

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
FEBRUARY 7, 2011
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes- January 18, 2011
 - b. MN Dept of Public Safety Joint Powers Agreement on the distribution of Datamaster DMT-G with Fuel Cell option Evidential Breath Tester Instrument Agreement
 - c. Amend the Contract for Services with ISD #15 regarding Maintenance of Vehicles and Equipment
 - d. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Donation Presentation by Mayor Tveit to the St. Francis Ambassador Program
 - b. St. Francis Area Chamber of Commerce – 2010 Year in Review Recap
7. Ordinances & Resolutions:
 - a. Ordinance 152, Second Series: Amending Section 6-1-6 Entitled “Fee Schedule” (First Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Fire Dept:
 - Public Drinking Water Fluoride Report
 - Works:
 - Liquor Store:
 - Police:
 - City Administrator Workers Compensation/Loss Control Report
 - Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. Council Retreat Discussion
12. New Business
 - a. Efficiency Report Card – Public Works
 - b. Discussion on Draft Policy for Economic Development
13. Adjournment

Calendar of Events

- Feb. 7th: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Feb. 8th: Annual Charter Commission Meeting @ City Hall 6:30 pm
Feb. 16th: Planning Commission Meeting @ ISD #15 Central Services Center 7:00 pm
Feb. 21st: City Offices Closed in Observance of Presidents Day
Feb. 22nd-Tues: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Mar. 7th: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Mar. 16th: Planning Commission Meeting @ ISD #15 Central Services Center 7:00 pm
Mar. 21st: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Mar. 24th: Education Workshop on the River Crossing Study and Extension of Bridge St @ SF Elementary 7 pm

TO: Mayor & City Council

FROM: Matthew L. Hylen,
City Administrator



RE: Agenda Memorandum – February 7, 2011 Meeting

Agenda Items:

4. Consent Agenda:

- b. MN Dept of Public Safety Joint Powers Agreement: Attached is the joint powers agreement with the State of MN to have the “breathalyzer” as a law enforcement tool at the police department.
- c. ISD 15 Contract: Attached is the agreement with ISD 15 regarding the maintenance of vehicles and equipment contract. We have added our diesel generators to the list of equipment covered.

6. Petitions, Requests, Applications:

- a. St. Francis Ambassadors: Mayor Tveit will be presenting the proceeds to the Ambassadors from the recent Mayor’s Snowmobile ride.
- b. St. Francis Chamber of Commerce: Representative will be present to discuss the Chamber year in review. In addition, they will discuss the recent open discussion with City staff over multiple topics.

7. Ordinances & Resolutions:

- a. *Ordinance 152, Second Series*: Attached is Ordinance 152, SS first reading relating to an amendment to the city fee schedule. Also attached is an Agenda Report explaining the need for change already in 2011. A motion would be in order to approve the first reading of Ordinance 152, Second Series with a roll call vote to follow.

8. Reports:

- a. **Engineer:**
- b. **City Attorney:**
- c. **Staff:**
 - Fire Dept:**
 - Public Works:**
 - Liquor Store:**
 - Police:**
 - City Administrator:**

11. Old Business

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

CITY COUNCIL MINUTES

January 18, 2011

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members LeRoy Schaffer, Steve Kane, and Chris McClish. Excused was Jeff Sandoval. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND McCLISH TO ADOPT THE JANUARY 18, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE JANUARY 18, 2011 CITY COUNCIL CONSENT AGENDA A-C AS FOLLOWS:
 - a. Approve the City Council Minutes of January 3, 2011.
 - b. Accept the Letter of Resignation of Kyle Waterworth from the Planning Commission.
 - c. Approve the Payment of Claims for \$727,557.52.Motion carried 4-0.
5. **Meeting Open to the Public:** Roland Willis, 23073 Eidelweiss Street NW, first wanted to wish everyone a Happy New Year. I was looking over the packet. I do agree with team building but after looking at the possible cost of this, I believe now is not the time to conduct this event. I know you have talked about watching the budget this is one area you can wait until a future date.

William Gardner, 5304-238th Avenue NW, stated my son-in-law is a Use Car Sales Manager at Burnsville Dodge. The City traded in a vehicle to Burnsville Dodge with only 12,000 miles on it but that is another story. The picture that was sent in of the vehicle versus the vehicle they received is not the same. The tires were bald on the vehicle that was brought in. Gardner would like this investigated and a reprimand to the employee that allowed this.

Clair Schuster, 22968 Navajo Street, had a question on the cable/internet provider. At the beginning of the year, the current provider had huge increase in their rates. They stated they are the only provider allowed in St. Francis. Staff took Mr. Schuster's phone number and will give Mr. Schuster the options available to him.
6. **Petitions, Requests, Applications:**
 - a. **Anoka County Commissioner – Matt Look:** I have had the opportunity to meet some of you before hand but would like to introduce myself to the rest of the City Council. Prior

to being elected to be your County Commissioner, I was a council member at the City of Ramsey. I do appreciate the work you (City Council) do. I am your current representative on the County Board and will have big shoes to fill with the retirement of Dennis Berg. Number one priority is communication. Mr. Look asked if there were any questions. Schaffer asked if there has been any discussion on transportation to the northern suburbs. Schaffer said currently we have the Traveler but that is it. Mr. Look said it all depends on the ridership.

7. **Ordinances & Resolution:**

a. **Resolution 2011-02: Declaring Surplus Property:** The City would like to declare the 2000 and 2005 Crown Victoria's as surplus property. MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2011-02 A RESOLUTION DECLARING THE 2000 AND 2005 CROWN VICTORIA'S AS SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

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

a. **Engineer: Ambassador Blvd. Trunk Utility Improvement – Lift Station Bas Removal Variance:** Voge reported that the Ambassador Trunk Utilities Improvement Project included the elimination of two existing lift stations. The lift stations are located at DeGardner Circle and Stark Drive. The City's existing policy is that all concrete structures/foundations be excavated during construction. The Stark Drive lift station was evaluated and with respect to an existing building foundation, we have determined that the risk associated with complete removal of the lift station is excessive. Given the lift station's proximity to the adjacent building and foundation, the complete removal of the structure will likely result in structural failures of the adjacent building. Voge stated they have determined that the prudent course of action is to leave the bottom portion of the lift station in place, fill it with sand, and install a concrete cover over the top of the structure. This abandonment method will ensure that no future settlements occur in the area of the lift station and will also prevent structural damage to the adjacent building. City Staff is seeking a motion from the City Council to acknowledge this variance to the City's policy for the Stark Drive Lift Station removal associated with the Ambassador Trunk Utility Improvement project. MOTION BY KANE SECOND TVEIT TO GRANT A VARIANCE TO THE CITY'S POLICY AND NOT EXCAVATE THE BOTTOM PORTION OF THE STARK DRIVE LIFT STATION, FILL IT WITH SAND AND INSTALL A CONCRETE COVER OVER THE TOP OF THE STRUCTURE. Motion carried 4-0.

