LESS RETAINAGE ..... \$ 118,876.35
  7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 4 minus Line 5 Total) ..... \$ 103,963.85
  8. CURRENT PAYMENT DUE (Line 6 from prior Certificate) ..... \$ ~~14,915.10~~ 14,915.10
  9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6) ..... \$ 6,256.65

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 1,907.00	\$ -84.00
Total approved this month	\$	\$
<b>TOTAL</b>	\$ 1,907.00	\$ -84.00
NET CHANGES by Change Order	\$ 1,823.00	

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

**CONTRACTOR:** Gopher State Contractors, Inc.

By: [Signature] Date: 9/24/2012

State of: Minnesota

County of: Benton

Subscribed and sworn to before

me this 24th

day

September 2012

Notary Public: [Signature]

PAMELA M. PETRON  
NOTARY PUBLIC - MINNESOTA  
My Commission Expires Jan. 31, 2015

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ ~~14,915.10~~ 14,915.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**

By: [Signature] Date: 10-31-12

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

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**



# AIA Document G703™ - 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6  
 APPLICATION DATE: 9/24/2012  
 PERIOD TO: 9/30/2012  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I120 BALANCE TO FINISH (C - G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01100	General Conditions								
17001	Change Order C10-01	-84.00	-84.00			-84.00	100.00		-4.20
17002	Change Order C10-02	500.00	500.00			500.00	100.00		25.00
17003	Change Order C10-03	257.00	257.00			257.00	100.00		12.85
17004	Change Order C10-04	1,150.00	1,150.00			1,150.00	100.00		57.50
011000	General Conditions	10,500.00	8,925.00			10,500.00	100.00		525.00
011001	Bond	4,000.00	4,000.00			4,000.00	100.00		200.00
011002	Labor Hours - 100 Laborer	3,200.00	2,144.00			3,200.00	100.00		160.00
011003	Labor Hours - 100 Carpenter	4,100.00	2,952.00			4,100.00	100.00		205.00
061053	Misc. Rough Carpentry	24,800.00	24,800.00			24,800.00	100.00		1,240.00
061600	Sheathing	14,920.00	14,920.00			14,920.00	100.00		746.00
066400	Plastic Paneling	5,800.00	5,800.00			5,800.00	100.00		290.00
079200	Joint Sealants	600.00	600.00			600.00	100.00		30.00
081113	Hollow Metal Doors & Frames	4,000.00	4,000.00			4,000.00	100.00		200.00
081416	Flush Wood Doors	3,000.00	1,000.00			3,000.00	100.00		150.00
083463	Detent Doors & Frames w/0814								
085413	Fiberglass Windows	16,500.00	16,500.00			16,500.00	100.00		825.00
087100	Door Hardware	10,300.00	9,270.00			10,300.00	100.00		515.00
101100	Visual Display Surfaces	1,000.00	500.00			1,000.00	100.00		50.00
102113	Toilet Compartments	2,800.00	1,680.00			2,800.00	100.00		140.00
102600	Wall Protection	1,200.00	1,200.00			1,200.00	100.00		60.00
102800	Toilet, Bath, & Laundry Access	2,400.00	2,160.00			2,400.00	100.00		120.00
104413	Fire Extinguisher Cabinets	1,690.00	1,521.00			1,690.00	100.00		84.50
104416	Fire Extinguishers w/104413								
107500	Flagpoles	2,600.00	2,340.00			2,600.00	100.00		130.00
	GRAND TOTAL								

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# AIA<sup>®</sup> Document G703™ – 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached. In tabulations below, amounts are in US dollars. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6  
 APPLICATION DATE: 9/24/2012  
 PERIOD TO: 9/30/2012  
 ARCHITECT'S PROJECT NO: 1120

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
111900	Detention Equipment	2,500.00		2,500.00		2,500.00	100.00		125.00
111916	Detention Gun Lockers	2,800.00	2,100.00	700.00		2,800.00	100.00		140.00
112200	Vehicle Wash Bay Curtain	3,000.00	1,200.00	1,800.00		3,000.00	100.00		150.00
113100	Residential Appliances	1,600.00		1,600.00		1,600.00	100.00		80.00
<b>Totals</b>		<b>125,133.00</b>	<b>109,435.00</b>	<b>15,698.00</b>		<b>125,133.00</b>	<b>100.00</b>		<b>6,256.65</b>
<b>Totals</b>		<b>GRAND TOTAL</b>							

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# APPLICATION FOR PAYMENT

CAP702  
 Page: 1 of 2  
 G-17

To: Amcon  
 1715 Yankee Doodle Road  
 Suite 200  
 Eagan, MN 55121

PROJECT: 1201  
 St. Francis Police and Public Works  
 4058 St. Francis Blvd.  
 St. Francis, MN, 55070

From Contractor:  
 M. Reinert Drywall, Inc.  
 1011 Northshore Drive  
 Waverly, MN 55390

VIA ARCHITECT:  
 Professional Design Group  
 PO Box 841  
 Northfield, MN 55057

Application No.: Application Date: Period To: Contract Date:  
 6 OCT 5, 2012 OCT 5, 2012 NOV 9, 2011  
 Project Nos:

Distribution List	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Construction Mgr	<input type="checkbox"/>
	<input type="checkbox"/>	Architect	<input type="checkbox"/>	Field	<input type="checkbox"/>
	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>

CONTRACT FOR: C-17 Drywall

## Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

1. Original Contract Amount: \$ 83,000.00
2. Net of Change Orders: \$ ~~2279~~ 2,493.00
3. Net Amount of Contract: \$ ~~85,279~~ 85,493.00
4. Total Completed & Stored to Date: \$ 85,493.00
5. Retainage Summary:
  - a. 0.00 % of Completed Work \$ 0.00
  - b. 0.00 % of Stored Material \$ 0.00
- Total Retainage: \$ 0.00
6. Total Completed Less Retainage: \$ 85,493.00
7. Less Previous Applications: \$ 81,218.35
8. Current Payment Due, This Application: \$ 4,274.65 ~~4,406.1~~

9. Contract Balance (Including Retainage): \$ 0.00

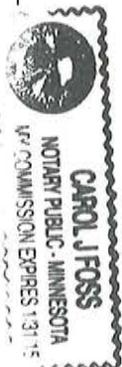
CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	2,811.00	-318.00
Total approved this Month:	0.00	0.00
Sub Totals:	2,811.00	-318.00
NET of Change Orders:	2,493.00	

## CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature) M. Reinert Drywall, Inc.  
 Date: OCT 5, 2012  
 State Authorized: Minnesota  
 County of: \_\_\_\_\_

Subscribed and sworn to before me this 5 day of October, 2012  
 Notary Public: Carol J Foss  
 My Commission expires: 1-31-15



## ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED: \$ 4,061.00  
 (Architects Signature) Mike P. Bueh Date: 10-31-12

Alan Winkley 10/30/12

# APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

From: M. Reinert Drywall, Inc.  
 1011 Northshore Drive  
 Waverly, MN 55390

To: Amcon  
 1715 Yankee Doodle Road  
 Suite 200  
 Eagan, MN 55121

Project: 1201  
 St. Francis Police and Public Works  
 4058 St. Francis Blvd.  
 St. Francis, MN. 55070

Application No: 6  
 Application Date: 10/05/2012  
 Period To: 10/05/2012  
 Contract Date: 11/09/2011  
 Architects Project#:

A Item No	B Description of Work	C Contract Value	D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C - G)	J Retainage (if Variable Rate)
			From Previous Application (D + E)							
1	Material	49,800.00	49,800.00		0.00	0.00	49,800.00	100	0.00	0.00
2	Frame	16,600.00	16,600.00		0.00	0.00	16,600.00	100	0.00	0.00
3	Insulate	4,150.00	4,150.00		0.00	0.00	4,150.00	100	0.00	0.00
4	Hang	8,300.00	8,300.00		0.00	0.00	8,300.00	100	0.00	0.00
5	Tape and sand	4,150.00	4,150.00		0.00	0.00	4,150.00	100	0.00	0.00
6	Change order 1	1,426.00	1,426.00		0.00	0.00	1,426.00	100	0.00	0.00
7	Change order 2	1,108.00	1,108.00		0.00	0.00	1,108.00	100	0.00	0.00
8	Change order 3	318.00-	318.00-		0.00	0.00	318.00-	100	0.00	0.00
9	Asl 002	277.00	277.00		0.00	0.00	277.00	100	0.00	0.00
		85,493.00	85,493.00		0.00	0.00	85,493.00	100	0.00	0.00

# PAYMENT APPLICATION

2-18

<b>TO:</b> Amcon Construction 1715 Yankee Doodle Road Suite 200 Lagan, MN 55121-1616 Attn:	<b>PROJECT NAME AND LOCATION:</b> St Francis Police & Public Works Facility <b>ARCHITECT:</b> St Francis, MN
<b>FROM:</b> Multiple Concepts Interiors 26 1st Ave N Waite Park, MN 56387	<b>CONSTRUCTION MANAGER:</b>
<b>FOR:</b> St Francis Police & Public Works Facility	APPLICATION # 5 PERIOD THRU 09/30/2012 <input type="checkbox"/> OWNER PROJECT #s: <input type="checkbox"/> CONSTRUCTION MANAGER DATE OF CONTRACT: 11/07/2011 <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.  
 Continuation Page is attached.

1. CONTRACT AMOUNT \$23,949.00
  2. SUM OF ALL CHANGE ORDERS \$1,384.00
  3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2) \$25,333.00
  4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) \$25,333.00
  5. RETAINAGE:
    - a. 5.00% of Completed Work \$1,266.65  
 (Columns D + E on Continuation Page)
    - b. 5.00% of Material Stored \$0.00  
 (Column F on Continuation Page)
- Total Retainage (Line 5a + 5b or Column I on Continuation Page) \$1,266.65

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS	
Total changes approved in previous months	\$1,384.00	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,384.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGES</b>	<b>\$1,384.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents; (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for; and (3) Contractor is legally entitled to this payment.

**CONTRACTOR:** Multiple Concepts Interiors  
 By: *[Signature]* Date: 9/21/12

State of: Minnesota  
 County of: Stearns  
 Subscribed and sworn to before me this 21st day of Sept 2012 by Peggy J. Fuller, Notary Public.

My Commission Expires: 12/31/2015

**CERTIFICATION**

The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Construction Manager and Architect know of no reason why payment should not be made.

