

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

AUGUST 1, 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- July 18, 2011
 - b. Receive and File the Planning Commission Minutes – June 15, 2011
 - c. St. Francis Lions Club 3.2 Permit for Oktoberfest, September 17, 2011 @ Comm. Park
 - d. Pay Estimate No. 5 for 230th Lane and Ivywood Street Improvement
 - e. Adopting the AWAIR Program Document
 - f. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Capital Improvement Plan 2012-2016: Public Hearing
7. Ordinances & Resolutions:
 - a. Resolution 2011-20: Declaring 1999 Tahoe Surplus Property
 - b. Resolution 2011-21: Consenting to and Approving the Assignment of the Cable Franchise and system to MidContinent Communications
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
Fire Dept.:
Public Works:
Liquor Store:
Police:
City Administrator Report: General Discussion on Tax Levy
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
 - a. Efficiency Report Card: Administration
13. Adjournment

Calendar of Events

- Aug. 2nd: **Nite to Unite** @ Comm. Park 6-8 pm hosted by the St. Francis Ambassador Program
Aug. 15th: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Aug. 16th: St. Francis Area Chamber of Commerce Golf Tournament www.stfrancischamber.org
Aug. 17th: Planning Commission Meeting @ ISD #15 Central Services Center 7:00 pm
Sept. 5th: City Offices closed in observance of Labor Day
Sept. 6th: (Tues)City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan, *Math* *(Ba)*
City Administrator

RE: Agenda Memorandum – August 1, 2011 Meeting

Agenda Items:

4. Consent Agenda:

- c. St. Francis Lions Club is asking for approval to serve 3.2 beer at Oktoberfest, September 17th in Community Park.
- d. *230th & Ivywood Street Improvement*: Enclosed is Pay Estimate No. 5, in the amount of \$36,323.56 to Kuechle Underground of Kimball, MN for the 230th & Ivywood Street Improvement
- e. The City currently has an AWAIR program in place but we are always reviewing the document for new regulations and changes. This document has been updated.

6. Petitions, Requests, Applications:

- a. *CIP 2012-2016 Public Hearing*: As per our Home Rule Charter the Council must hold a public hearing on this document. Mayor Tveit will declare the Public Hearing open. Mayor Tveit can entertain questions/concerns from the citizens relating to the CIP. Next, after the citizens have spoken, the public hearing would be declared closed. **The CIP was sent out with the May 27th Off-Week Memo or you can find in on the City's website under Departments/Finance.**

7. Ordinances & Resolutions:

- a. *Resolution 2011-20*: Resolution 2011-20 is declaring the 1999 Chevy Tahoe surplus property. The City then will sell the vehicle as per city code. A motion would be in order to approve Resolution 2011-20.
- b. *Resolution 2011-21*: Resolution 2011-21 is consenting to and approving the assignment of the Cable Franchise that we currently have with US Cable to the new owner Midcontinent Communications. This document has been reviewed by legal. A motion would be in order to approve Resolution 2011-21.

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

JULY 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, Jeff Sandoval and Steve Kane. Council member Chris McClish excused. Also present were City Attorney Tim Erb (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.) Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND SANDOVAL TO ADOPT THE JULY 18, 2011 CITY COUNCIL AGENDA. Motion carried 3-0.
4. **Consent Agenda:** MOTION BY SANDOVAL SECOND KANE TO APPROVE THE JULY 18, 2011 CITY COUNCIL CONSENT AGENDA-C AS FOLLOWS:
 - a. Approve the City Council Minutes of July 5, 2011.
 - b. Approve the Special City Council Minutes of July 12, 2011.
 - c. Approve the Emergency Special City Council Minutes of July 12, 2011
 - d. Declaring the Councilmember Vacancy on the URRWMO Board
 - e. Contract with Ted Hagfors for Electrical Inspections during the State Shutdown
 - f. Authorize Pay Estimate No. 1 to Pearson Bros. of Hanover in the amount of \$138,648.45 for the 2011 Seal Coating project
 - g. Receive and File the Fire Department General Meeting Minutes of July 10, 2011.
 - h. Approve the Payment of Claims for \$396,676.54Motion carried 3-0.
5. **Meeting Open to the Public:**

Joe Grant, 4459-231st ; was before the City Council to speak about the large amount of fireworks that happened during the 4th of July weekend and that go on all year long. Grant stated they (neighbors) are not happy with the police department and was wondering if you (City Council) can do anything about people in their neighborhood shooting off illegal fireworks. Grant stated I believe the sheriff's department sent out a letter to the neighborhood explaining the procedure of what to do when they hear them again. Mayor Tveit stated he would address this issue under report from Mayor. The public portion of the agenda is for residents to voice their concerns and not a discussion time between residents and the council.
6. **Petitions, Requests, Applications:**
 - a.
7. **Ordinances & Resolution:**

a. **Resolution 2011-19: A Resolution Setting the 2011 Yearly Rate for the Disposal of Excess Personal Property:** This resolution allows the city administrator to dispose of small valued items in a more efficient method. MOTION BY KANE SECOND SANDOVAL TO ADOPT RESOLUTION 2011-19 A RESOLUTION SETTING THE 2011 YEARLY RATE FOR THE DISPOSAL OF EXCESS PERSONAL PROPERTY. Motion carried 3-0.

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

a. **Engineer: Pederson Path Improvement– Bid Results:** City Engineer Jared Voge reported that on Wednesday, July 13, 2011 two bids were received for the Pederson Path Improvement. The bids ranged from a low bid of \$308,301.62 to a high bid of \$331,256.68. The engineer's recommendation is to award the project to Peterson Company, Inc. Chisago City, MN for \$308,301.62. Kane asked what is the approximately completion date. Voge said our goal was to have this done by mid August but that will not happen. This trail will be done in two phases. MOTION BY SANDOVAL SECOND KANE TO ACCEPT THE TWO BIDS FOR THE PEDERSON PATH PROJECT; PETERSON COMPANIES, CHISAGO CITY, MN \$308,301.62 AND KNIFE RIVER CORPORATION SAUK RAPIDS, MN \$331,256.68. Motion carried 3-0. MOTION BY KANE SECOND SANDOVAL TO AWARD THE PEDERSON PATH PROJECT TO PETERSON COMPANY, INC. OF CHISAGO CITY, MN IN THE AMOUNT OF \$308,301.62. Motion carried 3-0.

b. **Attorney:** No report.

c. **Staff: Fire Department:** No report.

Public Works: No report.

Liquor Store: No report.