Trunk Highway 47/Pederson Drive Intersection Improvements: Voge reported that in July of 2010 the City of St. Francis submitted an application for the Municipal Agreement Program to the Minnesota Department of Transportation. The application included improvements to the intersection of Trunk Highway 47 and Pederson Drive by the installation of a stoplight. MnDOT reviewed the City's application and indicated they will not fund the project at this time. Voge stated he did have a follow up conversation with MnDOT's area engineer, Mr. Lindeberg, who indicated that he does not feel that the project is necessarily dead in the water; however, a signal at the intersection is currently not warranted. MnDOT is open to reviewing additional information should it be provided by the City. Mr. Lindeberg did not guarantee that a signal system could be installed; however other improvements may be available to provide increased safety to pedestrians and children crossing Trunk Highway 47. Staff is seeking Council direction regarding additional studies and their associated costs for potential improvements at the

intersection. Voge also want it noted there are no guarantees. Kane said it is very frustrating to see all these elementary and junior high kids walking across a four-lane highway. Voge said one of the warrants is traffic volume. They are met only in the morning and afternoon for just a short period of time. Another is fatalities and record of pedestrian count. It is unique being it is more of a T intersection. Tveit said being it involves a State Highway do we have to get their approval on anything we do. Voge said absolutely. Schaffer said a viable alternative maybe could be a flashing light like the one on Hwy 47 and County Road 8. Tveit stated we were awarded a grant last year for a pedestrian trail that will funnel more pedestrians to that intersection. Voge said I think more pedestrian record counts will help. I do not think it is a dead issue but they have guidelines they have to follow too. The studies could cost approximately \$7,000. Tveit asked are there any grants out there to help with the study cost. Voge said he is not aware of any grants available. The river crossing study information numbers could also be included in the study. Schaffer said what are the odds if we spend this extra money of us getting anything. Voge said I could not speculate on what the odds are. Kane said our truly number one job is public safety but what I am hearing even if we spend \$7,000 to \$10,000 we are not guaranteed a signal light because it does not meet warrants. Voge said probably not. McClish asked if we have addressed the State regarding the speed limit. Voge said we have talked to them about the inconsistency of speed limits along Highway 47. Kane said I would be afraid to do a speed study because of the way people drive. Voge said they use 85% of the traffic speed for their study and there is always the possibility of the speed limit increased. The council chose not to move forward with additional studies at this time.

b. Attorney:

c. Staff: Fire Dept:

Public Works:

Liquor Store:

Police Dept:

City Administrator Report: Hysten reported today, Staff met with Berkley Risk, they are a division of the League of MN Cities. They did recommend some policy changes.

Reminders: We are currently down three planning commission members. We are not having a meeting this January. We are also down to two park commission members.

Schaffer asked how the Pederson Path Trail is coming. Voge gave an update and noted plans are still to start construction after school is out early this summer.

9. **Reports from Council Members:** Tveit asked Schaffer how the URRWMO meeting went. Schaffer apologized for not attending, he forgot about it. Schaffer said nothing is moving on the mortgage moratorium. Kane said he ran into a student from the high school and the student thanked him for helping get the additional equipment for their shop classroom.

10. **Report from Mayor:** Want to remind everyone of the Mayor's Snowmobile Trail Ride this Saturday, January 22nd. Registration forms are at City Hall. The organization that I chose to have a donation given to was our Miss St. Francis Ambassador Program.

I have been asked to give the State of the City address at the Anoka Area Chamber of Commerce on February 8th. The meeting after this presentation, I will give the same presentation to the City Council so you know what I reported on.

11. **Old Business:**

a. **Discussion on Police Contract with the City of Oak Grove:** Tveit asked if there were any questions that were not answered after reading Hylen's notation in his memorandum on this topic. There were no questions.

b. **Discussion on a Council Retreat:** Hylen provided the City Council with a brochure of a consultant, Brimeyer Fursman who conducts Team Building Workshops. Tveit asked, what does everyone think. Kane said this is more a visioning session not just a Team Building Workshop. Tveit said in the past Mr. Hylen has been the facilitator; in all fairness to him, it would be nice to have a third party come in. Tveit said he would like to see the council and staff at some point also have one. Kane said even at his work, you get a better focus from an outside company. This person is the same person that did a revamping of our personnel policy. Hylen stated Fursman is a former City Administrator. Schaffer said had a brochure of a company that was in the packet. Tveit said I didn't get this. After reviewing the brochure, it was a piece of mail that just Schaffer received. McClish said especially for me being new, I would like to see this. Schaffer, Kane and Tveit agreed to move forward with a Sunday for a workshop. Hylen said make sure you give me any Sunday that would not work out. MOTION BY TVEIT SECOND KANE TO WORK WITH BRIMEYER FURSMAN TO SET A DATE FOR A RETREAT. Motion carried 4-0.

12. **New Business:**

a. **Efficiency Report Card-Police Department:** Chief Harapat stated there are a few things to report on that have happened lately that has been good. We bought a 2010 instead of 2011 squad car and saved about \$1,500; plus we had it on the road since last Friday instead of waiting until April/May. Another way of working together with other departments to see if they need any of the vehicles that we may trade in. The Police Reserve Officers currently utilize a UTV that they bought. An option we are looking at is having our reserves drive a squad car. There are state statues that do restrict what they can and cannot do. It would be nice to utilize them like transporting people to jail. Chief Harapat stated he is curious on what you (City Council) feel about this option. The reserve officers are trained and civic-minded people. McClish said with experience on traffic stops and the location sometime where you have to transport them; I think it would be very beneficial. The reserves are trained in use of force. The council agreed with the use of the Police Reserve Officers in this way. McClish asked about online reporting with miscellaneous reports. Chief Harapat said we do not currently have a program like that.

Schaffer asked if we heard anymore on videotaping the Council meetings. Hylen said he will have more information in the off week memorandum.

Tveit wants to remind our council members that when we call our consultants there is a good likelihood we are billed. I am cautioning you (the City Council) not to call with just general

questions. Schaffer said what is wrong with just calling them. Tveit said I would like all questions directed through staff.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:18pm.

Barbara I. Held, City Clerk

**MN DEPARTMENT OF PUBLIC SAFETY
DATAMASTER DMT-G WITH FUEL CELL OPTION
EVIDENTIAL BREATH TESTER INSTRUMENT AGREEMENT
(DISTRIBUTION OF EQUIPMENT TO LAW ENFORCEMENT AGENCIES)
Contract # BCA-DMT-0168**

THIS JOINT POWERS AGREEMENT, by and between the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension, Forensic Science Laboratory (hereinafter referred to as the STATE) and **St. Francis Police Department** (hereinafter referred to as the GOVERNMENTAL UNIT) witness that:

WHEREAS, the STATE has received an appropriation to purchase DataMaster DMT-G with Fuel Cell Option breath test instruments and is authorized to distribute DataMaster DMT-G with Fuel Cell Option breath test instruments to criminal justice agencies and/or city, county, or political subdivisions; and

WHEREAS, the GOVERNMENTAL UNIT represents that it is a criminal justice agency, or is a city, county, or political subdivision authorized to accept equipment/services from the STATE for the purpose specified herein; and

WHEREAS, the GOVERNMENTAL UNIT represents that it is duly qualified and willing to perform and carry out the services and tasks described in this Agreement.

NOW, THEREFORE, it is agreed:

I. STATE'S RESPONSIBILITIES.

- A. The STATE will provide GOVERNMENTAL UNIT with a DataMaster DMT-G with Fuel Cell Option breath test instrument ("instrument"), which includes a DataMaster DMT-G with Fuel Cell Option, initial dry gas cylinder, a keyboard, a keyboard carrel, a printer with a toner cartridge, and mouthpieces for use as specified under Clause II of this Agreement. The GOVERNMENTAL UNIT will use and have possession of the instrument; but the STATE shall retain legal ownership of the instrument.
- B. Any and all repairs shall be made by or at the direction of the STATE. If funding is available, the STATE will pay for the cost of maintenance and repair, or replacement due to normal wear and tear resulting from routine, proper use of the instrument.
- C. The STATE will maintain all necessary state and federal inventory control records on these instruments.

II. GOVERNMENTAL UNIT RESPONSIBILITIES.

- A. The GOVERNMENTAL UNIT will use the instrument specified above to assist in enforcing Minnesota laws and local ordinances relating to traffic and highway safety and for other law enforcement applications.
- B. The GOVERNMENTAL UNIT will keep and maintain the instrument provided by the STATE in proper operating condition. The GOVERNMENTAL UNIT will also be responsible for any and all costs of repairing or replacing the instrument that is lost or damaged due to misuse or abuse.
- C. The GOVERNMENTAL UNIT will provide and maintain all disposable and consumable components originally provided by the STATE, such as DataMaster DMT-G with Fuel Cell Option mouthpieces, dry gas cylinders, printer toner cartridges, and paper and will supply all other necessary disposable and consumable components not provided by the STATE at the

GOVERNMENTAL UNIT'S expense.