**CERTIFIED AMOUNT:** \$3,736.35

*(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)*

**CONSTRUCTION MANAGER:** *[Signature]* Date: 10/30/12  
**ARCHITECT:** *[Signature]* Date: 10-31-12

**CONTINUATION PAGE**

PROJECT: St Francis Police & Public Wor  
 St Francis Police & Public Works Facility  
 APPLICATION #: 5  
 DATE OF APPLICATION: 09/21/2012  
 PERIOD THRU: 09/30/2012  
 Payment Application containing Contractor's signature is attached.  
 PROJECT #s:

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
1	Materials	\$18,705.00	\$18,705.00	\$0.00	\$0.00	\$18,705.00	100%	\$935.25
2	Labor	\$5,244.00	\$1,311.00	\$3,933.00	\$0.00	\$5,244.00	100%	\$262.20
3	Change Inder #C18-1	\$1,384.00	\$1,384.00	\$0.00	\$0.00	\$1,384.00	100%	\$69.20
TOTALS		\$25,333.00	\$21,400.00	\$3,933.00	\$0.00	\$25,333.00	100%	\$1,266.65

# APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

TO OWNER:

PROJECT: **St Francis Police & Public Wor**  
**St. Francis MN**

FROM CONTRACTOR: **Steinbrecher Painting, Inc.**  
 1408 7th Street North  
 PO Box 159  
 Princeton MN 55371

VIA CONSTRUCTION MANAGER: **Amcon**  
 VIA ARCHITECT:

APPLICATION NO.: **5 - Revised** Distribution to:  
 PERIOD TO: **10/30/2012**  OWNER  
 PROJECT NOS.:  CONSTRUCTION  
 MANAGER  
 CONTRACT DATE: **11/07/2011**  ARCHITECT  
 CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM..... \$ 37,200.00
2. Net Change By Change Orders..... \$ 30,456.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)..... \$ 67,656.00
4. TOTAL COMPLETED & STORED TO DATE..... \$ 67,656.00  
 (Column G on G702)
5. RETAINAGE:
  - a. 5.00 % of Completed Work..... \$ 3,382.80  
 (Columns D + E on G703)
  - b. 0.00 % of Stored Material..... \$ 0.00  
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703)..... \$ 3,382.80
6. TOTAL EARNED LESS RETAINAGE..... \$ 64,273.20  
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 32,822.50  
 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE..... \$ 31,450.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE **3,382.80** \$ **31,451**  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

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

CONTRACTOR: **Steinbrecher Painting, Inc.**  
 By: \_\_\_\_\_ Date: 10-16-12  
 State of: MN  
 County of: Mille Lacs  
 Subscribed and sworn to before me this 12th day of Oct 2012  
  
 Notary Public: Debra M. Uim  
 My Commission expires: 1-31-15

## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$ 31,451.00  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:  
 By: [Signature] Date: 10/30/12  
 ARCHITECT:  
 By: [Signature] Date: 10-31-12  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 5  
 APPLICATION DATE: 10/16/2012  
 PERIOD TO: 10/30/2012  
 ARCHITECT'S PROJECT NO.:

Page: 2 of 2

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				% (G ÷ C)			
	P&P Bonds	750.00	750.00		530.00		750.00	100.00		37.50
	Materials	7,290.00	6,760.00		2,120.00		7,290.00	100.00		364.50
	Labor	29,160.00	27,040.00		318.00		29,160.00	100.00		1,458.00
	Change Order# #1	318.00			318.00		318.00	100.00		15.90
	Change Order# #3	29,866.00			29,866.00		29,866.00	100.00		1,493.30
	Change Order# #2	272.00			272.00		272.00	100.00		13.60
	<b>Totals:</b>	<b>67,656.00</b>	<b>34,550.00</b>		<b>33,106.00</b>		<b>67,656.00</b>	<b>100.00</b>		<b>3,382.80</b>



AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

TO OWNER: AMCON CONSTRUCTION  
5565 BLAINE AVE S #250  
INVER GROVE HEIGHTS MN 55076

PROJECT: POLICE & PBL C WORKS  
FACILITY

APPLICATION NO: 5

5

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

022A

FROM CONTRACTOR:

VIA ARCHITECT:

Bartley Sales Company, Inc.  
6509 Cambridge Street  
Minneapolis, MN 55426

PERIOD TO: 10/23/12

PROJECT NOS:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

CONTRACTOR: BARTLEY SALES COMPANY, INC.

By: *[Signature]* Date: 10/31/12

State of: MINNESOTA  
Notary Public  
My Commission expires: 1/31/2016



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 4,494.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: *[Signature]* Date: 10-31-12

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

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Documents' Authenticity from the Licensee.

1. ORIGINAL CONTRACT SUM	\$	16,891.00
2. Net change by Change Orders	\$	990 1,671.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	17,881 18,502.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	14,480.00
5. RETAINAGE:		\$ 11,416
a. 5 % of Completed Work (Column D + E on G703)	\$	724.00
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	724.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	13,756.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	6357
8. CURRENT PAYMENT DUE	\$	4,494.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	4,746.00

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

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 SCHEDULE OF VALUES FOR POLICE/PBLC WORKS FACILITY  
 APPLICATION NO: 5  
 APPLICATION DATE: 10/23/12  
 PERIOD TO: ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	TOILET PARTITIONS	\$5,471.00	\$4,571.00			\$4,571.00	83.55%	\$900.00	\$228.55
2	METAL SHELVING	\$3,064.00	\$3,064.00			\$3,064.00	100.00%		\$153.20
3	FLAGPOLES	\$7,853.00	<del>\$7,853.00</del>	\$4,731.00		\$4,731.00	60.24%	\$3,122.00	\$236.55
4	ADD ACCESS PANELS CO#1	\$370.00	\$370.00			\$370.00	100.00%		\$18.50
4A	ADD ACCESS PANELS	\$117.00	\$117.00			\$117.00	100.00%		\$5.85
4B	ADD ACCESS PANELS	\$224.00	\$224.00			\$224.00	100.00%		\$11.20
5	WALL PROTECTION	\$1,403.00	\$1,403.00			\$1,403.00	100.00%		\$70.15
<b>GRAND TOTALS</b>		\$18,502.00	<del>\$9,749.00</del> <b>6685</b>	\$4,731.00	\$0.00	\$14,480.00	78.26%	\$4,022.00	\$724.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Documents' Authenticity

# BARTLEY

6509 CAMBRIDGE STREET  
MINNEAPOLIS, MINNESOTA 55426-4401  
P.O. BOX 26038 • PHONE (952) 929-0001  
FAX: (952) 929-4733



*Sales Company Inc.*

**BUILDING SPECIALTIES**  
*Since 1928*

# INVOICE

Invoice Number: 97792

Invoice Date: Oct 9, 2012

Page: 1

**Bill To:**

AMCON CORPORATION  
5565 BLAINE AVENUE  
SUITE #250  
INVER GROVE HEIGHTS , MN 55076

**Ship to:**

AMCON CORPORATION  
%POLICE & PUBLIC WORKS FACLTY  
ATTN:GREG 4058 ST FRANCIS BLV  
ST FRANCIS, MN 55070

Customer ID	Customer PO	Payment Terms	
AMCON	CONTRACT	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
00BALJ	BESTWAY	10/10/12	11/8/12

Bartley P.O. #	Bartley Job #	Product Description
31.4018	40986,3	2 EA/20' FLAGPOLE AND 1 EA/30' FLAGPOLE

Subtotal	4,416.34
Sales Tax	314.66
<b>TOTAL</b>	<b>4731.00</b>



450 Wall Street  
 Tiffin, Ohio 44883  
 Phone: (800) 537-0983  
 Fax: (419) 447-8313  
 areser@tiffinmetal.com

C-22E

Tax ID: 34-1302396

# STATEMENT

CITY OF ST FRANCIS  
 23340 CREE STREET  
 ST FRANCIS, MN 55070

ACCOUNT NO.	DATE
011711	9/10/2012

PHONE:

FAX:

Attn:

DATE	INVOICE	TYPE OF TRANSACTION	CUSTOMER P.O.	CHARGES	CREDITS
7/16/2012	002992	Invoice	3-7-12 LOI	\$13,561.00	
8/10/2012	002992	Cash Receipt	064110		-12,883.00
8/22/2012	003239	Invoice	REPLACEMENT		
<b>TOTAL</b>				\$13,561.00	-\$12,883.00
<b>ENDING BALANCE</b>	<b>CURRENT</b>	<b>30 - 59</b>	<b>60 - 90</b>	<b>OVER 90</b>	<b>AMOUNT DUE</b>
		\$678.00			\$678.00

*Adam Winberg* 10/30/12

REQUEST FOR PAYMENT

From: Greystone Construction Company  
 500 S. Marschall Road, Suite 300  
 Shakopee, MN 55379

To: Amcon  
 1715 Yankee Doodle Road  
 Eagan, MN 55121-1616

Invoice: 23370  
 Draw: BG11-4570-00004  
 Invoice date: 7/25/2012  
 Period ending date: 7/25/2012

Contract For: General Construction

*Retainage*

Request for payment:  
 Original contract amount \$114,950.00

Approved changes \$11,312.40

Revised contract amount \$126,262.40

Contract completed to date \$126,262.40

Add-ons to date \$0.00

Taxes to date \$0.00

Less retainage \$0.00

Total completed less retainage \$126,262.40

Less previous requests \$119,949.28

Current request for payment \$6,313.12

Current billing \$0.00

Current additional charges \$0.00

Less current retainage -\$6,313.12

Current amount due \$6,313.12

Remaining contract to bill \$0.00

Project: 4570  
 City of St. Francis C-23Fabric  
 Contract date: 12/7/2011  
 Architect:

Scope: ARCHITECTS APPROVAL

Certified Amount ..... \$ 6,563.00

By Michelle D. Brubaker

*Michelle D. Brubaker*

10/30/12

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	11,312.40	
Total approved this Month		
<b>TOTALS</b>	11,312.40	
NET CHANGES by Change Order	11,312.40	

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the Amcon relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: Greystone Construction Company

State Of Minnesota

County Of Scott

By: *Michelle D. Brubaker*

Subscribed and sworn to before me this 25<sup>th</sup> day of July, 2012

Date: 7/25/12

Notary Public *Karen M. Baumann*  
 My commission expires:



# REQUEST FOR PAYMENT DETAIL

Project: 4570 / City of St. Francis C-23Fabric

Invoice: 23370

Draw: BG11-4570-00004

Period Ending Date: 7/25/2012

Page 2 of 2 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
01	Design & Engineering	4,060.00	4,060.00			4,060.00	100.00		
02	General Conditions	6,180.00	6,180.00			6,180.00	100.00		
03	Concrete	21,350.00	21,350.00			21,350.00	100.00		
04	Precast Panels	28,280.00	28,280.00			28,280.00	100.00		
05	Fabric Buildings - Material	43,950.00	43,950.00			43,950.00	100.00		
06	Fabric Buildings - Erect	11,130.00	11,130.00			11,130.00	100.00		
CO1	Change Order 1	11,312.40	11,312.40			11,312.40	100.00		

Totals		126,262.40	126,262.40			126,262.40	100.00		
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# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

Page One of 02 Pages

TO (OWNER):  
 CITY OF ST. FRANCIS  
 23340 CREE STREET  
 ST. FRANCIS, MN 55070

PROJECT:  
 ST. FRANCIS POLICE & PUBLIC WORKS  
 C-28 OVERHEAD CRANE SYSTEMS

FROM (CONTRACTOR):  
 ALLTECH ENGINEERING CORP  
 2515 PILOT KNOB ROAD  
 MENDOTA HEIGHTS, MN 55120

CONTRACT FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
Total		
Approved this Month		
Number	Date Approved	
		0.00
		0.00
		0.00
		0.00
TOTALS		0.00
Net change by change orders		0.00

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

CONTRACTOR:

By:  Date: 10-11-12

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

APPLICATION NO: 2 Distribution to:  
 Owner  
 Architect  
 Contractor

PERIOD TO: 10/11/2012

ARCHITECTS:

PROJECT NO: 234

CONTRACT DATE: 11/23/2011

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

- ORIGINAL CONTRACT SUM..... \$ 43,940.00
- Net change by change orders..... \$ 0.00
- CONTRACT SUM TO DATE (LINE 1 + 2)..... \$ 43,940.00
- TOTAL COMPLETED AND STORED TO DATE..... \$ 43,940.00  
 (Column G on G703)
- RETAINAGE:  
 a. 5 % of Completed Work \$ 2,197.00  
 (Column D+E on G703)  
 b.     % of Stored Material \$      
 (Column F on G703)  
 Total Retainage (Line 5a+5b or Total in Column I on G703)..... \$ 2,197.00
- TOTAL EARNED LESS RETAINAGE..... \$ 41,743.00  
 (Line 4 less Line 5 Total)
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$ 34,452.00
- CURRENT PAYMENT DUE..... \$ 7,291.00
- BALANCE TO FINISH, PLUS RETAINAGE..... \$ 2,197.00  
 (Line 3 less Line 6)

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

AMOUNT CERTIFIED..... \$ 7,291.00

(Attach explanation if amount certified differs from the amount applied for.)