Police Dept: Purchase of a Used Police Dodge Charger: Sgt. Rehling spoke in the absence of the Police Chief. Police Chief Jeff Harapat was approached by the Police Chief for the City of Lino Lakes on July 14, 2011. Lino Lakes is trading in the Police Chief's assigned vehicle which is a 2008 Dodge Charger all-wheel drive, with approximately 68,000 miles, for another vehicle. The City of Lino Lakes would be interested in selling this vehicle to us for approximately \$16,500 already equipped with lights and siren, the same amount they were offered for trade-in-value. For comparison, a 2011 Dodge Charger on state bid is \$22,529, plus set up for the Chief vehicle is approximately \$2,500. Although this vehicle has 68,000 miles on it, the Chief's vehicle is driven under normal driving conditions. Our Chief puts on less than 5,000 miles a year, this vehicle should last for several years. Tveit said so what would we do with the Chevy Tahoe that the Chief currently drives. Hylen said we would trade it in; it has been giving the Chief problems lately. Tveit asked would this push back a purchase in the future. Sgt. Rehling said he did not believe so. Kane asked what the signage cost would be. Sgt. Rehling said it is up to the City Council if they want it marked but if you did maybe about \$500.00. Sandoval asked about the maintenance history. Sgt. Rehling said it is their Chief's car and I am sure we can get their maintenance records. Kane asked how would we finance this vehicle. Hylen said there are a couple different options one is the use of drug forfeiture funds and/ or the use of liquor store funds. Tveit said I know this opportunity is short lived. Hylen said their Police Chief has already picked out a vehicle so if we do not want it they will trade it in. Hylen said we would bring back a financial proposal to the city council. MOTION BY TVEIT SECOND KANE THAT THE CITY ACQUIRE THE 2008 DODGE CHARGER ALL-WHEEL DRIVE FROM THE CITY OF LINO LAKES FOR \$16,500.00. Motion carried 3-0.

City Administrator Report: Cleaning Contract: Hylen reported that over the past 60 days the City contracted with Kim's Kleaning for the cleaning of public facilities. Staff presented an option months ago of hiring a part time employee for the cleaning of public facilities. The City previously had contracted with a cleaning services that was declining over the years/months. The City Council preferred contracting out this service instead of hiring a part time employee. Kim's Kleaning was one of the original proposals the City received. Staff has been very satisfied with the quality of their cleaning. Kim's Kleaning revised their proposal (lower) based on their "trial period". Costs were also provided if the council choose to hire a part time employee for 20 hours a week. Kane said cost comes to approximate \$15,000-\$16,000 per year for the cleaning services that includes supplies compared to approximately \$18,000 plus that does not include supplies or equipment. MOTION BY KANE SECOND SANDOVAL TO APPROVE KIM'S KLEANING CONTRACT AS THE CITY'S CLEANING SERVICE. Motion carried 3-0.

Community Gardens: City Attorney Scott Lepak provided a memorandum at the request of the City Council on whether the City has the ability/authority to operate or permit a community/victory gardens on City-owned property. Lepak laid out the process if the City decides to proceed.

League of MN Cites- Board of Directors: Hylen reported he would be out of the office this Wednesday and Thursday for orientation training.

9. **Reports from Council Members:** Kane said the Metro Cities cancelled the Thursday meeting that I was to attend.

10. **Report from Mayor:**

a. Music in the Park: Tveit said I had a woman approach me about the possibility of doing something like the "Movies in the Park" but it would be "Music in the Park". Tveit said it should not cost the City any money. Tveit asked in general is the council in support of something like this. Sandoval said I am not opposed to this; my only concern is with liability. Kane said I think it would be a great idea if you can structure it properly. The time of day for the event is a concern of mine. Tveit said they are looking at playing a couple hours maybe a weeknight but that is something we would need to find out. Tveit said I am not sure about the liability and asked Hylen to look into this.

The other item I want to address is the fireworks issue. I too have gotten calls on this matter. It does take an eyewitness to report the person who is setting them off. I live in the area and hear them too. I have asked the Police Chief and the City Administrator to see what we can do about this. Tveit said your concerns are heard. Hylen said he would like to make a point of clarification. The sheriff's department was not the department that sent the letter, it was our police department that sent out the letters to the neighborhood. Tveit said we have the people in the room tonight to ask the questions to regarding your concerns so please stay and ask them after the meeting.

11. **Old Business:** Kane said at 12:35 am this morning I was awoken by the fireworks. I am feed up with the fireworks and will be addressing this when the fireworks place comes in for a permit next year. Tveit said the ones that are being shot off in the neighborhood are not the legal fireworks.

Neighborhood Watch Program: Tveit said he is continuing to look into this program.

12. **New Business:**

a. **Efficiency Report Card-Police Department:** Sgt. Rehling said yes this summer has been busy and loud. In regards to the Safe and Sober grants every city has to take a year off. This year was our year off but they still asked us to help out which has been good. This summer we have had a number of vandalisms. A good number have been solved and other cases are in the court system. We will be attending the Nite to Unite, Tuesday, August 2nd in Community Park. Tveit report we had the glass broken on our door to the community center this past week. Tveit stated he is not sure why we do not have security cameras at city hall. Maybe not only our city hall but in the other city buildings too.

b. **Appointment of a Councilmember to the URRWMO Board:** With the resent resignation of a councilmember, we need to fill this vacancy. Sandoval stated he would be interested. MOTION BY TVEIT SECOND KANE TO APPOINT JEFF SANDOVAL TO THE URRWMO BOARD. Motion carried 3-0.

Sandoval said this is probably more old business but with the community garden memorandum we received, I think this is something we should look into for next year. Tveit said I would be in favor of this. Tveit said staff you have direction on this.

Tveit said I have been approached by a number of mayor's about the possibility of four-wheelers being allowed to drive on the shoulder of the city streets. They wanted to know if our council was in favor of this. What they would like is to do is go to the county as a group. Tveit asked staff to investigate this. I guess Linwood Township has an ordinance that allows this. I do not know the legalities. Sandoval said I do live in an area where some respectfully drive the four wheelers and some that do not. I am not opposed to the idea but at the same time, we had better do our homework and how do you police it. Kane said my main concern is safety. Tveit asked Hylen to contact Linwood regarding their ordinance. Sandoval asked Sgt. Rehling if he would also contact a police officer there to see how the law enforcement feels about this ordinance.

13. **Adjournment:** The City Council meeting adjourned at 6:57 pm.

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
June 15, 2011**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:02 pm by Chairman Rich Skordahl.
2. **Roll Call:** Present were Chairman Rich Skordahl, Commission Members Ray Steinke, Greg Zutz , Todd Gardner, Roni Ronyak & William Murray, City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary and City Council Member Steve Kane.
3. **Adopt Agenda:** Motion by Steinke second by Murray to adopt the June 15, 2011 Planning Commission Agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Murray second by Ronyak to approve the March 16, 2011 Planning Commission Minutes. Motion carried 6-0.
5. **Public Comment** - None
Public Hearing - None
6. **Kennel Ordinance:**
Zoning Administrator, Nathan Sparks reviewed the background and the cities current Kennel License ordinance. After a brief discussion, the consensus was to tighten up the current Kennel license definition on the quantity of dogs allowed. The commission wants to review other kennel ordinances from neighboring cities to be reviewed at the next Planning and Zoning meeting.
7. **Comprehensive Plan Implementation-Downtown Parking:**
The City's goal was to find ways of improving and potentially expanding the downtown area. Previous discussions identified reviewing downtown architectural standards and parking requirements as possible early steps in the implementation process. Zoning Administrator, Nathan Sparks provided three methods on how other cities handle this.
 1. **Parking Reductions:** If the city feels that it has ample opportunities for parking within the downtown area it may just simply reduce the number of stalls necessary. For example the city may calculate the required number of stalls and then reduce it by 25-30%. The City of Monticello reduces the required parking to 60%, when the applicant opens their lot for shared public parking.
 2. **Shared Parking:** Many cities allow property owners to share parking areas, sometimes with a CUP, to require less parking on one site if ample parking is available on another or if the uses are compatible. The City of St. Francis has a joint parking ordinance, although it appears to be seldom used. This method is used in Isanti and Big Lake.
 3. **Cash-in-lieu of Parking:** This method established a community parking fund and allow for businesses to either provide parking or contribute to the fund. Then the fund pays for the acquisition of land, construction, and maintenance of parking lots. This method is utilized within the City of Cambridge.