- D. The GOVERNMENTAL UNIT will make this instrument available for use by any breath test operator certified by the STATE.
- E. The GOVERNMENTAL UNIT will not permit the instrument to be operated or tampered with by individuals who are not trained in its operation and certified by the STATE as DataMaster DMT-G with Fuel Cell Option operators.
- F. The GOVERNMENTAL UNIT will make the instrument available to STATE authorized personnel when required for inventory or inspection purposes.

III. TERMS OF AGREEMENT

This Agreement shall be effective on January 1, 2011 or upon the date that the final required signature is obtained by the STATE, pursuant to Minn. Stat. § 16C.05, Subdivision 2, whichever occurs later, and shall remain in effect until the instrument is no longer used and supported by the STATE or until terminated by either of the parties as provided in Clause IV below, whichever occurs first.

At the end of this Agreement, the STATE will notify the GOVERNMENT UNIT if they are required to return the instrument to the STATE.

IV. TERMINATION

This Agreement may be terminated by either the STATE or GOVERNMENTAL UNIT at any time, with or without cause, upon ten (10) days written notice to the other party. The instrument must be returned to the STATE within 30 days of the termination date, and if the GOVERNMENTAL UNIT fails to return the instrument within this time period the GOVERNMENTAL UNIT agrees to pay the STATE the cost of replacing the instrument and payment will be made to the STATE within 30 days of receipt of invoice.

V. STATE'S AUTHORIZED REPRESENTATIVE

The STATE'S authorized representative agent for the purposes of this Agreement is Frank C. Dolejsi, or his designee, Department of Public Safety, Bureau of Criminal Apprehension, Forensic Science Laboratory, 1430 Maryland Avenue East, St. Paul, MN 55106. Such representative will have final authority for acceptance of the GOVERNMENTAL UNIT'S services.

VI. ASSIGNMENT

GOVERNMENTAL UNIT shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent from the STATE.

VII. LIABILITY

GOVERNMENTAL UNIT shall indemnify, save and hold the STATE, its agents and employees, harmless from any claims or causes of action, including all attorneys' fees incurred by the STATE, arising from the performance of this Agreement by GOVERNMENTAL UNIT or GOVERNMENTAL UNIT'S agents or employees. This clause will not be construed to bar any legal remedies GOVERNMENTAL UNIT may have for the STATE's failure to fulfill its obligations pursuant to this Agreement. GOVERNMENTAL UNIT'S liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Section 466.01-466.15 and other applicable law.

VIII. STATE AUDIT

Under Minn. Stat § 16C.05, subd 5, the GOVERNMENTAL UNIT'S books, records, documents and

accounting procedures and practices relevant to this Agreement are subject to examination by the STATE, and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

IX VENUE

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

APPROVED

<p>2. GOVERNMENTAL UNIT Governmental Unit certifies that the appropriate person(s) have executed this Agreement on behalf of Governmental Unit as required by applicable articles, by-laws, resolutions, or ordinances.</p>	<p>3. DEPARTMENT OF PUBLIC SAFETY</p>
<p>By: Title: Date:</p>	<p>By: Title: Date</p>
<p>By: Title: Date</p>	
<p>1. State Encumbrance Verification</p>	<p>4. DEPARTMENT OF ADMINISTRATION</p>
<p>No encumbrance required: By: Date:</p>	<p>By: Date:</p>

CONTRACT FOR SERVICES

This contract is entered into between the City of St. Francis, a municipal corporation under the laws of Minnesota (“City”) and Independent School District No.15, the St. Francis Public Schools (“District”), referred to collectively herein as the “Parties”.

1. Definitions

“Ordinary and routine repairs and maintenance” shall consist of changing oil and filters, greasing vehicles, repairing and/or replacing brakes, flushing antifreeze, changing tires, balancing tires, engine tune-ups (changing spark plugs and spark plug wires and timing vehicles) and installing new or rebuilt engines.

“Ordinary and routine repairs and maintenance” shall not include steering alignment or major engine repairs, including rebuilding engines.

2. Term of the Contract

The term of this agreement shall begin on the date on which it is executed by representatives of both Parties following approval by the City Council and the School Board and shall extend through June 30, 2009.

2. Extension(s) of the Contract

The term of the contract may, thereafter, be extended annually in one year increments effective June 30, 2010 and June 30, 2011 upon the mutual and written agreement of the Parties.

3. Services to be provided by District

The District shall perform ordinary and routine preventative maintenance and repairs on City vehicles, portable and non-portable generators and maintenance equipment, ~~except police cars~~, as requested by an authorized City representative. The District will not provide any repair or maintenance upon City’s ~~police cars~~ vehicles under this contract.

The authorized City representative shall be the Public Works Director.

4. Inspection by the City upon the return of repairs to vehicles

An authorized representative of the City shall inspect any and all work performed by the District under this contract at the time of the return of a repaired vehicle to the City. The failure of a City representative to object, in writing, to the work performed hereunder by the District at the time of the return of a repaired vehicle to the City shall constitute acceptance by the City of the vehicle and the repairs and/or maintenance performed by the District.

The Parties agree that the District does not warrant the effectiveness of any part obtained on behalf of the City from a parts supplier and installed in connection with services provided under this contract.

NO WARRANTY OF MERCHANTABILITY OR FITNESS

The parties expressly agree that acceptance of a vehicle by the City's authorized representative following completion of repairs or maintenance under this Contract shall constitute a waiver of any implied or express warranty as to the quality or effectiveness of the repair or maintenance services performed under this Contract.

5. Priority of Services

City agrees and understands that the District shall give greater priority to the repair and maintenance of vehicles it uses for student transportation than the repair and maintenance of City vehicles.

6. Compensation for Services.

The City shall pay the District seventy five (\$75) per hour for light duty trucks and ninety (\$90) dollars per hour for other equipment services provided under this contract. Such charges shall not include the cost of parts necessary to complete repairs and maintenance of City vehicles. The parts supplier shall bill the City directly for the cost of all parts installed under this contract.

The District shall maintain time records for all repair and maintenance services provided under this contract and District shall prepare invoices for all services provided under this contract. Invoices reflecting all work performed by District shall be prepared on a monthly basis and shall promptly be mailed to the City Offices to the attention of Accounts Payable.

The City payment shall be due and owing within thirty (30) days of receipt of an invoice by the District.

City of St. Francis, by:

Independent School District No. 15, by:

(Title)_____

(Title)_____

Date:_____

Date:_____



PAYMENT BATCH AP 02-07-11

AA BEST PEST SERVICES

01/24/2011	3624	E 101-41940-401	Repairs/Maint Buildings	PEST CONTROL	80.16
01/24/2011	3624	E 101-42110-401	Repairs/Maint Buildings	PEST CONTROL	61.45
01/24/2011	3624	E 101-42210-401	Repairs/Maint Buildings	PEST CONTROL	61.45
01/24/2011	3624	E 101-45200-401	Repairs/Maint Buildings	PEST CONTROL	53.44
01/24/2011	3624	E 602-49490-401	Repairs/Maint Buildings	PEST CONTROL	69.47
01/24/2011	3624	E 609-49750-401	Repairs/Maint Buildings	PEST CONTROL	53.44
					\$379.41

ABDO, EICK & MEYERS, LLP

01/21/2011	271860	E 101-41540-301	Auditing and Acct'g Services	AUDIT (2010)	2,700.00
01/21/2011	271860	E 601-49440-301	Auditing and Acct'g Services	AUDIT (2010)	450.00
01/21/2011	271860	E 602-49490-301	Auditing and Acct'g Services	AUDIT (2010)	450.00
01/21/2011	271860	E 609-49750-301	Auditing and Acct'g Services	AUDIT (2010)	900.00
					\$4,500.00

ADVANCED AUTOMOTIVE CARE, INC.