By:  Date: 10-31-12

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

C-28

**CONTINUATION SHEET**

AIA DOCUMENT G703

(Instructions on reverse side)

Page 02 of 02 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 2  
 APPLICATION DATE: 10/11/2012  
 PERIOD TO: 10/11/2012  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
1	SUPPLY CRANE SYSTEM	35,765.00	35,765.00	0.00	0.00	0.00	35,765.00	100%	0.00	1,788.00
2	INSTALL CRANE SYSTEM	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	100%	0.00	250.00
3	ELECTRICAL	2,675.00	0.00	2,675.00	2,675.00	0.00	2,675.00	100%	0.00	134.00
4	BOND	500.00	500.00	0.00	0.00	0.00	500.00	100%	0.00	25.00
5		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
6		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
		43,940.00	36,265.00	7,675.00	7,675.00	0.00	43,940.00	100%	0.00	2,197.00

AIA DOCUMENT G703 \* APPLICATION AND CERTIFICATE FOR PAYMENT \* MAY 1983 EDITION \* AIA \* @ 1983  
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006

G703-1983

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G 702

(Instructions on reverse side)

PAGE ONE OF 1 PAGE

*C-29*

To (Owner): Amcon  
Attention: Adam Winberg

PROJECT: St Francis Police Station

APPLICATION NO: 2

Distribution to:

FROM (CONTRACTOR): Midwest Fence & Mfg.

VIA (ARCHITECT):

PERIOD TO: 10/25/2012

Owner  
 Architect  
 Contractor

CONTRACT FOR: Fence & Gates

CONTRACT DATE: 2/2/2012

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

Change Order Summary		Additions	Deductions
Change Orders Approved in previous months by owner:			
TOTAL			
Approved This Month			
Number	Date Approved		
PR#031	9/21/2012	1,500.00	
Owners Gate	?	700.00	
TOTALS		0.00	2,200.00
Net Change by Change Orders		\$	2,200.00

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

Contractor: Midwest Fence & Mfg.  
525 E Villanne Ave  
So St Paul, MN 55075  
651-451-2221

By: *Mark Satre*  
Mark Satre Date: 10/26/2012

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that the work has progressed to the point indicated; that to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents; and that the Contractor is entitled to payment of the AMOUNT CERTIFIED.

1. ORIGINAL CONTRACT SUM ..... 127,730
2. NET CHANGE BY CHANGE ORDERS ..... ~~44,000~~ 122,200
3. CONTRACT SUM TO DATE ..... 123,730 125,530
4. TOTAL COMPLETED & STORED TO DATE ..... ~~123,730~~ 125,530
5. LESS RETAINAGE ..... 6,277
6. TOTAL EARNED LESS RETAINAGE AMOUNT ..... 119,254
7. LESS PREVIOUSLY APPROVED ESTIMATES ..... 109,209
8. CURRENT PAYMENT DUE ..... ~~10,045~~ 117,543
9. BALANCE TO FINISH, PLUS RETAINAGE ..... 6,277

State of Minnesota County of Dakota  
Subscribed and sworn to before me this 26 day of October, 2012  
Notary Public: *Barbara J. Nerika*  
My Commission expires: 01-31-16



AMOUNT CERTIFIED (Attach explanation if amount certified differs from the amount applied for )  
ARCHITECT: *Mark Satre* \$117,543.00

BY: *Mark Satre* DATE: 10-31-12  
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract

*Adam Winberg*

10/30/12

**CONTINUATION SHEET**

AIA DOCUMENT G703

(Inclusions on reverse side)

Page 1 of 1 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached  
 In tabulation below, amounts are stated to the nearest dollar.  
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 2  
 APPLICATION DATE: 10/25/12  
 PERIOD TO: 10/25/2012  
 ARCHITECTS PROJECT NO:

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN ORDER)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD						
1	Division C-29									
2	Fence and Gates	127,730	114,957	12,773.00			127,730	100.00%		6386.50
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
CO 01										
CO 02										
CO 03										
CO 04										
CO 05										
CO 06										
CO 07										
CO 08										
CO 09										
CO 10										
CO 11										
CO 12										
		127,730	114,957	12,773			127,730	100.00%		6,387

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT - MAY 1992 EDITION - AIA - 1992  
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006



# AIA Document G702™ - 1992

C-30

## Application and Certificate for Payment

TO OWNER: CITY OF ST FRANCIS

4058 ST FRANCIS BLVD  
ST FRANCIS, MN 55070

PROJECT: ST FRANCIS POLICE & PUBLIC WORKS APPLICATION NO: AC-0000390001C

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

FROM CONTRACTOR: BROTHERS FIRE PROTECTION CO

9950 EAST HIGHWAY 10  
ELK RIVER, MN 55330

VIA ARCHITECT:

PERIOD TO: 10/31/2012

CONTRACT FOR: CONTRACT DATE: AC-000039 / /

PROJECT NOS.: AC-000039 / BFP INVOICE NO.: 89572

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

- 1. ORIGINAL CONTRACT SUM ..... \$ 223,198.00
- 2. NET CHANGE BY CHANGE ORDERS ..... \$ 9,585.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 232,783.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 232,783.00
- 5. RETAINAGE:
  - a. % of Completed Work ..... \$ \_\_\_\_\_
  - (Columns D + E on G703)
  - b. % of Stored Material ..... \$ \_\_\_\_\_
  - (Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) ..... \$ 11,639.00

6. TOTAL EARNED LESS RETAINAGE ..... \$ 221,144.00

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 219,307.00

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$ 988.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 1837.00

(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 1,946.00	\$ -13.00
Total approved this month	\$ 9,598.00	\$ -13.00
NET CHANGES by Change Order	\$ 9,585.00	\$ -13.00

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

By: [Signature] Date: 10-31-12  
State of: MINNESOTA  
County of: SHERBURNE  
Subscribed and sworn to before me this 30 day of October 2012  
Notary Public: [Signature]  
My commission expires: [Signature]  
JANET L. JOHNSON  
NOTARY PUBLIC, MINNESOTA  
BY COMMISSION EXPIRES 01/01/2017

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 1,837.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: 10-31-12  
By: [Signature]  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# AIA Document G703™ - 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached. In tabulations below, amounts are in US dollars. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: AC-00003900010  
 APPLICATION DATE: 10/30/2012  
 PERIOD TO: 10/31/2012  
 ARCHITECT'S PROJECT NO: A-C-000039

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	BOND	2,230.00	2,230.00			2,230.00	100.00		
2	PERMIT	1,150.00	1,150.00			1,150.00	100.00		
3	DESIGN	2,650.00	2,650.00			2,650.00	100.00		
4	MATERIAL	122,000.00	122,000.00			122,000.00	100.00		
5	FIELD LABOR	90,704.00	90,704.00			90,704.00	100.00		
6	CLEANUP	4,464.00	4,464.00			4,464.00	100.00		
7	CO#1 PULL WIRE FOR OUTD	1,675.00	1,675.00			1,675.00	100.00		
8	CO#2 ADD CLOSED CIRCUIT	245.00	245.00			245.00	100.00		
9	CO#3 RELOCATE 2 DATA DE	2,437.00	2,437.00			2,437.00	100.00		
10	MICRO NODE CARD READER	3,295.00	3,295.00			3,295.00	100.00		
11	CO#5 MATERIAL COST	658.00		658.00		658.00	100.00		
12	CO#6 SALLY PORT ADDITION	945.00		945.00		945.00	100.00		
13	CO#7 CHANGE & ADD DRPS ?	-13.00		-13.00		-13.00	100.00		
14	CO#8 DIRECT DIAL PHONE LI	343.00		343.00		343.00	100.00		
<b>Totals</b>		<b>232,783.00</b>	<b>231,795.00</b>	<b>988.00</b>		<b>232,783.00</b>	<b>100.00</b>		

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PAYMENT BATCH AP 11-19-12

**A TO Z LANDCLEARING, INC.**

11/06/2012	1364	E 101-45200-311	Contract	GRIND STUMPS IN WOODBURY	150.00
					<u>\$150.00</u>

**AIRGAS NORTH CENTRAL**

10/31/2012	9905339911	E 101-43100-217	Other Operating Supplies	RENT	4.61
10/31/2012	9905339911	E 101-43210-217	Other Operating Supplies	RENT	4.61
10/31/2012	9905339911	E 101-45200-217	Other Operating Supplies	RENT	4.61
10/31/2012	9905339911	E 601-49440-217	Other Operating Supplies	RENT	4.61
10/31/2012	9905339911	E 602-49490-217	Other Operating Supplies	RENT	4.62
					<u>\$23.06</u>

**ALLIED BLACKTOP COMPANY**

10/31/2012	17216	E 101-43100-403	Street Sweeping	FALL SWEEPING	877.50
					<u>\$877.50</u>

**ALLINA HOSPITALS**

10/01/2012	II10016207	E 101-42210-208	Training and Instruction	4TH QTR MED DIRECTOR	300.00
					<u>\$300.00</u>

**AMERIPRIDE LINEN & APPAREL SER**

11/07/2012	1002293377	E 609-49750-219	Rug Maintenance	MATS	49.07
11/14/2012	1002299509	E 101-41940-219	Rug Maintenance	Rugs-City Hall	52.09
					<u>\$101.16</u>

**ANOKA COUNTY CENTRAL COMM.**

11/09/2012	2012-359	E 101-42110-321	Telephone	OCTOBER 2012	156.12
					<u>\$156.12</u>

**ASPEN MILLS**

10/31/2012	127377	E 101-42210-437	Uniform Allowance	MCDONOUGH	35.95
10/31/2012	127378	E 101-42110-448	Reserve Officers	RESERVE UNIFORMS	8.99
10/31/2012	127379	E 101-42110-437	Uniform Allowance	REHLING PANTS	52.95
					<u>\$97.89</u>

**BARGEN INC.**

11/08/2012	212557	E 101-43100-406	Asphalt Repair & Maint	PATCHING	1,920.00
					<u>\$1,920.00</u>

**BAUER BUILT INC.**

11/01/2012	940012734	E 101-42110-221	Vehicle Repair & Maintenance	CHIEF TIRES	510.44
					<u>\$510.44</u>

**BELLBOY CORPORATION**

11/07/2012	87570500	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	123.00
					<u>\$123.00</u>

**BGS (BARNA GUZY)**

10/31/2012	107491	E 101-41600-312	Criminal Legal Fees	MADSON, DAVID	26.00
10/31/2012	107679	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	9,728.00
10/31/2012	107706	E 402-43000-300	Professional Services	RICHARD SONSTEBY/HWY 47 A'	132.50
10/31/2012	107812	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
10/31/2012	107813	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	26.00
10/31/2012	107921	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	39.00
10/31/2012	107922	E 101-41600-312	Criminal Legal Fees	KIRBY LEE HANSON-FORFEITUF	13.00
10/31/2012	107923	E 101-41600-312	Criminal Legal Fees	KYLE ALLEN KNOLLENBERG-FC	13.00
					<hr/>
					\$11,777.50