After a brief discussion, the commission felt that method #1 was the best option for the City of St. Francis's downtown area, with method #2 as a back-up option. There needs to be a short term analysis on what the proper reduction should be.

8. **Sign Ordinance Update:**

The sign ordinance will have its second reading at the next City Council meeting. This commission wants the City Council to review the sign permit fee of \$75 and recommend reducing it to \$25.00. Nate Sparks is suggesting that the sign ordinance changes and fees not become effective until the 1st of next year rather than the normal ordinance change waiting period of 30 days.

9. **Discussion by Planning Commission:**

Planning Commission member William Murray reviewed what he learned from attending the "Land Use Workshop" The highlights of this workshop were home occupation, and legal issues regarding Conditional Use permits vs. Interim Use permits.

10. **Adjournment:**

Motion by Steinke second by Gardner to adjourn the Planning Commission meeting at 8:05pm. Motion carried 6-0.

Kathy Lind
Zoning Secretary

St. Francis Lions Club
PO Box 173
St. Francis, MN 55070

July 12, 2011

Subject: Oktoberfest

To: City Council of St. Francis

Our 2nd Annual Oktoberfest 5k Beer/Brat Walk/Run, softball tournament, music and food celebration will be held on September 17, 2011 at the city park.

Again we request authorization from the city council to hold Oktoberfest on this date. 3.2 beer will be sold and as always our club will obtain the proper license from the city and will have insurance for the event.

We will use the same race route we used last year (please refer to the attached map) The police reserves did an outstanding job last year helping to control traffic and maintaining safety for the walkers and runners. We request their help again for this year's event.

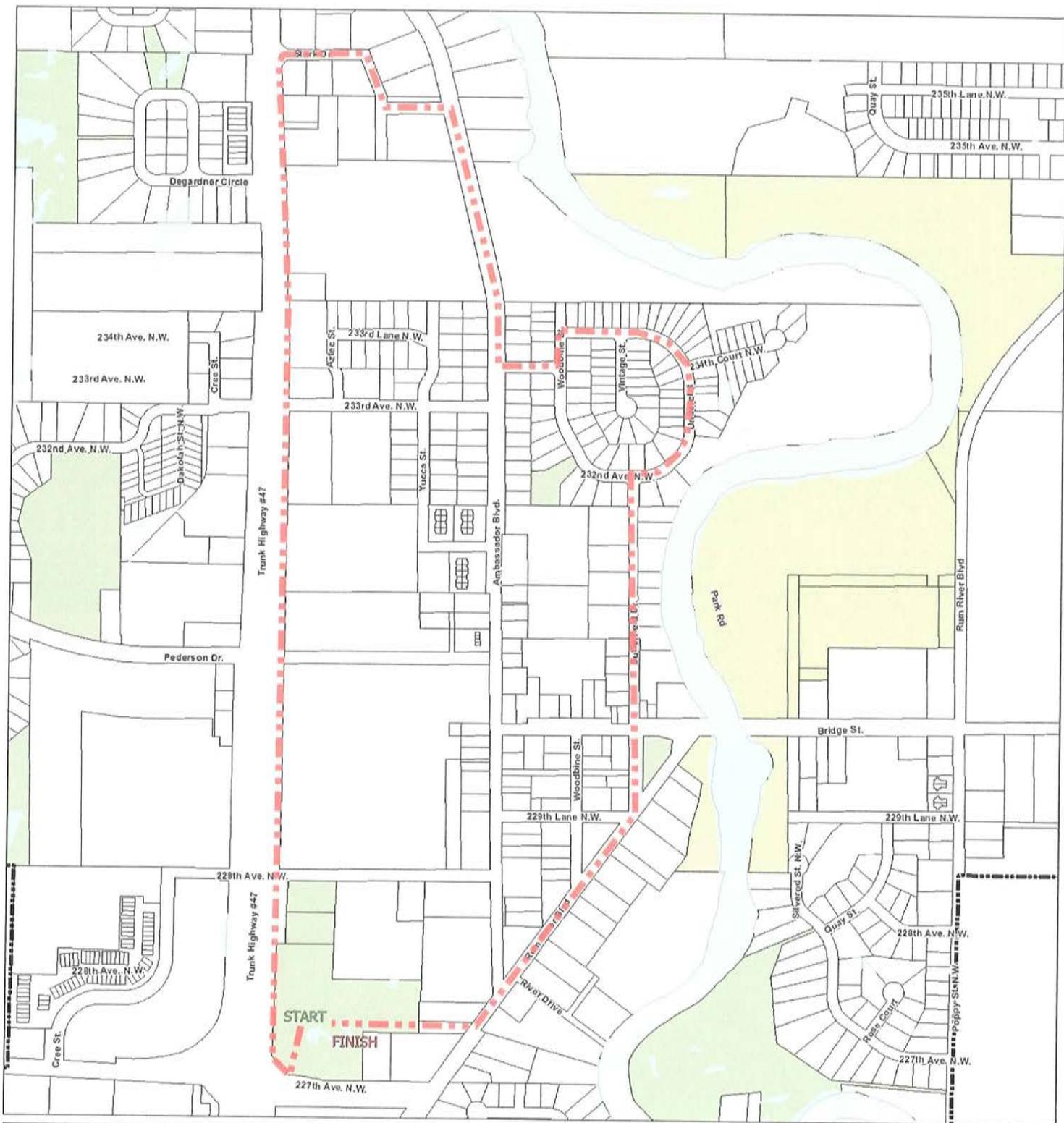
Thank you for considering our request for Oktoberfest 2011, any questions please get a hold of myself at 763-300-9110.

Sincerely,



Mike Starr

Lions Club President



City of
St. Francis

Oktober Fest 5K



Figure

APPLICATION - SPECIAL LICENSE

3.2 BEVERAGES

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

NAME OF ORGANIZATION St. Francis Lions Club

ADDRESS PO Box 173 PHONE 753-2041

PERSON RESPONSIBLE Phil Baumann

ADDRESS 2543-204th Avenue NW PHONE 753-2041

DATE(s) OF EVENT September 17, 2011

TYPE OF EVENT Oktoberfest: 5k Walk/Run, Softball Tournament, Food and Music

LOCATION OF EVENT Community Park

NAME OF INSURANCE AGENT* MN Joint Underwriting Assn.

Liability \$25,000/\$50,000

Property Damage \$5,000

*Copy of insurance must be attached to application

SIGNATURE OF APPLICANT 

*ST FRANCIS
LIONS*

FEE \$25.00

RECEIPT # _____

COUNCIL APPROVAL _____

LICENSE # _____

COUNCIL STIPULATIONS:



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

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

www.bolton-menk.com

July 27, 2011

Mr. Matt Hylan
City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070-0730

RE: 230th Lane NW and Ivywood Street NW Improvements
City of St. Francis, Minnesota
BMI Project No. R13.40116

Dear Matt:

Enclosed please find three copies of Pay Estimate No. 5 for the above referenced project. The estimate includes all work completed to date. I recommend that the Pay Estimate be approved as shown. If you agree, please sign all copies and return one each with payment to the contractor and one each to me for our files.