11/23/2010	30363	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARGE	56.72
12/15/2010	30575	E 101-42110-221	Vehicle Repair & Maintenance	05 FORD CROWN V	28.89
12/20/2010	30611	E 101-42110-221	Vehicle Repair & Maintenance	09 DODGE CHARGE	378.10
12/28/2010	30666	E 101-42110-221	Vehicle Repair & Maintenance	99 CHEV TAHOE	404.75
12/30/2010	30696	E 101-42110-221	Vehicle Repair & Maintenance	09 DODGE CHARGE	480.32
01/13/2011	30782	E 208-42110-221	Vehicle Repair & Maintenance	10 DODGE CHARGE	1,391.94
					\$2,740.72

AFLAC

01/12/2011	500712	G 101-21710	Other Deductions	FEBRUARY	436.13
					\$436.13

ALLEN, DANIEL

01/31/2011	013111	E 101-42110-331	Travel Expenses	MILEAGE	15.30
					\$15.30

ALLINA OCC MED

12/31/2010	62407	E 101-42210-305	Medical & Testing Fees	TESTS	413.50
					\$413.50

AMERIPRIDE LINEN & APPAREL SER

01/13/2011	1000727839	E 101-41940-219	Rug Maintenance	MATS	46.92
01/20/2011	1000734057	E 609-49750-219	Rug Maintenance	RUG MAINT	44.95
01/27/2011	1000740576	E 101-41940-219	Rug Maintenance	RUGS @ CITY HALL	46.92
					\$138.79

ANOKA COUNTY CENTRAL COMM.

12/15/2010	2010-295	E 101-42110-321	Telephone	INTERNET NOVEMBER	156.12
01/06/2011	2010-305	E 101-42110-321	Telephone	INTERNET DECEMBER	156.12

01/06/2011	2010-315	E 101-42110-321	Telephone	OCT NOV DEC	180.00
					<u>\$492.24</u>

ANOKA COUNTY TREASURY DEPT.

01/12/2011	206995	E 101-43100-433	Dues and Subscriptions	LICENSE RENEWAL GIS DATA B	125.00
01/12/2011	206995	E 101-45200-433	Dues and Subscriptions	LICENSE RENEWAL GIS DATA B	125.00
					<u>\$250.00</u>

ANOKA CTY FIRE PROTECTION COUN

01/01/2011	010111	E 101-42210-433	Dues and Subscriptions	2011 MEMBERSHIP DUES	210.00
					<u>\$210.00</u>

ASPEN MILLS

01/10/2011	104390	E 101-42110-437	Uniform Allowance	JON FAANES	155.91
01/10/2011	104391	E 101-42110-437	Uniform Allowance	J. REHLING	134.51
01/13/2011	104529	E 101-42210-437	Uniform Allowance	NICK BERGLUND	34.50
					<u>\$324.92</u>

ASSURANT EMPLOYEE BENEFITS

02/01/2011		E 101-41400-130	Employer Paid Insurance	FEBRUARY	78.03
02/01/2011		E 101-41500-130	Employer Paid Insurance	FEBRUARY	36.71
02/01/2011		E 101-42110-130	Employer Paid Insurance	FEBRUARY	409.98
02/01/2011		E 101-43100-130	Employer Paid Insurance	FEBRUARY	58.84
02/01/2011		E 101-43210-130	Employer Paid Insurance	FEBRUARY	13.08
02/01/2011		E 101-45200-130	Employer Paid Insurance	FEBRUARY	58.84
02/01/2011		E 601-49440-130	Employer Paid Insurance	FEBRUARY	65.62
02/01/2011		E 602-49490-130	Employer Paid Insurance	FEBRUARY	65.62
02/01/2011		E 609-49750-130	Employer Paid Insurance	FEBRUARY	66.76
					<u>\$853.48</u>

BELLBOY CORPORATION BAR SUPPLY

01/25/2011	56758900	E 609-49751-206	Freight and Fuel Charges		23.25
01/25/2011	56758900	E 609-49751-251	Liquor For Resale		1,988.00
01/25/2011	56758900	E 609-49751-253	Wine For Resale		116.00
					<u>\$2,127.25</u>

BERNICK COMPANIES, THE

01/28/2011	126097	E 609-49751-252	Beer For Resale		308.65
					<u>\$308.65</u>

BGS (BARNA GUZY)

12/31/2010	77439	E 402-41940-520	C-O-L Building & Structures	HWY 47 AUTO PARTS	2,573.50
					<u>\$2,573.50</u>

BOLTON & MENK, INC.

12/27/2010	0137050	E 101-43100-303	Engineering Fees	GIS/PROF SERVICES	90.00
12/27/2010	0137051	E 507-00000-303	Engineering Fees	230TH/IVYWOOD IMPROVEMEN	420.00
12/27/2010	0137052	E 426-00000-303	Engineering Fees	AMBASSADOR TRUNK UTILITY II	23,466.00
12/27/2010	0137053	E 101-41910-303	Engineering Fees	2010 GENERAL ENGINEERING	340.00
12/27/2010	0137054	E 101-43100-303	Engineering Fees	2010 SEAL COATING	692.00
12/27/2010	0137055	E 226-45100-303	Engineering Fees	PEDERSON PATH DESIGN	4,312.00
12/27/2010	0137056	E 101-45200-303	Engineering Fees	TH 47/PEDERSON DR INTERSEC	110.00
12/27/2010	0137057	E 602-49490-303	Engineering Fees	WWTF CHEMICAL FEED STRUC	216.00
					<u>\$29,646.00</u>

BOYER TRUCKS

01/25/2011	484204	E 101-43100-221	Vehicle Repair & Maintenance	PAUL'S TRUCK	44.25
01/25/2011	484204	E 101-45200-221	Vehicle Repair & Maintenance	PAUL'S TRUCK	44.25
01/25/2011	484204	E 601-49440-221	Vehicle Repair & Maintenance	PAUL'S TRUCK	44.25
01/25/2011	484204	E 602-49490-221	Vehicle Repair & Maintenance	PAUL'S TRUCK	44.25
					\$177.01

BRAUN INTERTECCORPORATION

01/05/2011	329461	E 426-00000-303	Engineering Fees	AMBASSADOR TRUNK UTILITY II	1,010.69
					\$1,010.69

CENTERPOINT ENERGY

01/18/2011	5939160-7.0111	E 101-43100-383	Gas Utilities	3518 12/10/10 - 01/13/11	415.80
01/18/2011	5939160-7.0111	E 101-45200-383	Gas Utilities	3518 12/10/10 - 01/13/11	415.79
01/18/2011	5944643-5.0111	E 609-49750-383	Gas Utilities	23307 12/10/10 - 01/13/11	384.87
01/18/2011	5945449-6.0111	E 101-42110-383	Gas Utilities	3740 12/10/10 - 01/13/11	1,736.67
01/18/2011	5963820-5.0111	E 101-45200-383	Gas Utilities	3948 12/10/10 - 01/13/11	407.44
01/18/2011	6002544-2.0111	E 601-49440-383	Gas Utilities	4020 12/10/10 - 01/13/11	181.56
01/18/2011	6002544-2.0111	E 602-49490-383	Gas Utilities	4020 12/10/10 - 01/13/11	181.56
01/18/2011	6002548-3.0111	E 602-49490-383	Gas Utilities	WWTP 12/10/10 - 01/13/11	1,142.06
01/18/2011	6886465-1.0111	E 101-41940-383	Gas Utilities	UNIT 1 12/10/10 - 01/13/11	55.31
01/18/2011	6886468-5.0111	E 101-41940-383	Gas Utilities	UNIT 2 12/10/10 - 01/13/11	18.51
01/18/2011	6886472-7.0111	E 101-41940-383	Gas Utilities	UNIT 3 12/10/10 - 01/13/11	62.20
01/18/2011	6886475-0.0111	E 101-45000-383	Gas Utilities	UNIT 4	53.77
01/18/2011	7900331-5.0111	E 601-49440-383	Gas Utilities	3921 12/10/10 - 01/13/11	1,366.42
					\$6,421.96

CHISAGO LAKES DISTRIBUTING CO.