**BIRCHWOOD CONSTRUCTION**

11/07/2012	2678	E 101-43100-401	Repairs/Maint Buildings	QUOTE #435	250.00
11/07/2012	2678	E 101-45200-101	Full-Time Employees	QUOTE #435	250.00
11/07/2012	2678	E 601-49440-401	Repairs/Maint Buildings	QUOTE #435	250.00
11/07/2012	2678	E 602-49490-401	Repairs/Maint Buildings	QUOTE #435	250.00
					<hr/>
					\$1,000.00

**BJORKLUND COMPANIES**

10/24/2012	15509	E 101-43100-311	Contract	8 LOADS	600.00
10/24/2012	15509	E 101-45200-311	Contract	8 LOADS	600.00
					<hr/>
					\$1,200.00

**BOLTON & MENK, INC.**

10/23/2012	0151511	E 101-43100-303	Engineering Fees	245TH CULVER IMP	1,490.00
10/23/2012	151512	E 101-43100-303	Engineering Fees	47 PEDESTRAIN FLASHER IMP	7,379.00
10/26/2012	051653	E 101-43100-303	Engineering Fees	HWY 47 CROSSING	680.00
10/26/2012	051653	E 101-43100-303	Engineering Fees	GENERAL ENGINEERING	1,215.00
10/26/2012	051653	E 101-43100-414	Storm Sewers	GENERAL ENGINEERING	681.00
10/26/2012	051653	E 602-49490-303	Engineering Fees	SCHOOL SANITARY	115.00
10/26/2012	151648	E 602-49490-303	Engineering Fees	GIS	722.50
10/26/2012	151649	G 602-16500	Construction in Progress	AMBASSADOR TRUNK UTILITY II	1,735.00
10/26/2012	151651	E 101-43100-303	Engineering Fees	239TH AVE IMP	675.00
10/26/2012	151652	E 601-49440-303	Engineering Fees	WOODHAVEN WATER METER II	2,963.00
					<hr/>
					\$17,655.50

**CENTERPOINT ENERGY**

09/21/2002	092112	E 402-43000-441	Miscellaneous	INSTALL GUARD POST	525.00
					<hr/>
					\$525.00

**CENTURY LINK**

11/07/2012	1049.1112	E 601-49440-321	Telephone	PHONE	166.63
11/07/2012	1049.1112	E 602-49490-321	Telephone	PHONE	166.63
					<hr/>
					\$333.26

**CHISAGO LAKES DISTRIBUTING CO.**

11/05/2012	486388	E 609-49751-252	Beer For Resale	BEER	270.75
11/05/2012	486389	E 609-49751-254	Miscellaneous Merchandise	MISC	20.50
					<hr/>
					\$291.25

**COCA COLA REFRESHMENTS**

11/13/2012	0108097512	E 609-49751-254	Miscellaneous Merchandise	MISC	596.34
					<hr/>
					\$596.34

**CORPORATE CONNECTION**

06/19/2012	5502	E 101-41400-441	Miscellaneous	SHIRTS	152.40
					<u>152.40</u>

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**COUNTY MARKET - CITY ACCOUNT**

11/01/2012	.1112	E 101-42210-212	Motor Fuels	FUEL	179.12
					<u>179.12</u>

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**COURIER, THE**

11/12/2012	45647	E 101-43210-439	Recycling Days	RECYCLING	89.00
11/12/2012	45647	E 609-49750-340	Advertising	LIQUOR AD	35.00
					<u>124.00</u>

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**CRYSTAL SPRINGS ICE**

11/06/2012	28342	E 609-49751-254	Miscellaneous Merchandise	MISC	221.60
					<u>221.60</u>

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**CUT-RITE LAWN CARE LLC**

10/16/2012	4476	E 101-41910-441	Miscellaneous	23243 ARROWHEAD	150.00
					<u>150.00</u>

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**DAHLHEIMER DIST. CO. INC.**

10/31/2012	1041550	E 609-49751-252	Beer For Resale	BEER	9,165.35
10/31/2012	1041550	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
11/07/2012	1041588	E 609-49751-252	Beer For Resale	BEER	4,588.69
11/07/2012	1041588	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
11/14/2012	1045231	E 609-49751-252	Beer For Resale	BEER	12,055.37
11/14/2012	1045231	E 609-49751-255	N/A Products	N/A	31.00
					<u>26,060.41</u>

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**DAVIS, JUANITA**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	166.50
					<u>166.50</u>

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**DAY DISTRIBUTING CO.**

11/09/2012	676335	E 609-49751-252	Beer For Resale	BEER	2,621.00
					<u>2,621.00</u>

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**DE LAGE LANDEN**

11/10/2012	15814028	E 101-42110-200	Office Supplies	POLICE COPIER	253.89
11/10/2012	15821855	E 101-41400-240	Office Equip	CITY HALL COPIER	261.92
					<u>515.81</u>

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**DEX MEDIA EAST LLC**

11/05/2012	110097517.1112	E 609-49750-340	Advertising	LIQUOR ADVERTISING	66.30
					<u>66.30</u>

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**DUBOIS, CAROLE**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	78.75
					<u>78.75</u>

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**E CYCLING SOLUTIONS**

10/18/2012	1012523	E 101-43210-439	Recycling Days	RECYCLING 10/31/12	399.00
					<u>399.00</u>

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**ECM PUBLISHERS, INC.**

10/31/2012	IP00828566	E 609-49750-340	Advertising	PART TIME LIQUOR CLERK	95.00
11/09/2012	IQ01807000	E 101-41410-351	Legal Notices Publishing	CANVASSING BOARD	25.63

11/09/2012	IQ01807001	E 101-41910-351	Legal Notices Publishing	LOT LINE ADJ PONDS	35.88
11/09/2012	IQ01807002	E 101-41910-351	Legal Notices Publishing	TEMP SIGN	35.88
					\$192.39

**EMERGENCY APARATUS MAINTENENC**

10/08/2012	64606	E 101-42210-221	Vehicle Repair & Maintenance	NFPA PUMP TEST	507.84
10/08/2012	64607	E 101-42210-221	Vehicle Repair & Maintenance	NFPA PUMP TEST	507.84
10/08/2012	64608	E 101-42210-221	Vehicle Repair & Maintenance	NFPA PUMP TEST-TANKER 2	521.79
					\$1,537.47

**ENVENTIS**

11/01/2012	737705.1112	E 101-41940-321	Telephone	NOV 2012	215.66
11/01/2012	737705.1112	E 101-42110-321	Telephone	NOV 2012	251.62
11/01/2012	737705.1112	E 101-42210-321	Telephone	NOV 2012	35.94
11/01/2012	737705.1112	E 101-43100-321	Telephone	NOV 2012	35.94
11/01/2012	737705.1112	E 101-45200-321	Telephone	NOV 2012	35.94
11/01/2012	737705.1112	E 601-49440-321	Telephone	NOV 2012	35.94
11/01/2012	737705.1112	E 602-49490-321	Telephone	NOV 2012	35.94
11/01/2012	737705.1112	E 609-49750-321	Telephone	NOV 2012	71.89
					\$718.87

**EXTREME BEVERAGE**

11/12/2012	W-647908	E 609-49751-254	Miscellaneous Merchandise	MISC	67.00
					\$67.00

**FERGUSON WATERWORKS**

11/02/2012	552	E 601-49440-259	Water Meters	METERS	2,750.66
					\$2,750.66

**FREEDOM SERVICES, INC.-FD**

11/07/2012	17721.1112	G 101-21706	Flex Account	DECEMBER 2012	298.34
11/07/2012	17721.1112	G 101-21708	Health Premium	DECEMBER 2012	934.50
					\$1,232.84

**FREEDOM SERVICES, INC-MA**

11/07/2012	17722.1112	E 101-41540-301	Auditing and Acct g Services	DECEMBER 2012	77.20
					\$77.20

**GERDIN AUTO SERVICE, INC.**

11/01/2012	64361	E 208-42110-436	Towing Charges	TOW 04 CAVALIER	128.19
					\$128.19

**GOPHER STATE ONE-CALL**

11/05/2012	52594	E 601-49440-442	Gopher State	EMAIL	31.23
11/05/2012	52594	E 602-49490-442	Gopher State	EMAIL	31.22
					\$62.45

**GRANITE CITY JOBBING CO.**

10/30/2012	740826	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/30/2012	740826	E 609-49751-254	Miscellaneous Merchandise	MISC	105.96
10/30/2012	740925	E 609-49750-210	Operating Supplies	OPERATING	98.05
10/30/2012	740925	E 609-49751-254	Miscellaneous Merchandise	MISC	52.87
10/30/2012	740925	E 609-49751-256	Tobacco Products For Resale	TOBACCO	381.71
11/06/2012	741696	E 609-49750-210	Operating Supplies	OPERATING	65.63
11/06/2012	741696	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25

11/06/2012	741696	E 609-49751-254	Miscellaneous Merchandise	MISC	47.86
11/06/2012	741696	E 609-49751-256	Tobacco Products For Resale	TOBACCO	637.59
11/13/2012	742348	E 609-49750-210	Operating Supplies	OPERATING	41.85
11/13/2012	742348	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/13/2012	742348	E 609-49751-254	Miscellaneous Merchandise	MISC	38.65
11/13/2012	742348	E 609-49751-256	Tobacco Products For Resale	TOBACCO	924.97
11/13/2012	742348	G 101-20810	Sales Tax Payable	OPERATING, MISC, TOBACCO	(0.88)
					\$2,407.01

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**HANSON, ELEANOR**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	45.94
					\$45.94

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**HAWKINS, INC.**

11/02/2012	3404505	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	1,564.06
11/02/2012	3404506	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	523.70
					\$2,087.76

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**HEIFORT, JULIE**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	126.88
					\$126.88

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**HELD, BARB**

11/08/2012	110812	E 101-41400-331	Travel Expenses	MILEAGE	63.83
					\$63.83

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**HEWLETT-PACKARD COMPANY**

11/07/2012	32630194-001	E 101-42110-200	Office Supplies	KEYBOARD/MOUSE	64.10
					\$64.10

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**HILLER, PHYLLIS**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	48.13
					\$48.13

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**INNOVATIVE OFFICE SOLUTIONS, L**

10/12/2012	141229	E 101-42110-200	Office Supplies	SUPPLIES	40.91
10/30/2012	IN0152790	E 101-42110-217	Other Operating Supplies	TOWELS	63.76
10/30/2012	IN0152790	E 101-43100-217	Other Operating Supplies	TOWELS	15.94
10/30/2012	IN0152790	E 101-45200-217	Other Operating Supplies	TOWELS	15.94
10/30/2012	IN0152790	E 601-49440-217	Other Operating Supplies	TOWELS	15.94
10/30/2012	IN0152790	E 602-49490-217	Other Operating Supplies	TOWELS	15.93
11/01/2012	54882	E 101-41400-200	Office Supplies	SUPPLIES	4.32
11/01/2012	54882	E 101-42110-200	Office Supplies	SUPPLIES	1.43
11/01/2012	54882	E 101-42210-200	Office Supplies	SUPPLIES	1.43
11/01/2012	54882	E 101-43100-200	Office Supplies	SUPPLIES	1.43
11/01/2012	54882	E 101-45200-200	Office Supplies	SUPPLIES	1.43
11/01/2012	54882	E 601-49440-200	Office Supplies	SUPPLIES	1.43
11/01/2012	54882	E 602-49490-200	Office Supplies	SUPPLIES	1.43
11/01/2012	54882	E 609-49750-200	Office Supplies	SUPPLIES	1.50
11/06/2012	IN0157698	E 101-43100-217	Other Operating Supplies	BUCKET	27.08
11/06/2012	IN0157698	E 101-45200-217	Other Operating Supplies	BUCKET	27.08
11/06/2012	IN0157698	E 601-49440-217	Other Operating Supplies	BUCKET	27.08
11/06/2012	IN0157698	E 602-49490-217	Other Operating Supplies	BUCKET	27.09