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

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/jd
Enclosure

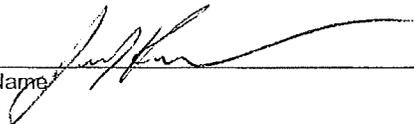
CONTRACTOR'S PAY REQUEST
 230TH LANE NW AND IVYWOOD STREET NW IMPROVEMENTS
 CITY OF ST. FRANCIS
 BMI PROJECT NO. R13.40116

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	366,918.14
TOTAL, COMPLETED WORK TO DATE.....	\$	364,412.64
TOTAL, STORED MATERIALS TO DATE.....	\$	-
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$	-
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	364,412.64
RETAINED PERCENTAGE (1.5%).....	\$	5,466.19
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	358,946.45
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	322,622.89
PAY CONTRACTOR AS ESTIMATE NO. 5	\$	36,323.56

Certificate for Partial Payment

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

Contractor: Kuechle Underground
 10998 State Highway 55
 Kimball, MN 55353

By  V.P. 7/21/11
 Name Title Date

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

By  CITY ENGINEER 7/27/11
 Jared A. Voge Title Date

APPROVED FOR PAYMENT:
 Owner: CITY OF ST. FRANCIS

By _____ CITY ADMINISTRATOR _____
 Matthew Hylen Title Date

PARTIAL PAY ESTIMATE NO. 5

230TH LANE NW AND IVYWOOD STREET NW IMPROVEMENTS
 CITY OF ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R13.40116

WORK COMPLETED THROUGH JUNE 17, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			QUANTITY	BID AMOUNT	QUANTITY	ESTIMATE	QUANTITY	COMPLETED TO DATE
1	MOBILIZATION	\$4,200.00	1	\$4,200.00	1	\$4,200.00	1.00	\$4,200.00
2	TRAFFIC CONTROL	\$1,000.00	1	\$1,000.00	1	\$1,000.00	1.00	\$1,000.00
3	CLEARING AND GRUB TREE (LARGER THAN 4" TRUNK)	\$330.00	3	\$990.00	6	\$1,980.00	6	\$1,980.00
4	CLEARING AND GRUB SHRUB (SMALLER THAN 4" TRUNK)	\$25.00	15	\$375.00	3	\$75.00	3	\$75.00
5	REMOVE CURB AND GUTTER	\$1.69	2,515	\$4,250.35	2507	\$4,236.83	2507	\$4,236.83
6	REMOVE CONCRETE PAVEMENT	\$7.46	175	\$1,305.50	144	\$1,074.24	144	\$1,074.24
7	REMOVE BITUMINOUS PAVEMENT	\$2.00	4,700	\$9,400.00	4692	\$9,384.00	4692	\$9,384.00
8	REMOVE STORM SEWER STRUCTURE	\$210.00	4	\$840.00	4	\$840.00	4	\$840.00
9	REMOVE HYDRANT	\$370.00	2	\$740.00	2	\$740.00	2	\$740.00
10	SALVAGE & REINSTALL MAILBOXES (PER POST)	\$50.00	19	\$950.00	19	\$950.00	19	\$950.00
11	COMMON EXCAVATION (P)	\$7.19	2,527	\$18,169.13	2527	\$18,169.13	2527	\$18,169.13
12	SUBGRADE EXCAVATION (EV)	\$8.91	175	\$1,034.25	22	\$130.02	22	\$130.02
13	TOPSOIL BORROW (LV)	\$11.00	400	\$4,400.00	372	\$4,092.00	372	\$4,092.00
14	STABILIZING AGGREGATE (LV)	\$25.00	175	\$4,375.00	22	\$550.00	22	\$550.00
15	AGGREGATE BASE (CV) CLASS 5 (P)	\$15.00	1,795	\$26,925.00	1795	\$26,925.00	1795	\$26,925.00
16	BITUMINOUS MATERIAL FOR TACK COAT	\$3.50	220	\$770.00	40	\$140.00	40	\$140.00
17	1.5" TYPE MV WEARING COURSE MIXTURE	\$5.15	4,400	\$22,660.00	456	\$2,348.40	4400	\$22,660.00
18	2.5" TYPE MV NON WEARING COURSE MIXTURE	\$9.00	4,400	\$39,600.00	4000	\$36,000.00	4400	\$39,600.00
19	3" TYPE MV WEARING COURSE MIXTURE DRIVEWAY	\$14.00	178	\$2,492.00	263	\$3,682.00	263	\$3,682.00
20	12" RC PIPE SEWER, DESIGN 3006	\$25.00	399	\$9,975.00	389	\$9,750.00	399	\$9,975.00
21	15" RC PIPE SEWER, DESIGN 3006	\$26.00	245	\$6,370.00	250	\$6,500.00	250	\$6,500.00
22	CONSTRUCT DRAINAGE STRUCTURE DES G	\$320.00	11	\$3,520.00	11.1	\$3,552.00	11.1	\$3,552.00
23	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	\$320.00	18	\$5,760.00	17.05	\$5,456.00	17.05	\$5,456.00
24	F&I STORM CASTING ASSEMBLY (ON NEW STRUCTURES)	\$540.00	7	\$3,780.00	7	\$3,780.00	7	\$3,780.00
25	REPLACE CATCH BASIN CASTING	\$540.00	6	\$3,240.00	6	\$3,240.00	6	\$3,240.00
26	CATCH BASIN REHABILITATION	\$450.00	9	\$4,050.00	7	\$3,150.00	7	\$3,150.00
27	TEMPORARY WATER SERVICE	\$6,600.00	1	\$6,600.00	1	\$6,600.00	1	\$6,600.00
28	F&I HYDRANT	\$3,400.00	2	\$6,800.00	2	\$6,800.00	2	\$6,800.00
29	6" GATE VALVE AND BOX	\$1,100.00	2	\$2,200.00	2	\$2,200.00	2	\$2,200.00
30	8" GATE VALVE AND BOX	\$1,800.00	7	\$12,600.00	7	\$12,600.00	7	\$12,600.00
31	1" CORPORATION STOP	\$190.00	26	\$4,940.00	26	\$4,940.00	26	\$4,940.00
32	1" CURB STOP AND BOX	\$150.00	26	\$3,900.00	26	\$3,900.00	26	\$3,900.00
33	1" TYPE K COPPER PIPE	\$24.00	920	\$22,080.00	942	\$22,608.00	942	\$22,608.00
34	F&I CURB BOX CASTING ASSEMBLY	\$134.00	8	\$1,072.00	5	\$670.00	7	\$938.00
35	6" WATERMAIN	\$22.00	20	\$440.00	19	\$418.00	19	\$418.00
36	8" WATERMAIN	\$25.00	1,205	\$30,125.00	1205	\$30,125.00	1205	\$30,125.00
37	WATERMAIN FITTINGS	\$5.67	650	\$3,685.50	628	\$3,560.76	628	\$3,560.76
38	CONNECT TO EXISTING WATERMAIN	\$730.00	4	\$2,920.00	4	\$2,920.00	4	\$2,920.00