01/31/2011	437701	E 609-49751-252	Beer For Resale		428.80
					\$428.80

COCA COLA REFRESHMENTS

	0168090023	E 609-49751-254	Miscellaneous Merchandise		321.50
01/25/2011	0168090024	E 609-49751-254	Miscellaneous Merchandise		(26.00)
					\$295.50

COLONIAL INSURANCE

		G 101-21710	Other Deductions		76.46
					\$76.46

CONNEXUS ENERGY

01/21/2011	178511.0111	E 609-49750-381	Electric Utilities	LIQUOR STORE UTILITIES 12/12	953.25
01/21/2011	178586.0111	E 101-43100-381	Electric Utilities	3518 BRIDGE ST NW	71.05
01/21/2011	178586.0111	E 101-45200-381	Electric Utilities	3518 BRIDGE ST NW	71.05
01/21/2011	178832.0111	E 601-49440-381	Electric Utilities	PUBLIC WORKS	259.18
01/21/2011	178832.0111	E 602-49490-381	Electric Utilities	PUBLIC WORKS	259.19
01/21/2011	237580.0111	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
01/21/2011	237584.0111	E 101-42110-381	Electric Utilities	SIREN	5.34
01/21/2011	238392.0111	E 101-41940-381	Electric Utilities	23340 CREE STREET	285.77
01/21/2011	242519.0111	E 101-42110-381	Electric Utilities	3740 BRIDGE STREET	189.88
01/21/2011	242519.0111	E 101-42210-381	Electric Utilities	3740 BRIDGE STREET	443.06
01/21/2011	298393.0111	E 602-49451-381	Electric Utilities	LIFT STATIONS	5,696.53
01/21/2011	298394.0111	E 101-45200-381	Electric Utilities	PARKS	484.84
01/21/2011	298395.0111	E 601-49440-380	Electric-System	WATER	4,047.03

01/21/2011	298396.0111	E 101-43100-386	Street Lighting	STREET LIGHTS	3,381.58
01/21/2011	301895.0111	E 101-41940-381	Electric Utilities	22825 ST FRANCIS BLVD SIGN	49.59
					<u>\$16,202.68</u>

CONSTRUCTION & GENERAL

02/01/2011	FEB	G 101-21707	Union Dues	FEB DUES	216.00
					<u>\$216.00</u>

COUNTY MARKET - CITY ACCOUNT

01/01/2011	224.1210	E 101-43100-212	Motor Fuels	FUEL	90.08
					<u>\$90.08</u>

CRYSTAL SPRINGS ICE

01/18/2011	22711	E 609-49751-254	Miscellaneous Merchandise		70.40
					<u>\$70.40</u>

DAHLHEIMER DIST. CO. INC.

01/19/2011	35429	E 609-49751-252	Beer For Resale		4,869.57
01/19/2011	35429	E 609-49751-254	Miscellaneous Merchandise		42.00
01/26/2011	36146	E 609-49751-252	Beer For Resale		6,801.60
01/26/2011	36146	E 609-49751-254	Miscellaneous Merchandise		136.00
01/26/2011	36146	E 609-49751-255	N/A Products		15.50
					<u>\$11,864.67</u>

DAY DISTRIBUTING CO.

01/21/2011	585620	E 609-49751-252	Beer For Resale		1,706.90
01/21/2011	585620	E 609-49751-255	N/A Products		19.20
					<u>\$1,726.10</u>

DE LAGE LANDEN

01/08/2011	8402442	E 101-41400-240	Office Equip	COPIER	366.58
					<u>\$366.58</u>

DEPT OF PUBLIC SAFETY

12/28/2010	MD 215001F	E 101-42110-311	Contract	CONNECT CHARGES	270.00
					<u>\$270.00</u>

DMV

		E 101-43100-213	Vehicle Oper Supplies	LICENSE TRAILER	44.50
					<u>\$44.50</u>

ECM PUBLISHERS, INC.

01/28/2011	IQ 01781004	E 101-41120-352	General Notices and Pub Info	ANNUAL CHARTER COMMISION	51.25
01/28/2011	IQ01781004	E 101-41410-351	Legal Notices Publishing	ANNUAL MEETING	51.25
					<u>\$102.50</u>

ELITE SANITATION

01/19/2011	19709	E 101-45200-402	Janitorial Service	PORTABLE TOILET	116.57
01/20/2011	19729	E 101-45200-402	Janitorial Service	PORTABLE TOILET	90.84
					<u>\$207.41</u>

G&K SERVICES, INC

01/18/2011	1043642211	E 101-43100-402	Janitorial Service	TOWELS	37.67
01/18/2011	1043642211	E 101-45200-402	Janitorial Service	TOWELS	37.67
					<u>\$75.34</u>

GE CAPITAL INFORMATION

01/09/2011	55104552	E 101-42110-218	Equipment Repair & Maintenance	RICOH COPIER	249.82
					<u>249.82</u>
GERDIN AUTO SERVICE, INC.					
12/08/2010	50421	E 101-42110-311	Contract	BUILDING RENTAL	2,340.00
					<u>\$2,340.00</u>
GHP ENTERPRISES, INC.					
		E 101-41940-402	Janitorial Service	City Hall cleaning	165.66
		E 101-42110-402	Janitorial Service	PD cleaning	190.23
		E 601-49440-402	Janitorial Service	Water Plant	68.40
		E 602-49490-402	Janitorial Service	West Shop	68.40
					<u>\$492.69</u>
GOLD STAR AMUSEMENT					
11/01/2010	110410	E 230-49990-441	Miscellaneous	PIONEER DAYS	2,000.00
					<u>\$2,000.00</u>
GRAINGER, INC.					
01/25/2011	9446394547	E 601-49440-233	Water Treatment Plant Maint	AIR FILTER	218.54
					<u>\$218.54</u>
GRANITE CITY JOBBING CO.					
01/18/2011	669525	E 609-49750-210	Operating Supplies		56.44
01/18/2011	669525	E 609-49751-206	Freight and Fuel Charges		4.25
01/18/2011	669525	E 609-49751-254	Miscellaneous Merchandise		30.77
01/18/2011	669525	E 609-49751-256	Tobacco Products For Resale		488.57
01/25/2011	670231	E 609-49751-206	Freight and Fuel Charges		4.25
01/25/2011	670231	E 609-49751-256	Tobacco Products For Resale		88.22
01/25/2011	670249	E 609-49750-210	Operating Supplies		6.09
01/25/2011	670249	E 609-49751-256	Tobacco Products For Resale		448.94
01/25/2011	670249	G 101-20810	Sales Tax Payable		(0.39)
					<u>\$1,127.14</u>
HACH COMPANY					
01/20/2011	7079799	E 601-49440-235	Lab Supplies	CHEMICALS	326.11
01/20/2011	7079799	E 601-49440-235	Lab Supplies	CHEMICALS	95.25
01/20/2011	7079799	E 601-49440-235	Lab Supplies	CHEMICALS	50.78
01/20/2011	7079799	E 602-49490-235	Lab Supplies	CHEMICALS	85.64
					<u>\$557.78</u>
HAWKINS, INC.					
01/20/2011	3191108	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	1,436.00
01/20/2011	3191356	E 601-49440-216	Chemicals and Chem Products	CHLORINE	958.13
					<u>\$2,394.13</u>
HYLEN, MATT					
01/26/2011	012611	E 101-41410-441	Miscellaneous	GOVT MEETING	96.40
					<u>\$96.40</u>
INNOVATIVE OFFICE SOLUTIONS, L					
01/10/2011	WO104833371	E 101-41400-200	Office Supplies	SUPPLIES	33.75
01/10/2011	WO104833371	E 101-43100-200	Office Supplies	SUPPLIES	0.48
01/12/2011	WO104855901	E 101-41400-200	Office Supplies	SUPPLIES	55.61
01/12/2011	WO104855901	E 101-43100-200	Office Supplies	SUPPLIES	30.78