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\$291.15

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**INTERNAL REVENUE SERVICE**

G 101-21716	Other Deductions	WAGE LEVY	208.42
			<hr/>
			\$208.42

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**ISD #15**

11/06/2012	823	E 101-42110-221	Vehicle Repair & Maintenance	10 CHARGER	133.63
11/07/2012	824	E 101-42110-221	Vehicle Repair & Maintenance	09 CHARGER	1,156.63
11/14/2012	826	E 101-45200-218	Equipment Repair & Maintenance	2005 JD TRACTOR	238.68
11/14/2012	826	E 602-49490-228	Equipment Maintenance	2005 JD TRACTOR	238.67
					<hr/>
					\$1,767.61

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**JJ TAYLOR DISTRIBUTING**

11/08/2012	1927689	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/08/2012	1927689	E 609-49751-252	Beer For Resale	BEER	153.75
					<hr/>
					\$156.75

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**JOHNSON BROS WHLSE LIQUOR**

10/31/2012	1424844	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.88
10/31/2012	1424844	E 609-49751-251	Liquor For Resale	LIQUOR	341.48
10/31/2012	1424845	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.17
10/31/2012	1424845	E 609-49751-253	Wine For Resale	WINE	1,727.60
11/01/2012	554243	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
11/01/2012	554243	E 609-49751-253	Wine For Resale	CREDIT	(36.00)
11/02/2012	554559	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
11/02/2012	554559	E 609-49751-253	Wine For Resale	CREDIT	(45.75)
11/07/2012	1429913	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
11/07/2012	1429913	E 609-49751-251	Liquor For Resale	LIQUOR	120.00
11/07/2012	1429914	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.70
11/07/2012	1429914	E 609-49751-253	Wine For Resale	WINE	420.80
11/07/2012	1429915	E 609-49751-253	Wine For Resale	WINE	209.90
					<hr/>
					\$2,816.31

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**KIRKPATRICK, BRIDGET**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	61.25
					<hr/>
					\$61.25

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**MCDONALD DIST CO.**

11/01/2012	315028	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/01/2012	315028	E 609-49751-252	Beer For Resale	BEER	5,660.85
11/01/2012	315028	E 609-49751-255	N/A Products	N/A	39.45
11/08/2012	315492	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
11/08/2012	315493	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/08/2012	315493	E 609-49751-252	Beer For Resale	BEER	8,695.25
11/19/2012	315147	E 609-49751-252	Beer For Resale	BEER	515.20
					<hr/>
					\$15,018.75

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**MEDICS TRAINING INC.**

11/07/2012	9308	E 101-42210-208	Training and Instruction	FIRST RESPONDER COURSE	1,857.06
					<hr/>
					\$1,857.06

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**METRO FIRE**

11/01/2012	45620	E 601-49440-233	Water Treatment Plant Maint	INLET DISC	191.81
11/02/2012	45572	E 101-42210-437	Uniform Allowance	PAC II HOOD	263.11

						\$454.92
<b>METRO SALES, INC.</b>						
11/08/2012	39735A	E 101-42110-441	Miscellaneous	MOVE COPIER		94.27
						\$94.27
<b>MIDCONTINENT COMMUNICATIONS</b>						
11/01/2012	.1112	E 101-41940-321	Telephone	INTERNET AND PHONE		209.90
11/01/2012	.1112	E 101-42110-321	Telephone	INTERNET AND PHONE		129.36
11/01/2012	.1112	E 101-42210-321	Telephone	INTERNET AND PHONE		139.95
11/01/2012	.1112	E 101-43100-321	Telephone	INTERNET AND PHONE		129.36
11/01/2012	.1112	E 601-49440-321	Telephone	INTERNET AND PHONE		69.95
11/01/2012	.1112	E 601-49440-321	Telephone	INTERNET AND PHONE		69.95
11/01/2012	.1112	E 601-49440-321	Telephone	INTERNET AND PHONE		34.97
11/01/2012	.1112	E 602-49490-321	Telephone	INTERNET AND PHONE		34.98
11/01/2012	.1112	E 609-49750-321	Telephone	INTERNET AND PHONE		69.95
						\$888.37
<b>MINKLER, MICHAEL</b>						
11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION		126.88
						\$126.88
<b>NESS, MAUREEN</b>						
11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION		157.50
						\$157.50
<b>NORTH AMERICAN SALT COMPANY</b>						
10/30/2012	70888645	G 101-14100	Inventory of Material/Supply	SALT		16,078.38
10/30/2012	70888645	G 101-20810	Sales Tax Payable	SALT		(1,034.28)
						\$15,044.10
<b>NORTH METRO TREE SERVICE INC.</b>						
09/19/2012	091912	E 101-45200-311	Contract	FALL 2012		4,729.22
						\$4,729.22
<b>OPUS 21</b>						
11/03/2012	121053	E 601-49440-382	Utility Billing	OCTOBER 2012		1,433.59
11/03/2012	121053	E 602-49490-382	Utility Billing	OCTOBER 2012		1,433.58
						\$2,867.17
<b>OREILLY AUTO PARTS</b>						
10/28/2012	1539179979	E 101-42210-221	Vehicle Repair & Maintenance	MARINE GREASE		4.70
						\$4.70
<b>PACE ANALYTICAL SERVICES</b>						
11/06/2012	121225178	E 602-49490-313	Sample Testing	TESTING		128.50
						\$128.50
<b>PAUSTIS &amp; SONS</b>						
11/05/2012	8374010-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT		10.00
11/05/2012	8374010-IN	E 609-49751-253	Wine For Resale	WINE		675.02
11/09/2012	8374936-CM	E 609-49751-206	Freight and Fuel Charges	CREDIT		(1.25)
11/09/2012	8374936-CM	E 609-49751-253	Wine For Resale	CREDIT		(63.33)
						\$620.44
<b>PERRY, JENNY</b>						

11/06/2012		E 101-41410-100	Wages and Salaries		70.00
					\$70.00

**PHILLIPS WINE & SPIRITS CO.**

10/31/2012	2326543	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.70
10/31/2012	2326543	E 609-49751-251	Liquor For Resale	LIQUOR	690.54
10/31/2012	2326544	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
10/31/2012	2326544	E 609-49751-253	Wine For Resale	WINE	218.55
11/07/2012	2330205	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
11/07/2012	2330205	E 609-49751-251	Liquor For Resale	LIQUOR	1,907.58
11/07/2012	2330206	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.88
11/07/2012	2330206	E 609-49751-253	Wine For Resale	WINE	209.25
11/07/2012	2330207	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
11/07/2012	2330207	E 609-49751-251	Liquor For Resale	LIQUOR	367.00
					\$3,442.90

**PLAYPOWER LT FARMINGTON, INC.**

10/22/2012	1400169100	E 101-45200-229	Project Repair & Maintenance	PARK EQUIPMENT	4,036.67
					\$4,036.67

**PREMIUM WATERS, INC.**

10/31/2012	453056-10-12	E 101-42110-311	Contract	MONTHLY NOV	19.24
					\$19.24

**PRINTING UNLIMITED**

10/31/2012	6468	E 101-42110-200	Office Supplies	SUPPLIES	221.66
					\$221.66

**RELIABLE HYDRAULICS INC.**

10/30/2012	0001100294	E 402-43000-441	Miscellaneous	DOLLY AND LIFTER	408.70
					\$408.70

**RESCUEPAX LLC**

09/05/2012	126	E 101-42210-208	Training and Instruction	RIT TRAINING	1,200.00
					\$1,200.00

**RJM DISTRIBUTING INC.**

11/06/2012	20969	E 609-49751-252	Beer For Resale	BEER	425.25
					\$425.25

**ROMANO, AMANDA**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	65.63
					\$65.63

**ROSEVILLE, CITY OF**

11/01/2012	216667	E 101-41110-310	Computer Consulting Fees	IT SERVICES NOV 2012	238.79
11/01/2012	216667	E 101-41400-310	Computer Consulting Fees	IT SERVICES NOV 2012	795.97
11/01/2012	216667	E 101-42110-310	Computer Consulting Fees	IT SERVICES NOV 2012	1,074.56
11/01/2012	216667	E 101-42210-310	Computer Consulting Fees	IT SERVICES NOV 2012	198.99
11/01/2012	216667	E 101-43100-310	Computer Consulting Fees	IT SERVICES NOV 2012	198.99
11/01/2012	216667	E 101-45200-310	Computer Consulting Fees	IT SERVICES NOV 2012	198.99
11/01/2012	216667	E 601-49440-310	Computer Consulting Fees	IT SERVICES NOV 2012	198.99
11/01/2012	216667	E 602-49490-310	Computer Consulting Fees	IT SERVICES NOV 2012	198.99
11/01/2012	216667	E 609-49750-310	Computer Consulting Fees	IT SERVICES NOV 2012	238.81

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\$3,343.08

**RUM RIVER TRAIL ASSOCIATION**

11/07/2012	110712	E 609-49750-340	Advertising	ADVERTISING	200.00
					<hr/>
					\$200.00

**SHI INTERNATIONAL CORP**

10/29/2012	B00818962	E 101-42210-200	Office Supplies	OFFICE STD	257.57
					<hr/>
					\$257.57

**SOUTHERN WINE & SPIRITS OF MN**

11/01/2012	1934682	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.50
11/01/2012	1934682	E 609-49751-251	Liquor For Resale	LIQUOR	534.96
11/01/2012	1934682	E 609-49751-253	Wine For Resale	WINE	788.00
11/08/2012	1938508	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.31
11/08/2012	1938508	E 609-49751-251	Liquor For Resale	LIQUOR	426.28
					<hr/>
					\$1,777.05

**ST. FRANCIS TRUE VALUE HARDWAR**

10/31/2012	.1012	E 101-43100-217	Other Operating Supplies	SUPPLIES	6.59
10/31/2012	.1012	E 101-45200-217	Other Operating Supplies	SUPPLIES	2.14
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	24.32
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	1.91
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	25.37
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	(10.00)
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	3.56
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	20.82
10/31/2012	.1012	E 601-49440-217	Other Operating Supplies	SUPPLIES	4.06
10/31/2012	.1012	E 601-49440-233	Water Treatment Plant Maint	SUPPLIES	101.49
10/31/2012	.1012	E 602-49490-217	Other Operating Supplies	SUPPLIES	20.82
10/31/2012	.1012	E 602-49490-217	Other Operating Supplies	SUPPLIES	(10.00)
10/31/2012	.1012	E 602-49490-217	Other Operating Supplies	SUPPLIES	3.55
10/31/2012	.1012	E 602-49490-217	Other Operating Supplies	SUPPLIES	25.38
10/31/2012	.1012	E 602-49490-217	Other Operating Supplies	SUPPLIES	4.05
10/31/2012	.1012	E 602-49490-217	Other Operating Supplies	SUPPLIES	4.06
10/31/2012	21986	E 101-42210-401	Repairs/Maint Buildings	CHIP BOARD	267.19
					<hr/>
					\$495.31

**STREETER, SHARON**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	78.75
					<hr/>
					\$78.75

**THE AMERICAN BOTTLING COMPANY**

11/12/2012	2449716813	E 609-49751-254	Miscellaneous Merchandise	MISC	166.80
					<hr/>
					\$166.80