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE		
			BID QUANTITY	BID AMOUNT				
39	4" POLYSTYRENE INSULATION	\$22.00	30	\$660.00	334	334		
40	DEWATERING FOR SANITARY SEWER & WATERMAIN	\$0.01	1	\$0.01	1	1		
41	CONNECT TO EXISTING SANITARY MANHOLE	\$920.00	1	\$920.00	1	1		
42	4" PVC PIPE SEWER SDR 26	\$39.00	150	\$5,850.00	92	92		
43	8" PVC PIPE SEWER SDR 35	\$57.00	383	\$21,831.00	361	361		
44	F&I CASTING ASSEMBLY (SANITARY)	\$670.00	5	\$3,350.00	5	5		
45	8" x 4" WYE	\$210.00	8	\$1,680.00	8	8		
46	CONCRETE CURB & GUTTER DESIGN B618	\$9.00	2,515	\$22,635.00	2454	2454		
47	7" CONCRETE DRIVEWAY PAVEMENT	\$50.00	262	\$13,100.00	249	249		
48	7" CONCRETE VALLEY GUTTER	\$63.00	25	\$1,575.00	31	31		
49	FURNISH & INSTALL SIGN PANELS (WITH POSTS)	\$780.00	1	\$780.00	1	1		
50	INLET PROTECTION	\$300.00	9	\$2,700.00	7	7		
51	SEEDING (ULTRA PRO), FERTILIZING AND BLANKET	\$1.25	2,715	\$3,393.75	2680	2680		
52	ROCK CONSTRUCTION ENTRANCE	\$750.00	2	\$1,500.00	2	2		
SUBTOTAL:				\$358,508.49		\$331,193.39		\$356,002.99

CHANGE ORDER NO.1

1	SANITARY SEWER SERVICE 3070 230TH LANE	\$2,225.12	1	\$2,225.12	1	1	\$2,225.12	1	\$2,225.12
SUBTOTAL:				\$2,225.12		\$2,225.12		\$2,225.12	

CHANGE ORDER NO.2

1	4" DRAIN TILE	\$10.86	173	\$1,878.78	173	173	\$1,878.78	173	\$1,878.78
2	REMOVE AND REPLACE CONCRETE CURB AND GUTTER	\$28.50	89	\$2,536.50	89	89	\$2,536.50	89	\$2,536.50
3	REMOVE AND REPLACE BITUMINOUS PAVEMENT	\$5.25	337	\$1,769.25	337	337	\$1,769.25	337	\$1,769.25
SUBTOTAL:				\$6,184.53		\$6,184.53		\$6,184.53	

TOTAL: \$366,918.14

TOTAL: \$339,603.04

TOTAL: \$364,412.64

City of St Francis

AWAIR Program

A Workplace Accident
and
Injury Reduction Program

TABLE OF CONTENTS

Table of Contents	i
Annual Review Form	ii
Personnel in Charge of Safety	iii
Section 1: Introduction	1
Section 2: Goals and Objectives.....	2
Section 3: Roles and Responsibilities	3
Section 4: Hazard Identification, analysis and Control.....	5
Section 5: Communication	6
Section 6: Contractors' Duties	7
Section 7: Accident Investigation	8
Figure 1: Accident and Injury Flowchart.....	9
Section 8: Enforcement of Safety and Health Programs.....	10
Section 9: Program Review.....	11
Section 10: Safety Committees	12

City of St Francis

The City of St Francis 's AWAIR (A Workplace Accident and Injury Reduction) Program is reviewed on an annual basis.

Year in Review	Date Reviewed	Reviewed By:	Approved Document Sent to City and or General Manager
2011			
2012			
2013			
2014			
2015			
2016			
2017			
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			

See Section 9 for Details

City of St Francis
Personnel in Charge of Safety

The following City of St Francis personnel are in charge of the Safety and Health Programs for the City of St Francis.

City of St Francis

City Administrator: Matthew Hylan
(Overall safety and health responsibilities)

Liquor Store: St Frances liquor store
Manager: John Schmidt

Public Works: Paul Teicher
Director

Public Safety Jeffery Harapat
Chief of Police

Fire Department Dean Kapler
Fire Chief

Section 1: Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182.653 subd.8 requires employers in certain industries to develop written, comprehensive workplace safety and health programs which are based on the NAICS (North American Industry Classification System) system. This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the act are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced

We, the employer, shall conduct and document a review of the workplace accident and injury reduction program at least annually and document how procedures set forth in the program are met.

MN OSHA has adopted a list of NAICS codes that we have determined to exist within our jurisdiction as a public entity. These departments are under our blanket AWAIR program. The NAICS codes for the departments under our AWAIR Program are as follows:

• City/Utility Administration	9211xx
• Police Department	922120
• Fire Department	922160
• Parks and Recreation	924120
• Street Department	237310
• Wastewater (Sewer Treatment) Utility	221320
• Water Utility	221310
• Storm Water	221320
• Liquor Store	445310

Section 2: Goals and Objectives

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete, but are also possible to achieve. The goals are specific to the City of St Francis. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

Goal: We will maintain a company culture that is committed to workplace safety and health.

Objectives:

1. We will conduct regular safety meetings, at least on a quarterly basis, to inform employees about specific workplace safety and health issues and to maintain an overall awareness of employee safety and health.
2. We will actively enforce all safety rules throughout the company.
3. Assign responsibilities.
4. Establish systems for identifying, analyzing and controlling hazards.
5. Communicate program effectively and encourage employee participation.
6. Investigate all incidents and near misses.

Section 3: Roles and Responsibilities

For Everyone in the Organization:

All employees, including supervisors and managers, must follow all safety rules at all times.

For Employees:

1. Employees must promptly report any safety and health hazards they observe to their supervisor or safety committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
4. Employees must report all accidents and near misses to their supervisor immediately upon occurrence.

For Supervisors:

1. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at the tailgate/toolbox meetings.
2. Supervisors will address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the safety director, the safety committee or upper management.
3. Immediately upon learning of an accident or near miss the supervisor must initiate an investigation and submit the completed accident investigation report to the safety director.
4. Supervisors will actively and positively participate in all safety committee inspections of their assigned areas.

For Safety Directors:

1. The safety director will serve as the lead person in the organization for safety and health issues and will serve as an ex officio member of the safety committee.
2. The safety director must review all First Reports of Injury and Accident Investigation Reports with the safety committee and take appropriate action to prevent recurrence.
3. The safety director will conduct all safety training required by regulation or identified by management, supervision or the safety committee as a need to assure a safe workplace.
4. The safety director will recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision and the safety committee.

For Safety Committees:

1. The safety committee will conduct regular meetings and conduct area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the safety director.
2. The safety committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the safety director.
3. Safety committee members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety director or the full safety committee.

For Management:

1. Managers will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by the safety director, the safety committee or first-line supervision and take appropriate action.
3. Top management shall review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and work with the safety director, the safety committee and first-line supervision to communicate the revisions throughout the organization.
4. Management will provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to continually improve performance, customer service, competitiveness, organizational culture, etc.