01/18/2011	WO-10490291-1	E 101-41400-200	Office Supplies	SUPPLIES	94.77
01/21/2011	WO-10493880-1	E 101-43100-200	Office Supplies	SUPPLIES	16.79
01/21/2011	WO-10493880-1	E 101-45200-200	Office Supplies	SUPPLIES	16.79
01/21/2011	WO-10493880-1	E 601-49440-200	Office Supplies	SUPPLIES	16.79
01/21/2011	WO-10493880-1	E 602-49490-200	Office Supplies	SUPPLIES	16.78
01/25/2011	WO-10495705-1	E 101-41400-200	Office Supplies	SUPPLIES	174.07
					\$456.61

JJ TAYLOR DISTRIBUTING

01/24/2011	1509867	E 609-49751-206	Freight and Fuel Charges		3.00
01/24/2011	1509867	E 609-49751-252	Beer For Resale		299.05
					\$302.05

JOHNSON BROS WHLSE LIQUOR

12/29/2010	1973030	E 609-49751-251	Liquor For Resale		750.90
01/13/2011	3451968	E 609-49751-206	Freight and Fuel Charges		(1.47)
01/13/2011	3451968	E 609-49751-251	Liquor For Resale		(139.00)
01/13/2011	484094	E 609-49751-206	Freight and Fuel Charges		(1.47)
01/13/2011	484094	E 609-49751-251	Liquor For Resale		(128.24)
01/19/2011	1985347	E 609-49751-206	Freight and Fuel Charges		257.26
01/19/2011	1985347	E 609-49751-254	Miscellaneous Merchandise		14,127.18
01/19/2011	1985348	E 609-49751-206	Freight and Fuel Charges		24.99
01/19/2011	1985348	E 609-49751-253	Wine For Resale		893.00
01/26/2011	1989521	E 609-49751-206	Freight and Fuel Charges		62.10
01/26/2011	1989521	E 609-49751-251	Liquor For Resale		5,245.29
01/26/2011	1989522	E 609-49751-206	Freight and Fuel Charges		19.11
01/26/2011	1989522	E 609-49751-253	Wine For Resale		690.25
					\$21,799.90

KEY MEDICAL SUPPLY, INC

01/18/2011	202041	E 101-42110-217	Other Operating Supplies	AMBU BAG	94.56
					\$94.56

LAW ENFORCEMENT LABOR SVCS.

02/01/2011	FEB	G 101-21707	Union Dues	FEB DUES	323.82
					\$323.82

LITTLE FALLS MACHINE INC.

01/06/2011	46023	E 101-43100-408	Ice& Snow Removal	PLOW BOLT	112.51
					\$112.51

LMC INSURANCE TRUST

01/05/2011	19389	E 101-41400-160	Work Comp Insurance	FINAL COSTS	65.00
01/05/2011	19389	E 101-42110-160	Work Comp Insurance	FINAL COSTS	2,981.00
01/05/2011	19389	E 101-42110-160	Work Comp Insurance	FINAL COSTS	128.00
01/05/2011	19389	E 101-42210-160	Work Comp Insurance	FINAL COSTS	2,228.00
01/05/2011	19389	E 101-43100-160	Work Comp Insurance	FINAL COSTS	731.00
01/05/2011	19389	E 101-43210-160	Work Comp Insurance	FINAL COSTS	94.00
01/05/2011	19389	E 101-45200-160	Work Comp Insurance	FINAL COSTS	169.00
01/05/2011	19389	E 601-49440-160	Work Comp Insurance	FINAL COSTS	646.00
01/05/2011	19389	E 602-49490-160	Work Comp Insurance	FINAL COSTS	363.00
01/05/2011	19389	E 609-49750-160	Work Comp Insurance	FINAL COSTS	437.00
					\$7,842.00

MCDONALD DIST CO.

01/20/2011	263140	E 609-49751-252	Beer For Resale		8,001.05
01/27/2011	263652	E 609-49751-252	Beer For Resale		3,415.90
01/27/2011	263691	E 609-49751-252	Beer For Resale		64.60
01/31/2011	263078	E 609-49751-252	Beer For Resale		1,540.00
					\$13,021.55

METRO SALES, INC.

12/17/2010	390357	E 101-42110-311	Contract	COPIER CHARGE	249.65
					\$249.65

MN CRIME PREVENTION ASSN.

11/30/2010	2011418	E 101-42110-433	Dues and Subscriptions	2011 MCPA DUES	45.00
					\$45.00

MN DNR WATERS

01/26/2011	012611	E 601-49440-434	Permit Fees	WATER USER FEE	1,541.40
					\$1,541.40

MN FIRE CERTIFICATION BOARD

12/30/2010	688	E 101-42110-208	Training and Instruction	FIRE EXAM SWENSON, JOHNSC	450.00
					\$450.00

MN NCPERS LIFE INSURANCE

01/21/2011	012111	G 101-21710	Other Deductions	PREMIUM FEB 2011	32.00
					\$32.00

NORTH STAR FENCE, INC.

01/20/2011	80906	E 602-49490-228	Equipment Maintenance	HOLDING POND FENCE REPAIR	360.00
					\$360.00

NORTHWEST ASSOC. CONSULTANTS

02/01/2011	19616	E 101-41910-311	Contract	CONTRACT	3,646.85
					\$3,646.85

OLSON FIRE PROTECTION

12/31/2010	21012219	E 101-42210-237	Small Equipment	ALARM SYSTEM	1,654.53
					\$1,654.53

OREILLY AUTO PARTS

11/22/2010	434013	E 101-42110-218	Equipment Repair & Maintenance	05 CROWN VICTORIA	42.73
12/07/2010	1539-437037	E 101-42110-221	Vehicle Repair & Maintenance	CHIEF'S TRUCK	6.43
12/13/2010	1539-438134	E 101-42110-221	Vehicle Repair & Maintenance	CHIEF'S TRUCK	392.10
12/13/2010	438136	E 101-43100-218	Equipment Repair & Maintenance	AIR/FUEL/OIL FILTER	45.10
12/13/2010	438136	E 101-45200-218	Equipment Repair & Maintenance	AIR/FUEL/OIL FILTER	45.09
12/13/2010	438259	E 601-49440-221	Vehicle Repair & Maintenance	MOTOR OIL	13.81
12/13/2010	438259	E 602-49490-221	Vehicle Repair & Maintenance	MOTOR OIL	13.80
12/17/2010	439032	E 101-43100-218	Equipment Repair & Maintenance	BATTERY	66.55
12/17/2010	439032	E 101-45200-218	Equipment Repair & Maintenance	BATTERY	66.55
12/20/2010	439520	E 101-43100-217	Other Operating Supplies	COOLENT FOR SHOP	9.61
12/20/2010	439520	E 101-45200-217	Other Operating Supplies	COOLENT FOR SHOP	9.60
12/28/2010	440949	E 101-43100-218	Equipment Repair & Maintenance	#33	13.76
12/28/2010	440949	E 101-45200-218	Equipment Repair & Maintenance	#33	13.76
01/07/2011	442931	E 101-43100-218	Equipment Repair & Maintenance	KUBOTA TRACTOR	14.99
01/07/2011	442931	E 101-45200-218	Equipment Repair & Maintenance	KUBOTA TRACTOR	15.00

01/12/2011	1539-443777	E 101-43100-218	Equipment Repair & Maintenance	KUBOTA TRACTOR	24.04
01/12/2011	1539-443777	E 101-45200-218	Equipment Repair & Maintenance	KUBOTA TRACTOR	24.04
01/20/2011	1539-445329	E 101-43100-218	Equipment Repair & Maintenance	PARTS	24.03
01/20/2011	1539-445329	E 101-45200-218	Equipment Repair & Maintenance	PARTS	24.03
01/20/2011	1539-445364	E 101-43100-218	Equipment Repair & Maintenance	BELOS	3.94
01/20/2011	1539-445364	E 101-45200-218	Equipment Repair & Maintenance	BELOS	3.95
					\$872.91

PAUSTIS & SONS

01/24/2011	8291048-IN	E 609-49751-206	Freight and Fuel Charges		5.25
01/24/2011	8291048-IN	E 609-49751-253	Wine For Resale		285.01
					\$290.26

PEPSI COLA

01/10/2011	65154846	E 609-49751-254	Miscellaneous Merchandise		71.60
					\$71.60

PHILLIPS WINE & SPIRITS CO.