**THOMPSON, NANCY**

11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	134.13
					<hr/>
					\$134.13

**THORPE DISTRIBUTING COMPANY**

11/12/2012	726189	E 609-49751-252	Beer For Resale	BEER	167.20
					<hr/>
					\$167.20

**TOTAL CONTROL SYSTEMS, INC.**

11/02/2012	6342	E 602-49490-228	Equipment Maintenance	REPLACED BLOWER	3,267.41
					<u>\$3,267.41</u>
<b>TOUSLEY, MARY PAT</b>					
11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	78.75
					<u>\$78.75</u>
<b>TRI COUNTY ASSOCIATION</b>					
10/24/2012	102412	E 101-42110-433	Dues and Subscriptions	AGENCY DUES	50.00
					<u>\$50.00</u>
<b>TURFMASTERS</b>					
11/07/2013	1994	E 101-45200-419	Turf/Fertilizer/Weed Control	WOODBURY PARK	90.84
					<u>\$90.84</u>
<b>UTILITY SERVICE CO., INC.</b>					
11/01/2012	303078	E 601-49440-234	Water Tower Maintenance	QUARTERLY TOWER	23,511.75
					<u>\$23,511.75</u>
<b>VAN PAPER COMPANY</b>					
10/30/2012	253620-00	E 101-42110-217	Other Operating Supplies	SOAP	33.91
10/30/2012	253620-00	E 101-43100-217	Other Operating Supplies	SOAP	8.48
10/30/2012	253620-00	E 101-45200-217	Other Operating Supplies	SOAP	8.47
10/30/2012	253620-00	E 601-49440-217	Other Operating Supplies	SOAP	8.48
10/30/2012	253620-00	E 602-49490-217	Other Operating Supplies	SOAP	8.48
					<u>\$67.82</u>
<b>VINOCOPIA, INC.</b>					
11/02/2012	66187	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.00
11/02/2012	66187	E 609-49751-251	Liquor For Resale	LIQUOR	459.75
11/02/2012	66187	E 609-49751-253	Wine For Resale	WINE	160.00
11/02/2012	66187	E 609-49751-254	Miscellaneous Merchandise	MISC	73.50
					<u>\$711.25</u>
<b>WELANDER, ELLSWORTH</b>					
11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	126.88
					<u>\$126.88</u>
<b>WICKLANDER, DONALD</b>					
11/06/2012	110612	E 101-41410-100	Wages and Salaries	ELECTION	72.19
					<u>\$72.19</u>
<b>WIRTZ BEVERAGE MN</b>					
10/30/2012	871603	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
10/30/2012	871603	E 609-49751-253	Wine For Resale	CREDIT	(90.62)
10/31/2012	129664	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.50
10/31/2012	129664	E 609-49751-251	Liquor For Resale	LIQUOR	663.03
10/31/2012	129664	E 609-49751-253	Wine For Resale	WINE	239.75
11/06/2012	872344	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
11/06/2012	872344	E 609-49751-253	Wine For Resale	CREDIT	(43.90)
11/08/2012	132829	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.40
11/08/2012	132829	E 609-49751-251	Liquor For Resale	LIQUOR	225.25
11/08/2012	132829	E 609-49751-253	Wine For Resale	WINE	395.68
11/08/2012	132829	E 609-49751-254	Miscellaneous Merchandise	MISC	83.88

\$1,502.07

\$173,265.90

FUND SUMMARY

101 GENERAL FUND	\$69,561.60
208 POLICE FORFEITURE	\$128.19
402 CAPITAL EQUIPMENT	\$1,066.20
601 WATER FUND	\$32,461.24
602 SEWER FUND	\$10,027.89
609 MUNICIPAL LIQUOR FUND	\$60,020.78
Total	<u><u>173,265.90</u></u>

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

**ORDINANCE 178, SECOND SERIES**

**AN ORDINANCE ADDING SECTION 4-1-6  
REGARDING TEMPORARY HABITATION**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 4-1-6, Second Series shall hereby be added to read as follows:

**4-1-6: TEMPORARY HABITATION:**

- A. **Purpose:** The purpose of this Section is to provide for the erection of and habitation in temporary structures (not including model homes/temporary real estate offices or temporary classroom structures for use by a public or private institution) needed for emergency purposes or for temporary use during the construction of a permanent structure.
- B. **Application.** The property owner and present or potential occupants of a single family property may apply for a permit allowing for habitation in a temporary structure during the construction or repair of a single family dwelling unit when a valid building permit has been issued for such work on the site by supplying the following information:
1. Properly filled out application form accompanied by the fee established in the fee schedule.
  2. Site and Building Plan that includes the following information:
    - a. Proposed Location of the temporary structure in relation to all existing buildings on the site, property lines, and right-of-ways.
    - b. Utility plan depicting the provision of water and sewer services to the proposed temporary dwelling unit.
    - c. Structural floor plan depicting the size and location of rooms and facilities within the temporary dwelling unit.
- C. **Special Requirements:**
1. Site Plan Required: No permit shall be issued for a temporary structure unless a site plan pursuant to Section 10-9 has also been approved if applicable, or unless a building permit has been issued for a new structure, addition or remodeling of an

existing structure on the property that includes a site plan depicting the location of the temporary dwelling unit.

2. Termination of Permit: The Council may grant temporary occupancy for a period not to exceed 90 days. Upon finding by the Building Official of substantial progress, the Building Official may administratively extend this period of time an additional 90 days. Any extensions beyond this time period may only be approved by Council action if sufficient conditions warrant such an extension.
  3. Setbacks: Temporary structures may not be placed in a required building setback area.
  4. State Building Code: All applicable requirements of the State Building Code shall be met.
  5. Water and Sewer: Provisions for water and sewer servicing the temporary structures shall be subject to the review and approval of the Building Official and City Council.
  6. Security Measures: Security measures such as lighting shall be implemented subject to the review and approval of the Zoning Administrator.
  7. Off-Street Parking. Off-street parking shall be provided subject to the provisions of Section 10-19.
  8. Signage. Any signage shall conform to the provisions of Section 10-23.
  9. Escrow. The property owner shall submit a financial guarantee to ensure the structure will be removed upon termination of the permit. The amount of the guarantee shall be established by the City's fee schedule and as may be modified by the City Council.
  10. Access. The temporary structure shall only be accessed through permitted access driveways.
- D. Review Procedure. Upon acceptance and review of the application by the Building Official and/or the Zoning Administrator, the application shall be placed on the agenda of the next available Council meeting for review. The Council shall review the application and review the request based on the following:
1. The applicant has the sufficient space available on site for locating the temporary structure.
  2. The applicant is providing adequate financial guarantees to ensure the removal of the temporary structure.

3. The temporary structure has adequate utilities and sanitary facilities.
4. The temporary structure is suitable for the purpose intended.
5. The structure will not negatively impact public health and safety on neighboring properties.

Section 2. Code Amended. Section 10-17-11 is hereby deleted.

Section 3. Code Amended. The Fee Schedule is hereby amended to include the following fee under "Division & Use of Property":

Temporary Habitation Permit:            \$200 fee / \$5000 escrow

Section 4. 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 \_\_\_\_\_, 2012.

APPROVED:

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

ATTEST:

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

(seal)

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

ORDINANCE 180, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE  
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

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 \_\_\_th  
DAY OF \_\_\_\_\_, 2012.

APPROVED:

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

ATTEST:

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

(seal)



**2013 MASTER FEE SCHEDULE**

EXHIBIT A for Ordinance 162, Second Series, Subd. 2

**ANIMAL IMPOUND FEES**

1st Offense	\$50	\$60
2nd Offense	\$85	\$90
3rd Offense	\$125	
Boarding Fee	\$20/day	

**ANIMAL LICENSE**

Dog License (May-April)	<del>\$5/(1-2-year-vaccinations)</del>	<del>\$10/1-2 year vaccinations</del>
	\$7/(3-year-vaccinations)	\$15/3 year vaccination
Kennel		
First 10 dogs	\$100/year	
Each Additional dog	\$10/year	

**AMUSEMENT & RECREATION**

Amusement Machine	\$15/location + \$15/machine
Dance	
Annual	\$100/year
Per Event	\$10/event

**BUSINESS & SERVICE LICENSE**

Investigation Fee	\$25	
Adult Use	\$2,000/year	
Fireworks (per City Ordinance)	\$50/year	
Pawnbroker	\$1,000/year	
Refuse Hauler	<del>\$150/year + \$25/truck</del>	\$200/year + \$50/truck
Sauna/Massage Parlor	\$200/year	
Taxicab Driver License Fee	\$150/year	
Taxicab Operator License Fee	\$150/year	
Towing/Impound	\$150/year	
Transient Merchant/Peddler		
Week	\$50	
Month	\$150	
Year	\$300	

**LIQUOR LICENSE**

3.2% Malt – Off Sale	\$50/year
3.2% Malt – Off Sale – Special Event	\$25/event
3.2% Malt – On Sale	\$200/year
Club License	\$200/year
Wine License	\$200/year
Intoxicating Liquor – On Sale	\$4,000/year
Intoxicating Liquor – Sunday Sales	\$200/year
Investigation Fee	
Single Application	\$200
Partnership	\$300
Corporation	\$400

**TOBACCO LICENSE**

\$150/YEAR

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**STREET DISRUPTION**

Road Right of Way - Registration	\$35 + \$2,000 escrow
Road Right of Way - Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + Bond or Deposit & Consultant Fees
Street Culvert	\$25

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**DOCUMENT SERVICES**

Accident, Police & Fire Reports	1-3 pages free; 4 pages \$1; \$.25/page; Over 100 pages TBD
Copies	\$.25 per page copied
CD's	\$15
Colored Copies of Photos	\$3/page
Certificate of Survey	\$2
City Council Agenda & Minutes (mailed)	
Resident	\$25/year
Non-Resident	\$25/year + postage
Planning/Park Comm Agenda & Minutes (mailed)	
Resident	\$12/year
Non-Resident	\$12/year + postage

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**GENERAL & MISCELLANEOUS**

Lockouts	\$25
Mileage Reimbursement for Personal Vehicle	Current IRS Rate
Notary	\$2/document
Public Nuisance Violation Admin Fee (assessable)	\$75/occurrence
Certify delinquent invoices (except utilities)	Lesser of 10% of delinquency or \$75
Certify delinquent utilities	10% of delinquency
Fire Department charges	See Ordinance 138
Returned Checks	\$30/check
Snowmobile permit	\$15.00
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/each

**EQUIPMENT AND STAFF USE**

1 Ton Truck w/Plow	\$55/hour
Belos w/Attachment	\$55/hour
Crane Truck	\$45/hour
Electric Generator	\$60/hour
Grader	\$90/hour
Kubota/Attachments Mower	\$50/hour
Pick Up Truck	\$40/hour
Single Axle Truck	\$65/hour
Single Axle Truck w/Plow	\$85/hour
Skid Steer w/Attachments	\$60/hour
Tractor w/loader or Attachments	\$60/hour

Hourly equipment rates DO NOT include the cost of the operator.

Staff Time	2 x's Step 8 of their Pay Grade
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**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

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**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.