Section 4: Hazard Identification, Analysis and Control

The City of St Francis will use the following steps to identify hazards:

- Walk-around inspections by first-line supervisors, management or the safety committee
- Job or safety hazard analyses of different parts of the operation
- Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed
- Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat
- Job hazard identification checklists
- Employee reporting of workplace safety and health hazards
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Engineering controls
- Administrative controls
- Personal protective equipment

Section 5: Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our program
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

Section 6: Contractors' Duties

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

Duties to Subcontractors

Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related polices, programs and work practices while performing subcontracted work.

Imminent Danger

In the event of an imminent danger situation, the City of St Francis reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

Imminent Danger Definition per MN OSHA:

Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MN OSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.

If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.

Section 7: Accident Investigation

Procedures for investigating workplace accidents, hazardous substance exposures, and near misses include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from re-occurring; and
5. Recording the findings and actions taken. It should not be to affix blame.

Each contributing factor should be traced back to its root cause. A written report that describes the accident, its causes and recommendations for corrective action and prevention will be prepared and presented to management.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to "employee error," without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.

Figure 1: Accident and Injury Flowchart

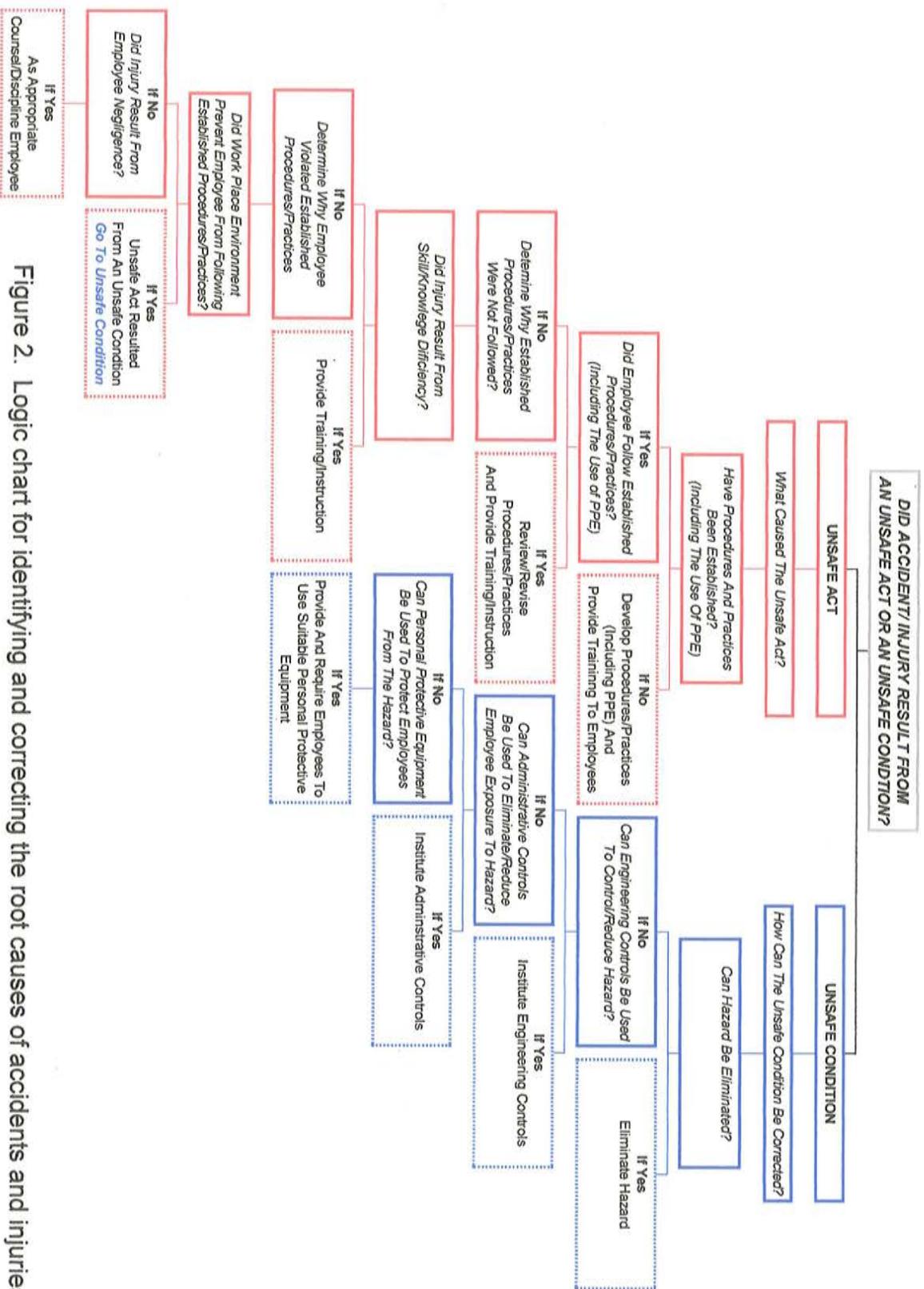


Figure 2. Logic chart for identifying and correcting the root causes of accidents and injuries.

Section 8: Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the organization, and based on established policy which can be found in our Employee Handbook. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Demotion
5. Discharge

Or Take Safety Program Enforcement from union contract language agreement or current personnel manual.

Disciplinary action will follow the above sequence unless the situation warrants more severe action.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

Section 9: Program Review

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital, because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.

Section 10: Safety Committees

The Safety Committee will hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement.

Employee safety committee members must be selected by employees. Duties that Safety Committee members can assume include:

- Participating in regular walk around inspections;
- Training new employees about safe working procedures;
- Performing job hazard analyses (JHAs);
- Providing input for the creation of workplace safety and health rules;
- Presenting safety and health information at regularly scheduled staff safety meetings;
- Assisting in accident investigations and bringing employee safety and health concerns and complaints to supervision and management for correction

Safety committee members will be able to perform their duties without fear of discrimination or retaliation by management.



PAYMENT BATCH AP 08-01-11

ADVANCED AUTOMOTIVE CARE, INC.

06/16/2011	32043	E 101-42110-221	Vehicle Repair & Maintenance	09 DODGE CHARGE	1,388.56
06/29/2011	32144	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARGE	77.48
07/06/2011	32187	E 101-42110-221	Vehicle Repair & Maintenance	99 CHEV TAHOE	698.24
07/12/2011	32233	E 101-42110-221	Vehicle Repair & Maintenance	09 DODGE CHARGE	400.59
07/13/2011	32243	E 101-42110-221	Vehicle Repair & Maintenance	UTV	56.84
07/13/2011	32246	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARGE	547.66
					\$3,169.37