01/21/2000	2019215	E 609-49751-251	Liquor For Resale		408.00
01/13/2011	3451968	E 609-49751-206	Freight and Fuel Charges		(1.47)
01/13/2011	3451968	E 609-49751-251	Liquor For Resale		(139.00)
01/19/2011	2018362	E 609-49751-206	Freight and Fuel Charges		49.98
01/19/2011	2018362	E 609-49751-251	Liquor For Resale		5,975.83
01/19/2011	2018363	E 609-49751-206	Freight and Fuel Charges		4.41
01/19/2011	2018363	E 609-49751-253	Wine For Resale		184.80
01/20/2011	3452388	E 609-49751-206	Freight and Fuel Charges		(29.40)
01/20/2011	3452388	E 609-49751-251	Liquor For Resale		(4,550.00)
01/26/2011	2021333	E 609-49751-206	Freight and Fuel Charges		60.27
01/26/2011	2021333	E 609-49751-251	Liquor For Resale		5,135.51
01/26/2011	2021334	E 609-49751-206	Freight and Fuel Charges		20.58
01/26/2011	2021334	E 609-49751-253	Wine For Resale		696.00
					\$7,815.51

PIERCE

01/21/2011	41380	E 609-49750-401	Repairs/Maint Buildings	service north unit	324.38
01/25/2011	42136	E 609-49750-401	Repairs/Maint Buildings	service large wic	337.99
					\$662.37

PLEAA

01/19/2011	011911	E 101-42110-208	Training and Instruction	2011 DUES	30.00
					\$30.00

PLOW WORLD

02/02/2011	4439	E 101-43100-237	Small Equipment	PLOW FOR TRUCK	2,070.43
02/02/2011	4439	E 101-45200-237	Small Equipment	PLOW FOR TRUCK	2,070.44
					\$4,140.87

PREMIUM WATERS, INC.

12/31/2010	453056-12-10	E 101-42110-217	Other Operating Supplies	WATER JAN 2011	19.24
					\$19.24

PRINTING UNLIMITED

12/17/2010	00005666	E 101-42110-200	Office Supplies	SNOWMOBILE STICKERS	32.06
					\$32.06

QUALITY WINE & SPIRITS

12/29/2010	401408-00	E 609-49751-206	Freight and Fuel Charges		(2.30)
12/29/2010	401408-00	E 609-49751-253	Wine For Resale		(60.00)
01/26/2011	412925-00	E 609-49751-206	Freight and Fuel Charges		16.10
01/26/2011	412925-00	E 609-49751-251	Liquor For Resale		622.38
					<hr/>
					\$576.18

QWEST

01/07/2011	7637531049.0111	E 601-49440-321	Telephone	JANUARY BILL	161.98
					<hr/>
					\$161.98

RJM DISTRIBUTING INC.

01/26/2011	11764	E 609-49751-252	Beer For Resale		387.45
					<hr/>
					\$387.45

SCHARBER & SONS

01/15/2011	1065814	E 101-43100-218	Equipment Repair & Maintenance	BELOS SERVICE PARTS	232.13
01/15/2011	1065814	E 101-45200-218	Equipment Repair & Maintenance	BELOS SERVICE PARTS	232.14
					<hr/>
					\$464.27

SIGN STATION

01/10/2011	9588	E 101-42110-550	C-O-L Motor Vehicles	LETTER 2 SIDES OF SQUAD #21	248.89
					<hr/>
					\$248.89

ST. FRANCIS COLLISION & GLASS

01/19/2011	3497	E 101-41400-221	Vehicle Repair & Maintenance	MATT'S CAR	119.92
					<hr/>
					\$119.92

STAPLES

12/13/2010	106025450	E 101-42110-200	Office Supplies	TAPE	9.92
01/06/2011	106384310	E 101-42110-200	Office Supplies	SUPPLIES	232.33
					<hr/>
					\$242.25

STEIGER, NICK

01/31/2011	013111	E 101-42110-331	Travel Expenses	MILEAGE	132.09
					<hr/>
					\$132.09

STREICHER'S

01/18/2011	1805403	E 101-42110-437	Uniform Allowance	N. STEIGER	17.09
01/20/2011	1806196	E 101-42110-437	Uniform Allowance	GENNARO UNIFORMS	61.98
01/20/2011	1806354	E 101-42110-437	Uniform Allowance	TACTICAL MIC KEEPER	11.75
					<hr/>
					\$90.82

SUNSHINE PRINTING

01/13/2011	33346	E 101-42210-217	Other Operating Supplies	COLOR COPIES	18.68
					<hr/>
					\$18.68

TELECID (TWIN CITIES EMEDIA)

12/28/2010	20040871	E 101-42110-217	Other Operating Supplies	FLASH DRIVES	78.53
01/11/2011	20040881	E 101-42110-218	Equipment Repair & Maintenance	DELL 65 WATT SLIM	104.43
					<hr/>
					\$182.96

THE AMERICAN BOTTLING COMPANY

01/28/2011	2449905715	E 609-49751-254	Miscellaneous Merchandise		43.50
					<hr/>
					\$43.50

TOM LYNCH ELECTRIC

12/22/2010	122210	E 601-49440-233	Water Treatment Plant Maint	REBUILD OUTSIDE WALL PACK	350.00
12/30/2010	123010	E 101-42110-401	Repairs/Maint Buildings	PARTS	180.00
01/28/2011	012811	E 101-42210-401	Repairs/Maint Buildings	LABOR & MATERIALS	1,728.00
01/28/2011	012811.0	E 601-49440-233	Water Treatment Plant Maint	LAMPS FOR WATER PLANT	84.00
01/28/2011	012811.0	E 601-49440-401	Repairs/Maint Buildings	RECAMP ALL LIGHTS	225.00
01/28/2011	012811.0	E 602-49490-401	Repairs/Maint Buildings	RECAMP ALL LIGHTS	225.00
					\$2,792.00

U S CABLE

02/02/2011		E 101-41940-321	Telephone	FEBRUARY 2011	69.95
02/02/2011		E 601-49440-321	Telephone	FEBRUARY 2011	69.95
02/02/2011		E 601-49440-321	Telephone	FEBRUARY 2011	69.95
02/02/2011		E 601-49440-321	Telephone	FEBRUARY 2011	34.97
02/02/2011		E 602-49490-321	Telephone	FEBRUARY 2011	34.98
02/02/2011		E 609-49750-321	Telephone	FEBRUARY 2011	69.95
					\$349.75

VESSCO, INC.

01/24/2011	49775	E 602-49490-229	Project Repair & Maintenance	PLUG	21.81
					\$21.81

VISI

01/07/2011	1862509	E 101-42110-311	Contract	EMAIL 1/7/11 - 2/7/11	40.00
					\$40.00

WATER LABORATORIES INC.