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**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)

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<b>DIVISION AND USE OF PROPERTY</b>	<b>Fee</b>	<b>Escrow</b>
Administrative Subdivision	\$200	\$250
Annexation	\$250	\$300
Appeal	\$200	\$250
Comprehensive Plan Amendment	\$450	\$650
Conditional Use Permit	\$350	\$650
Dock Permit	\$50	\$100
Driveway Permit	\$50	\$200 (May be waived by Staff)
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$650
Home Occupation (IUP)	\$350	\$650
Interim Use	\$350	\$650
Minor Subdivision	\$350	\$400
Ordinance Amendment	\$350	\$650
Planned Unit Development	\$350	\$650
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$650
Site & Building Plan Review (Admin)	\$100	\$250
Site & Building Plan review (Reg)	\$350	\$450
Street/Utility Easement Vacation	\$350	\$650
Subdivision		
Sketch Plan	\$300	\$500
Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
Final Plat	\$350	\$650
Wetland Replacement Plan Review w/Plat	\$350	\$650
Wetland Replacement Plan and Excavation	\$350	\$650
Variance Application	\$350	\$650
Park Dedication	\$2,500/lot	
TIF Application	\$2,500	\$2,500
Landscaping Escrow Administration Fee	\$100	

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Applicants are responsible for all costs incurred by the City for consultant fees.

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## BUILDING PERMITS

<b>Basement Finishes Permit</b>		<b>\$140</b>
Building Demolition	\$50 + \$5 state surcharge	<b>\$95 + \$5 state surcharge</b>
Building Demolition - Commercial	By Valuation	
<b>Contractor Verification Fee</b>		<b>\$10</b>
Fence	\$40.00	
Fireplace	\$75 + \$5 state surcharge	<b>\$95 + \$5 state surcharge</b>
Fuel Tank Removal	\$50 + \$5 state surcharge	<b>\$95 + \$5 state surcharge</b>
Engineers Grading Review of Building Permit	\$100	
Hot Water Heater	\$15 + \$5 state surcharge	<b>\$50 + \$5 state surcharge</b>
HVAC	\$50/unit + \$5 state surcharge	<b>\$75/heating installations; \$40/air conditioning</b>
<b>Inspections-After Hours</b>		<b>\$70/hour, minimum 2 hours</b>
<b>Investigation Fee</b>		<b>Not to exceed permit fee</b>
Irrigation	\$50 back flow preventer + \$	
Mobile Home Setup	By Valuation	
On-Site Septic		
Standard Trench	\$250	
Innovation Mound	\$250	
Soil Verification	\$400	
Type I - IV		<b>\$275</b>
Type V		<b>By cost incurred</b>
Operating Permit		<b>\$125/year</b>
Plumbing	\$5/opening w/\$50 minimum	<b>\$10/opening with an \$80 minimum</b>
Pools	\$75 + \$5 state surcharge	<b>*(see below)</b>
	Letter must be submitted annually stating that the above ground pool will be placed in the same location each year as per the initial site plan.	
	By Valuation	
Pools - Inground		
<b>Re-Inspection Fee</b>		<b>Not to exceed \$75/trip</b>
Roofing		
Residential	\$75 + \$5 state surcharge	<b>\$95 plus \$5 state surcharge</b>
Commercial	By Valuation + plan review + state surcharge	<b>*(see below)</b>
<b>Septic System Pumping</b>		<b>\$20</b>
Siding		
Residential	\$75 + \$5 state surcharge	<b>\$95 plus \$5 state surcharge</b>
Commercial	By Valuation + plan review	<b>*(see below)</b>
Signs	By Valuation + plan review + state surcharge	
<b>Water Softener Permit</b>		
Residential		<b>\$15 by state statute</b>
Commercial		<b>By valuation</b>
Windows	\$50 + \$5 state surcharge	<b>\$95 + \$5 state surcharge</b>
<b>Permit-Card Replacements</b>		<b>\$30</b>
Commercial Buildings (Plbg, Mech, Fire Alarm, Etc.)	By Valuation + plan review + state surcharge	

Anything not listed above will be based on valuation + plan review + state surcharge.

Permit Extension - ~~1/2~~ Permit Fee and Building Inspector makes determination.

Permit extension not to exceed 1/2 permit fee and building inspector makes determination

No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for state surcharges

Permits 180 days old are null and void with no refund

\* Any fixed Surcharge Tax from July, 1 2010 through June 30, 2013 with a fixed rate of \$0.50 was increased by the State of MN to be \$5.00

Refunds - City retains Plan Check Fee

## ESCROW DEPOSITS

Urban	
Curb Box & Meter	\$1,500
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod	\$2,000
Seeding/Sprinkler	\$2,000
3" Black Dirt	\$500
Erosion Control in Place	\$300
Street Cleaned	\$200
Driveway Installed	\$1,500
Rural	
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod/Seeding	\$300 - \$2,000
Erosion Control in Place	\$300

Culvert	\$1,500
Driveway Installed	\$1,500

**ADMINISTRATIVE PENALTIES**

Administrative Enforcement Penalties:

1st Offense: \$100

2nd Offense: \$200

3rd Offense: \$500

4th Offense: \$1,000

5th Offense and beyond: \$2,000

Administrative Hearing Fee: \$100

**UTILITY FEES**

Access Charge	
Sewer Equivalent Connection Charge	\$4,200
Water Equivalent Connection Charge	\$3,000
Tapping & Connection Permits	
Tapping & Water Connection	\$125
Tapping & Sewer Connection	\$125
Water Connection	\$50
Sewer Connection	\$50
Meter Deposit	
3/4"	Cost
1" and larger	Cost + 10%
Water Shut Off (7:00 am to 3:30 pm)	\$35
Water Reconnect (7:00 am to 3:30 pm)	\$35
*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.	
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum
Curbstop Locate	
Summer	\$25 minimum
Winter	\$50 minimum
Curbstop Driveway Cover	\$70
Curbstop Repair	Time & material w/ \$50 minimum
Curbstop Box	Cost
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum
Hydrant Meter Deposit	\$800
Non-response to Tagging Notice	\$250 per month until resolved
Un-Metered Use of City Water	\$200

**WATER RATES**

Monthly Base Fee	\$12.28 (includes \$.53 for State Test Fee)
Charge per 1,000 Gallons Used per Equivalent Connection	
0-14,999	\$4.05/equivalent connection
15,000-29,999	\$4.25/equivalent connection
30,000-44,999	\$4.95/equivalent connection
>=45,000	\$5.95/equivalent connection
Bulk Water	
System Access Charge	\$50
Charge per 1,000 Gallons Used	\$4

**SEWER RATES**

Monthly Base Fee	\$12
Charge per 1,000 Gallons Used	\$4.55/equivalent connection
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

Summer Sewer usage calculation for May-October will be based on the average usage from the January, February and March readings of the same year with a minimum billing of 3,000 gallons but not to exceed the water usage for the month.

## AGENDA REPORT

**TO:** City Administrator  
**FROM:** Finance Director  
**SUBJECT:** Water and Sanitary Sewer Rates  
**DATE:** November 14, 2012

### INTRODUCTION

Water and Sewer rates were last increased on February 1, 2011. Normally rate increases coincide with updates to our City Fee Schedule.

### BACKGROUND

MN Statute 103G.291 was amended in 2008 to include a requirement for public water suppliers serving more than 1,000 people to adopt a water rate structure that encourages conservation by January 1, 2010. It was determined that a tiered rate system was the easiest and fairest solution and Council adopted the change in May 2009.

MN PFA, the lender on our new Water Treatment Plant, requires that the City collect amounts necessary to produce net revenues adequate to pay all principal and interest when due on the Note. If not, they can require us to have a rate increase or direct us to levy the amount through property taxes.

The summer Sewer usage calculation is set to include the months of May – October.

Utility rate history (usage is per 1,000 gallons; base is per equivalent connection):

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011 &amp; 2012</u>	<u>2013</u>
<b>Water</b>									
Base	10.00	10.00	10.00	11.00	11.50	11.50	11.50	11.75	12.00
Usage	2.90	3.00	3.00	3.50	3.50	tiered	tiered	tiered	tiered
MNTest Fee					.53	.53	.53	.53	.53
<b>Sewer</b>									
Base	10.00	10.00	10.00	11.00	12.00	12.00	12.00	12.25	12.50
Usage	2.00	2.00	2.00	2.50	3.50	3.85	4.20	4.55	4.90

Attached is an option sheet for suggested fee increases based on an analysis of 2012 data. It lists the projected annual revenue increase and effect on a household based on 6,000 gallons monthly usage. We are proposing an increase in the base fees. This should provide an approximate increase in sewer revenues of \$42,275 and water revenues of \$23,275. Please note these increase revenues help pay in the Sewer fund the debt service on the 2010 Bonds and in the Water fund the ever increasing costs associated with the treatment of water for the residents. This will also bring us closer to the national average used for obtaining grants and loans from Federal and State Agencies. These programs recommend a billing of an average of \$90/month for water and sewer. The City of St. Francis will be billing approximately \$80.00 for a user of 6,000 gallons

with these rates.

### **RECOMMENDATION**

The following changes will be adopted with approval of the Ordinance adopting the City Fee Schedule Note (these increases would be in effect for the bills due 3/10/13): a) increase the base fee for sewer from \$12.25 to 12.50; b) increase the monthly Sewer 1,000 gallon Usage Charge from \$4.55 to \$4.90; c) increase the water base fee from \$11.75 to \$12.00 (Note that the State water test fee of \$.53 would be added to this amount for a total of \$12.53) ; d) increase the monthly tiered conservation Water Usage Charge as follows:

<u>Gallons per Equivalent Connection</u>	<u>Fee per 1,000 gallons – 2011</u>	<u>Fee per 1,000 gallons – 2013</u>
0 – 14,999	\$4.05	\$4.15
15,000 – 29,999	\$4.25	\$4.35
30,000 – 44,999	\$4.95	\$5.05
>= 45,000	\$5.95	\$6.05

Continued small increases will help to create stronger fund balances.

### **BUDGET IMPACT**

See attached sheet for estimated increases to annual revenues.

1. Options for fee increases

OPTIONS FOR UTILITY RATE INCREASES

		CURRENT FEE	PROPOSED INCREASE	NEW FEE	ADDITIONAL ANNUAL REVENUES	HOUSEHOLD		
						MONTHLY COST	ANNUAL COST	
SEWER	Base Fee	12.25	0.25	12.50	7,275	0.25	3.00	2.0%
		12.25	0.50	12.75	14,550	0.50	6.00	4.1%
		12.25	0.75	13.00	21,825	0.75	9.00	6.1%
		12.25	1.00	13.25	29,100	1.00	12.00	8.2%
	Usage Fee	4.55	0.35	4.90	35,000	2.10	25.20	7.7%
		4.70	0.50	5.20	50,000	3.00	36.00	10.6%
		4.85	0.65	5.50	65,000	3.90	46.80	13.4%
		5.00	0.80	5.80	80,000	4.80	57.60	16.0%
WATER *	Base Fee	11.75	0.25	12.00	7,275	0.25	3.00	2.1%
		11.75	0.50	12.25	14,550	0.50	6.00	4.3%
		11.75	0.75	12.50	21,825	0.75	9.00	6.4%
		11.75	1.00	12.75	29,100	1.00	12.00	8.5%
	Usage Fee	4.05	0.10	4.15	16,000	0.60	7.20	2.5%
		4.15	0.20	4.35	32,000	1.20	14.40	4.8%
		4.30	0.35	4.65	56,000	2.10	25.20	8.1%
		4.45	0.50	4.95	80,000	3.00	36.00	11.2%

Monthly tiered rate structure recommendation:

<u>Gallons per Equivalent Connection</u>	<u>Fee</u>
0-14,999	4.15
15,000 - 29,999	4.35
30,000 - 44,999	5.05
>= 45,000	6.05

\*NOTE: The test fee of \$.53 would be added to the water base fee.