AMERIPRIDE LINEN & APPAREL SER

07/21/2011	1000897577	E 609-49750-219	Rug Maintenance	RUGS	46.23
					\$46.23

ASPEN MILLS

06/20/2011	109864	E 101-42210-240	Office Equip	UNIFORMS	5,117.00
					\$5,117.00

ASSURANT EMPLOYEE BENEFITS

07/20/2011	5447229.0811	E 101-41400-130	Employer Paid Insurance	08/01 - 08/31	101.84
07/20/2011	5447229.0811	E 101-41500-130	Employer Paid Insurance	08/01 - 08/31	36.71
07/20/2011	5447229.0811	E 101-42110-130	Employer Paid Insurance	08/01 - 08/31	409.70
07/20/2011	5447229.0811	E 101-43100-130	Employer Paid Insurance	08/01 - 08/31	58.84
07/20/2011	5447229.0811	E 101-43210-130	Employer Paid Insurance	08/01 - 08/31	13.08
07/20/2011	5447229.0811	E 101-45200-130	Employer Paid Insurance	08/01 - 08/31	58.84
07/20/2011	5447229.0811	E 601-49440-130	Employer Paid Insurance	08/01 - 08/31	65.82
07/20/2011	5447229.0811	E 602-49490-130	Employer Paid Insurance	08/01 - 08/31	65.81
07/20/2011	5447229.0811	E 609-49750-130	Employer Paid Insurance	08/01 - 08/31	66.04
					\$876.68

B&B PRODUCTS / RIGS & SQUADS

07/17/2011	3555	E 101-42110-221	Vehicle Repair & Maintenance	TAHOE	122.30
					\$122.30

BANYON DATA SYSTEMS, INC

08/01/2011	146811	E 101-41540-301	Auditing and Acct'g Services	POS, INVOICE	404.49
08/01/2011	146811	E 601-49440-301	Auditing and Acct'g Services	POS, INVOICE	67.41
08/01/2011	146811	E 602-49490-301	Auditing and Acct'g Services	POS, INVOICE	67.41
08/01/2011	146811	E 609-49750-301	Auditing and Acct'g Services	POS, INVOICE	134.84
					\$674.15

BERNICK COMPANIES, THE

07/15/2011	55425	E 609-49751-252	Beer For Resale	BEER	110.00
					\$110.00

BOYUM, SARA

		G 101-22000	Deposits	RETURN DEPOSIT	50.00
--	--	-------------	----------	----------------	-------

\$50.00

CARLSON MCCAIN, INC

07/20/2011	0013479	E 402-41940-520	C-O-L Building & Structures	4058 HIGHWAY 47 NW PHASE 1	9,261.98
					<hr/>
					\$9,261.98

CENTERPOINT ENERGY

07/19/2011	5939160-7.0711	E 101-43100-383	Gas Utilities	PUBLIC WORKS	33.74
07/19/2011	5939160-7.0711	E 101-45200-383	Gas Utilities	PUBLIC WORKS	33.75
07/19/2011	5944643-5.0711	E 609-49750-383	Gas Utilities	LIQUOR	19.28
07/19/2011	5945449-6.0711	E 101-42110-383	Gas Utilities	POLICE/FIRE	16.93
07/19/2011	5945449-6.0711	E 101-42210-383	Gas Utilities	POLICE/FIRE	39.49
07/19/2011	5963820-5.0711	E 101-45200-383	Gas Utilities	WARMING HOUSE	19.28
07/19/2011	6002544-2.0711	E 601-49440-383	Gas Utilities	PUBLIC WORKS	6.43
07/19/2011	6002544-2.0711	E 602-49490-383	Gas Utilities	PUBLIC WORKS	6.43
07/19/2011	6002548-3.0711	E 602-49490-383	Gas Utilities	WWTP	19.87
07/19/2011	6886465-1.0711	E 101-41940-383	Gas Utilities	CITY HALL	12.86
07/19/2011	6886468-5.0711	E 101-41940-383	Gas Utilities	CITY HALL	12.86
07/19/2011	6886472-7.0711	E 101-41940-383	Gas Utilities	CITY HALL	12.86
07/19/2011	6886475-0.0711	E 101-41940-383	Gas Utilities	CITY HALL	12.86
07/19/2011	7900331-5.0711	E 601-49440-383	Gas Utilities	WATER	46.06
07/19/2011	8928680-1.0711	E 101-43100-383	Gas Utilities	PUBLIC WORKS	9.64
07/19/2011	8928680-1.0711	E 101-45200-383	Gas Utilities	PUBLIC WORKS	9.64
					<hr/>
					\$311.98

CHISAGO LAKES DISTRIBUTING CO.

07/18/2011	450404	E 609-49751-252	Beer For Resale	BEER	399.45
					<hr/>
					\$399.45

COCA COLA REFRESHMENTS

07/25/2011	0178093609	E 609-49751-254	Miscellaneous Merchandise	MISC	296.16
07/25/2011	0178093610	E 609-49751-254	Miscellaneous Merchandise	MISC	(21.20)
					<hr/>
					\$274.96

CONNEXUS ENERGY

07/21/2011	178511.711	E 609-49750-381	Electric Utilities	LIQUOR	1,364.68
07/21/2011	178586.711	E 101-43100-381	Electric Utilities	3518 BRIDGE STREET	39.39
07/21/2011	178586.711	E 101-45200-381	Electric Utilities	3518 BRIDGE STREET	39.39
07/21/2011	178832.711	E 601-49440-381	Electric Utilities	PUBLIC WORKS	102.37
07/21/2011	178832.711	E 602-49490-381	Electric Utilities	PUBLIC WORKS	102.37
07/21/2011	178833.711	E 101-43100-381	Electric Utilities	PW	116.42
07/21/2011	237580.711	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
07/21/2011	237584.711	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.34
07/21/2011	242519.711	E 101-42110-381	Electric Utilities	POLICE/FIRE	242.87
07/21/2011	242519.711	E 101-42210-381	Electric Utilities	POLICE/FIRE	566.70
07/21/2011	298392.711	E 101-41940-381	Electric Utilities	CITY HALL	360.53
07/21/2011	298393.711	E 602-49451-381	Electric Utilities	LIFT STATIONS	5,168.38
07/21/2011	298394.711	E 101-45200-381	Electric Utilities	PARKS	574.43
07/21/2011	298395.711	E 601-49440-380	Electric-System	WATER	4,753.46
07/21/2011	298396.711	E 101-43100-386	Street Lighting	STREET LIGHTS	3,409.97
07/21/2011	301895.711	E 101-41940-381	Electric Utilities	SIGN	93.75
07/21/2011	302269.711	E 602-49451-381	Electric Utilities	LIFT STATION-AMBASSADOR	202.90

\$17,148.29

CONSTRUCTION & GENERAL

07/26/2011	072611	G 101-21707	Union Dues	MANIT UNION DUES AUGUES 2C	216.00
					<hr/>
					\$216.00

COUNTY MARKET - CITY ACCOUNT

07/02/2011		E 101-42210-212	Motor Fuels	FUEL	240.08
07/02/2011		E 101-43100-212	Motor Fuels	FUEL	262.37
07/02/2011		E 101-45200-212	Motor Fuels	FUEL	144.92
					<hr/>
					\$647.37

CRYSTAL SPRINGS ICE

07/12/2011	24156	E 609-49751-254	Miscellaneous Merchandise	ICE	127.20
07/16/2011	24229	E 609-49751-254	Miscellaneous Merchandise	MISC	95.20
07/19/2011	24279	E 609-49751-254	Miscellaneous Merchandise	ICE	143.20
07/23/2011	24363	E 609-49751-254	Miscellaneous Merchandise	ICE	205.60
					<hr/>
					\$571.20

DAHLHEIMER DIST. CO. INC.