01/11/2011	11A-104	E 601-49440-313	Sample Testing	TESTS	85.00
01/26/2011	2070	E 602-49490-216	Chemicals and Chem Products	TESTING	256.00
					\$341.00

WELLS FARGO

11/15/2010	0022-787991DC9	E 101-42210-601	Debt Srv Bond Principal	LOAN PAYMENT FIRE TRUCK	11,513.38
11/15/2010	0022-787991DC9	E 101-42210-611	Bond Interest	LOAN PAYMENT FIRE TRUCK	5,047.39
					\$16,560.77

WINE MERCHANTS

01/26/2011	349320	E 609-49751-206	Freight and Fuel Charges		1.47
01/26/2011	349320	E 609-49751-253	Wine For Resale		95.25
					\$96.72

WIRTZ BEVERAGE MN

01/20/2011	518978	E 609-49751-206	Freight and Fuel Charges		10.15
01/20/2011	518978	E 609-49751-251	Liquor For Resale		667.95
01/20/2011	518978	E 609-49751-254	Miscellaneous Merchandise		55.60
01/25/2011	821819	E 609-49751-206	Freight and Fuel Charges		(1.45)
01/25/2011	821819	E 609-49751-251	Liquor For Resale		(242.50)
01/27/2011	522006	E 609-49751-206	Freight and Fuel Charges		47.85
01/27/2011	522006	E 609-49751-251	Liquor For Resale		3,483.08
01/27/2011	522006	E 609-49751-253	Wine For Resale		63.90
					\$4,084.58

FUND SUMMARY

101 GENERAL FUND	\$59,734.80
208 POLICE FORFEITURE	\$1,391.94
226 PEDERSON PATH FUND	\$4,312.00
230 PIONEER DAYS	\$2,000.00
402 CAPITAL EQUIPMENT	\$2,573.50
426 TRUNK UTILITY AMBASSADOR BLVD	\$24,476.69
507 IVYWOOD ST & 230TH LANE	\$420.00
601 WATER FUND	\$11,430.12
602 SEWER FUND	\$11,006.10
609 MUNICIPAL LIQUOR FUND	\$70,010.79
Total	<u>187,355.94</u>

CITY OF ST. FRANCIS
2/7/2011

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	61294	dmv	Register 2 vehicles	68.50
		TOTAL		68.50

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
01/20/11	U.S. Treasurer	Federal Payroll Tax	14,410.28
01/20/11	P.E.R.A.	P.E.R.A.	11,645.41
01/20/11	ING	Deferred Comp	770.00
01/20/11	ICMA	Deferred Comp	715.00
01/20/11	MN State Treasurer	State Payroll Tax	3,243.60
01/19/11	U.S. Treasurer	Federal Payroll Tax	1,134.70
01/19/11	MN State Treasurer	State Payroll Tax	125.46
01/20/11	RHS	Sick leave transfer	8,381.23
	TOTAL		40,425.68

AGENDA REPORT

TO: City Administrator
FROM: Barb Held, City Clerk 
SUBJECT: Gopher Bounty
DATE: February 7, 2011

INTRODUCTION

Discontinuing the payout of Gopher Bounty.

BACKGROUND

Gopher Bounty was intended years ago to encourage people to trap gophers to help out the farmers. Anoka County previously matched our reimbursement but the program was discontinued a number of years ago. However, our City chose to continue with the payout for the gopher bounty.

For the last three years we have paid out:

- For the Year 2008 \$ 444.00
- For the Year 2009 \$ 366.00
- For the Year 2010 \$1477.00
- As of January 2011 \$1041.00

Due to the recent spike in reimbursement request; we contacted surrounding communities and counties to see if they were experiencing the same increase. What we found out was the City of Oak Grove was the only city and or county still paying for gopher bounty. In theory, that is why 2011 could be the highest year for gopher bounty. We do require the person requesting a reimbursement to be a resident of St. Francis. Note, we have had non-residents request reimbursement funds stating they caught the gophers in St. Francis. Again, we do not pay non-residents this gopher bounty.

RECOMMENDATION

With the area communities and counties discontinuing this reimbursement, we will continue to see an increase in our expenditures. Staff is recommending approving the first reading of Ordinance 152, Second Series amending the Fee Schedule eliminating paying for Gopher Bounty due to the budget impact and the trending of increased cost to the City.

BUDGET IMPACT

The 2011 budgeted amount is \$700.00; requests alone in January has the City over budget \$341.

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 152, SECOND SERIES

AN ORDINANCE AMENDING SECTION 6-1-6. SUBDIVISION 2
ENTITLED "FEE SCHEDULE"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 6-1-6 entitled "Fixing License Fees" shall hereby be amended to read as follows:

SECTION 6-1-6. FIXING LICENSE FEES.

Subd. 1. Except as otherwise herein provided, all fees for license, late fee penalties, and investigation of applicants under this Chapter shall be fixed and determined by the Council, adopted by ordinance and uniformly enforced. Such license fees may, from time-to-time, be amended by Council by ordinance. A copy of the ordinance setting forth currently effective license fees shall be kept on file in the office of the City Clerk, and open to inspection during regular business hours. For the purpose of fixing such fees, the Council may subdivide and categorize licenses under a specific license requirement, provided, that any such subdivision or categorization shall be included in the ordinance authorized by this Section.

Subd. 2. Amending Exhibit A. "Fee Schedule".

GENERAL & MISCELLANEOUS

Gopher Bounty	\$1.50/pair	<u>\$0.00</u>
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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 FEBRUARY, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

Revolving Loan Program

The purpose of the City of St. Francis' Revolving Loan Program is to initiate, facilitate, and promote the economic and industrial development interest of the City of St. Francis, thereby creating additional jobs in the community.

The St. Francis Revolving Loan Program has been established as one way of locally addressing economic and industrial development in the city. Loans under this program are intended to benefit all citizens of the City of St. Francis by meeting one or more of the following requirements:

- Promoting the Creation or retention of jobs
- Creating or retaining a stable economic base
- Increasing the tax base of the City of St. Francis

The St. Francis Revolving Loan Program is intended to be a permanent revolving fund where money is available for new loans on a continuing basis as loans are repaid. Loans will serve as funds to assist existing business or industry or help in the development of new business ventures.

LOAN GUIDELINES

1. The St. Francis Development Authority will review and study all revolving loan application requests submitted to the city. The Authority will then report their findings to the St. Francis City Council. The St. Francis City Council shall make the final determination on all loan requests.
2. Loans shall range from a minimum of \$2,500 to a maximum of \$50,000. Loan requests above \$30,000 must demonstrate an ability to meet or provide a great and genuine community need. The normal terms of a negotiated loan are for a period of five (5) to ten (10) years. The use of the loan shall determine the term.
3. The interest rate shall be at a rate of 2.5% below the current prime interest rate. The loan repayment schedule shall be determined on an individual loan basis.
4. The enterprise receiving a St. Francis Revolving Loan shall create a minimum of one permanent full time equivalent job for each \$10,000 of loan funds or create \$20,000 in tax assessments (during the period of the loan) for each \$10,000 of loan funds. Loans \$25,000 and over shall be required to enter into a Business Subsidy Agreement with the city as per Minnesota Statutes, Section 116J.993-116J.995.
5. If a particular project does not involve the creation of jobs, but is nonetheless found to be worthy of support and subsidy, it may be approved without any specific job or wage goals, as may be permitted by applicable law.

6. Private funds in the project should include the developer's equity equal to at least ten percent (10%) of the entire project cost.

7. The City of St. Francis shall take a security interest position in all equipment, accounts receivable, real estate, or inventory financed by the Revolving Loan Program. The City shall also require the personal guarantees of the applicant.

8. The City of St. Francis may contract with a bank or private consultant for the administration and serving of the Revolving Loan Program.

9. Cost of legal fees and filing fees will be covered by the applicant.

ELIGIBILITY

1. Any existing or new business or industry located or locating within the corporate city limits of the City of St. Francis shall be eligible for the Revolving Loan Program.

2. Activities eligible for loan program funds include:

- a. Fixed machinery and equipment
- b. Building purchase, construction, and renovation
- c. Leasehold improvements
- d. Land acquisition
- e. Plant modernization
- f. Inventory

3. Ineligible activities include:

- a. Agricultural production
- b. Past completed projects
- c. Refinancing of other privately loans or mortgages