CONNECTING & INNOVATING  
SINCE 1913

To: Newly-notified MS4 permitted cities  
From: Jim Hafner, MCSC Steering Committee Chair and  
Kevin Frazell, Director of Member Services, LMC  
Date: November 7, 2012  
Re: Membership in the Minnesota Cities Stormwater Coalition (MCSC)

In a letter dated June 27, 2012, your city was notified by the Minnesota Pollution Control Agency (MPCA) that you will probably be designated a regulated MS4 city under the MS4 stormwater permitting program. As a new city required to comply with the MS4 permit, you may know that stormwater regulations can be complex and daunting. The Minnesota Cities Stormwater Coalition (MCSC), formed in 2006 as a subset of the League of Minnesota Cities (LMC), exists to support cities in meeting the permit requirements. We also work closely with the MPCA and other regulators and policymakers to help ensure that adopted regulations are reasonable and effective. Our almost 100 existing member cities tell us that the MCSC dues pay for themselves many times over in the form of improved regulations, more reasonable state-level policies, and connections with other stormwater managers across the state.

We are writing today to strongly encourage your membership and active participation in the MCSC. As a stakeholder MS4 city, your membership, contribution, and input are critical to creating successful outcomes for all regulated cities.

This past year has included significant challenges for MCSC and all regulated MS4 cities. The MPCA issued two drafts of the new MS4 General Permit. The MPCA also issued two large-scale TMDLs (South Metro Mississippi River & Minnesota River) for turbidity and total suspended solids. The estimated cost included in these TMDLs for more than 150 MS4 cities to meet the TMDL required load reductions is more than \$1 billion. Finally, USEPA is moving toward issuing a new federal stormwater rule that will include site-level performance goals based on stormwater volume control and retrofit requirements for many MS4 cities.

MCSC has stepped up to work for all MS4 cities on these challenges. We hired specialized legal counsel, Nancy Burke of Gray, Plant, and Mooty, to help us review and comment on the draft permit. In 2011, we submitted 72 pages of formal comments and a contested case hearing petition on the first draft of the new MS4 General Permit. In response, the MPCA decided to make sufficient changes to the draft permit that a new public notice was needed. The second draft of the new MS4 General Permit was issued this summer. MCSC submitted another significant set of comments and a second contested case hearing petition. We are waiting for the MPCA's response.

MCSC also submitted a substantial set of formal comments on the large TMDLs that may be such a burden for MS4 cities throughout Minnesota. More than four months later, we are still waiting for the MPCA's response. MCSC has also organized an effort to get stakeholder input from MS4 cities across the U.S. into the new federal stormwater rulemaking process. We currently have 51 people from 20 states involved in this initiative.

Some of MCSC's other recent accomplishments and services are:

- Periodic E-mail distributions on subjects of immediate concern and interest to MS4 cities, such as the MS4 auditing program and stormwater pond dredging
- Advocacy and information to members on grants under the Legacy Amendment, 319, BWSR, DNR, MPCA, PFA, Great Lakes Restoration Initiative, and other funding programs
- Representation and advocacy of MS4 cities' concerns and interests at the State level including:
  - Antidegradation rulemaking
  - Development of Minimum Impact Design Standards (MIDS)
  - Protocols for stakeholder participation in TMDLs
  - Supporting funding for urban stormwater research with the MN Clean Water Council
  - Meetings and access to high-level MPCA regulatory staff
  - Lake Pepin TMDL MS4 Stakeholder Advisory Group
  - Participation in MN Stormwater Steering Committee

**With the MPCA currently in the final stages of updating the MS4 permit, the year ahead poses especially significant challenges.** The draft permit, as originally released, would add new requirements and have substantial financial implications for regulated cities such as yours. In our formal comments, we pointed out numerous places in which the permit exceeds statutory authority and filed two requests for a contested case hearing. Should our participation in this administrative review process fail to achieve necessary changes, we are prepared to seriously consider litigation. However, to provide this proactive service and protect your city, we need the membership and active participation of all affected cities, including yours.

For the upcoming year, we will continue to communicate with MPCA and work closely with the MCSC members as the new MS4 Permit is finalized & implemented, municipal stormwater programs are audited, and new TMDLs across the state are completed. As a MCSC member you will receive:

- Expert help in understanding what it means to be an MS4 permitted city
- Guidance in how to comply with the new MS4 permit requirements and write a Stormwater Pollution Prevention Program (SWPPP)
- Advice on how to prepare for an MS4 audit
- Information on grant and other funding opportunities
- Guidance on participation in TMDL development and compliance
- Representation in the shaping of pending regulations at the state and federal level
- ...and much more.

**The dues schedule, along with a list of the current members, is enclosed.** Your participation is vitally important to keep this work moving forward and we're looking forward to working with you. Please contact us directly for more information.

**If you would like to be invoiced for a membership, please send an e-mail to [kfrazell@lmc.org](mailto:kfrazell@lmc.org).**

Thank you,

Jim Hafner, MSCS Chair  
Stormwater Manager, City of Blaine  
763-785-6188  
[jhafner@ci.blaine.mn.us](mailto:jhafner@ci.blaine.mn.us)

Kevin Frazell  
LMC Director of Member Services  
651-281-1215  
[kfrazell@lmc.org](mailto:kfrazell@lmc.org)

## MCSC Member Cities September 2012



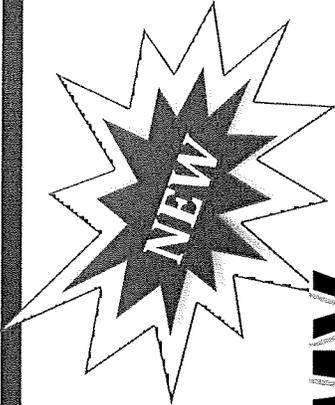
Albert Lee	Falcon Heights	New Hope
Alexandria	Faribault	New Ulm
Andover	Farmington	North Mankato
Anoka	Fergus Falls	Oakdale
Apple Valley	Forest Lake	Owatonna
Arden Hills	Fridley	Plymouth
Blaine	Golden Valley	Prior Lake
Bloomington	Ham Lake	Red Wing
Brainerd	Hastings	Redwood Falls
Brooklyn Center	Hermantown	Richfield
Brooklyn Park	Hibbing	Rochester
Buffalo	Hutchinson	Roseville
Burnsville	Independence	Sartell
Cambridge	Inver Grove Heights	Savage
Centerville	La Crescent	Shoreview
Champlin	Lakeville	South St. Paul
Chanhassen	Lauderdale	St. Cloud
Chaska	Lilydale	St. Louis Park
Columbia Heights	Lino Lakes	St. Paul
Coon Rapids	Loretto	St. Peter
Cottage Grove	Mahtomedi	Stillwater
Crystal	Mankato	Tonka Bay
Deephaven	Maple Grove	Victoria
Detroit Lakes	Maplewood	Waite Park
Duluth	Medina	Waseca
Eagan	Mendota Heights	Wayzata
East Grand Forks	Minneapolis	West St. Paul
Eden Prairie	Minnnetonka	White Bear Lake
Elk River	Monticello	White Bear Township
Empire Township	Moorhead	Willmar
Excelsior	Mounds View	Winona
Fairmont	New Brighton	Woodbury

<b>Annual Fee Rate Schedule</b>		
<b>Population Range</b>	<b>Old Annual Fee</b>	<b>New Annual Fee</b>
0 - 3,000	\$375	\$410
3,001 - 6,000	\$470	\$515
6,001 - 10,000	\$565	\$620
10,001 - 20,000	\$690	\$760
20,001 - 30,000	\$875	\$965
30,001 - 50,000	\$1,125	\$1,240
50,001 - 100,000	\$1,625	\$1,790
St. Paul	\$4,500	\$4,950
Minneapolis	\$5,500	\$6,050

# Join Us!

# ELECTED OFFICIALS

# PUBLIC SAFETY ACADEMY



**NEW**

Protecting the community from crime and dangers such as fire is a fundamental function of government. This explains why public safety expenditures account for more than half of the typical city's operating budget. Knowing how the Sheriff's Office, local law enforcement agencies and fire departments operate is important when faced with making decisions as an elected official. A good understanding of public safety operations will help you make the best decisions for your community. We invite you to spend a day with us to learn about current projects and to learn about how public safety operates. The day will include both presentations and demonstrations on site. Presenters include Anoka County Attorney Palumbo, Sheriff Stuart, several local police and fire chiefs, and other city and county public safety and emergency management personnel. We all look forward to meeting you and answering your questions as we provide an overview of public safety topics to help newly elected and experienced officials alike gain a better understanding of public safety in Anoka County.

**Course Fee: \$10 per person**

- Includes lunch and refreshments

**DATE:** Saturday December 8th, 2012

**TIME:** 8:00 to 8:30 a.m. — Sign in & Coffee

8:30 a.m. to 4:30 p.m. — Presentations

**LOCATION:** Anoka County Sheriff's Office

13301 Hanson Blvd.

Andover, MN 55304

**Register Online**

[www.ci.fridley.mn.us/eopsa](http://www.ci.fridley.mn.us/eopsa)

Course # 999999 — Use *eopsa* for username and 911 for password

**Or, Register by Phone: 763-323-5099**

## AGENDA REPORT

**TO:** Mayor & Council  
**FROM:** Barb Held, Clerk & Matt Hylen, Administrator  
**SUBJECT:** Historical Society Items  
**DATE:** November 19, 2012



### INTRODUCTION

The St. Francis Historical Preservation Commission is interested in the items we are currently storing for them. These items need to be moved from their current location so staff can access the equipment and tools that needs to be moved to the new facility. Not all the artifacts are in good condition and have developed mold due to the number of times they have been moved and how they have been stored.

### BACKGROUND

The St. Francis Historical Preservation Commission built a 24' x 32' building in May, 1979. The Historical Preservation Commission placed items in this facility they collected that had historical value to St. Francis. They even had it open to the public at times to view the artifacts. During the late 1980's the police department moved into this structure. The police department was located in the basement of the city hall at the time and experiencing flooding and a number of other issues. The City moved the artifacts to a different location. The Historical Preservation Commission members were concerned on what was going to happen with the items. From that time to current, those items have been moved numerous times. The Historical Preservation Commission had not been active for a number of years. The last place these items were stored was in a cold storage trailer that was going to be removed in July of this year. So once again staff moved the items to one of the public works buildings. This summer Barb contacted a member to see what they would like to do with the items. This person met with the former commission members and they agreed to have the items moved to one of the commission members place so they could go through the items. Some of the items were going to go to Sandhill Center for the Arts in Bethel to be displayed. They also stated they would contact Anoka County Historical Society if they wanted any of the items the local commission did not want/need. The items were going to be moved when one of the members had a place cleared. Barb contacted the member Thursday, November 15, 2012 and he indicated a council member said the City had enough room in the new building for the items so he quit clearing out a spot. This poses a significant problem for staff. Since July, the items are blocking access to public works tools and equipment to work efficiently and effectively. Additionally, the items in their current location prevent us from finishing the move from the old building to the new public works building. These historical items have been moved around too many times and need to find a permanent home to be enjoyed as historical memorabilia once cleared of mold issues.

### RECOMMENDATION

Staff recommends not having these items professionally cleaned and stored in the new building. This is why Barb was working with our previous Historical Preservation Commission. A good solution was being implemented. It is recommended to affirm staff managing these items with

consultation of the former Historical Preservation Commission.

**BUDGET IMPACT**

None if Council affirms staff direction. Staff has not obtained quotes to have the items professionally cleaned for historical preservation purposes.

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Attachments:

1. NONE