07/13/2011	55707	E 609-49751-252	Beer For Resale	BEER	11,107.30
07/13/2011	55707	E 609-49751-255	N/A Products	N/A	15.50
07/20/2011	56629	E 609-49751-252	Beer For Resale	BEER	7,133.91
07/20/2011	56629	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
07/21/2011	56948	E 609-49751-252	Beer For Resale	BEER	108.00
					<hr/>
					\$18,406.71

DAY DISTRIBUTING CO.

07/22/2011	610199	E 609-49751-252	Beer For Resale	BEER	1,359.92
07/22/2011	610199	E 609-49751-255	N/A Products	N/A	19.20
					<hr/>
					\$1,379.12

DELTA DENTAL

07/15/2011	4657940	G 101-21710	Other Deductions	08/01 TO 08/31 PREMIUM	215.73
					<hr/>
					\$215.73

EMERGENCY APARATUS MAINTENENC

07/14/2011	56228	E 101-42210-221	Vehicle Repair & Maintenance	GENERATOR REPAIR	177.39
07/14/2011	56229	E 101-42210-221	Vehicle Repair & Maintenance	TANKER #2	88.69
					<hr/>
					\$266.08

ERICKSON ASPHALT

07/06/2011		E 101-43100-406	Asphalt Repair & Maint	PATCHING	3,815.00
					<hr/>
					\$3,815.00

GAUDETTE, GERARD

		G 803-22000	Deposits	RETURN DEPOSIT	9,500.00
					<hr/>
					\$9,500.00

GRANITE CITY JOBBING CO.

07/06/2011	687667	E 609-49751-256	Tobacco Products For Resale	TOBACCO	104.50
07/12/2011	688241	E 609-49750-210	Operating Supplies	OPERATING	55.18
07/12/2011	688241	E 609-49751-254	Miscellaneous Merchandise	MISC	96.38
07/12/2011	688241	E 609-49751-256	Tobacco Products For Resale	TOBACCO	695.10
07/12/2011	688241	G 101-20810	Sales Tax Payable	SALES TAX	(0.78)
07/19/2011	689102	E 609-49750-210	Operating Supplies	OPERATING	31.23

07/19/2011	689102	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/19/2011	689102	E 609-49751-254	Miscellaneous Merchandise	MISC	10.68
07/19/2011	689102	E 609-49751-256	Tobacco Products For Resale	TOBACCO	630.08
07/19/2011	689102	G 101-20810	Sales Tax Payable	SALES TAX	(0.39)
					\$1,626.23

HENRYS WATERWORKS, INC.

07/25/2011	15189	E 601-49440-217	Other Operating Supplies	MARKERS	485.83
07/25/2011	15189	E 602-49490-217	Other Operating Supplies	MARKERS	538.76
					\$1,024.59

JJ TAYLOR DISTRIBUTING

07/13/2011	1563330	E 609-49751-252	Beer For Resale	BEER	216.20
					\$216.20

JOHNSON BROS WHLSE LIQUOR

06/01/2011	1066457	E 609-49751-251	Liquor For Resale	LIQUOR	305.45
06/27/2011	501397	E 609-49751-254	Miscellaneous Merchandise	MISC	(100.00)
07/13/2011	10925199	E 609-49751-206	Freight and Fuel Charges	WINE	27.93
07/13/2011	10925199	E 609-49751-253	Wine For Resale	WINE	957.10
07/13/2011	1095198	E 609-49751-206	Freight and Fuel Charges	LIQUOR	46.19
07/13/2011	1095198	E 609-49751-251	Liquor For Resale	LIQUOR	3,246.26
07/14/2011	502974	E 609-49751-251	Liquor For Resale	CREDIT	(32.00)
07/20/2011	1099872	E 609-49751-206	Freight and Fuel Charges	LIQUOR	35.65
07/20/2011	1099872	E 609-49751-251	Liquor For Resale	LIQUOR	2,284.49
07/20/2011	1099873	E 609-49751-206	Freight and Fuel Charges	WINE	57.34
07/20/2011	1099873	E 609-49751-253	Wine For Resale	WINE	1,801.94
07/22/2011	503940	E 609-49751-206	Freight and Fuel Charges	CREDIT	(14.70)
07/22/2011	503940	E 609-49751-251	Liquor For Resale	CREDIT	(1,110.00)
07/22/2011	503941	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
07/22/2011	503941	E 609-49751-253	Wine For Resale	CREDIT	(49.60)
					\$7,454.58

KATH FUEL OIL SERVICE CO.

07/19/2011	7091990	E 601-49440-212	Motor Fuels	SULFUR	1,673.67
					\$1,673.67

LAW ENFORCEMENT LABOR SVCS.

07/26/2011	072611	G 101-21707	Union Dues	POLICE UNION DUES AUGUST 2	323.82
					\$323.82

MCDONALD DIST CO.

07/13/2011	276772	E 609-49751-252	Beer For Resale	BEER	154.60
07/14/2011	277301	E 609-49751-254	Miscellaneous Merchandise	MISC	68.00
07/14/2011	277301	E 609-49751-255	N/A Products	N/A	16.25
07/14/2011	277302	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
07/14/2011	277302	E 609-49751-252	Beer For Resale	BEER	5,082.05
07/21/2011	277827	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
07/21/2011	277827	E 609-49751-252	Beer For Resale	BEER	3,081.85
07/21/2011	277828	E 609-49751-255	N/A Products	N/A	59.50
					\$8,468.25

MN NCPERS LIFE INSURANCE

07/21/2011	7334811.811	G 101-21710	Other Deductions	AUGUST PREMIUMS	48.00
------------	-------------	-------------	------------------	-----------------	-------

						\$48.00
MUSTANG SURVIVAL-USA						
	E 101-42210-237	Small Equipment		MUSTANG SUIT		799.74
						\$799.74
NORTH ANOKA PLUMBING						
07/25/2011	7147	E 101-45200-218	Equipment Repair & Maintenance	WOODBURY PARK		285.00
						\$285.00
NORTH STAR GLASS						
07/14/2011	0063388	E 101-41940-401	Repairs/Maint Buildings	TEMPERED IG		411.21
						\$411.21
PAUSTIS & SONS						
07/11/2011	8311237-IN	E 609-49751-206	Freight and Fuel Charges	WINE		4.50
07/11/2011	8311237-IN	E 609-49751-253	Wine For Resale	WINE		158.00
						\$162.50
PHILLIPS WINE & SPIRITS CO.						
07/13/2011	2096167	E 609-49751-206	Freight and Fuel Charges	LIQUOR		77.91
07/13/2011	2096167	E 609-49751-251	Liquor For Resale	LIQUOR		4,125.90
07/13/2011	2096168	E 609-49751-206	Freight and Fuel Charges	WINE		1.47
07/13/2011	2096168	E 609-49751-253	Wine For Resale	WINE		62.00
07/13/2011	2096169	E 609-49751-206	Freight and Fuel Charges	MISC		1.47
07/13/2011	2096169	E 609-49751-254	Miscellaneous Merchandise	MISC		33.99
07/14/2011	3462876	E 609-49751-251	Liquor For Resale	CREDIT		(75.59)
07/20/2011	2099417	E 609-49751-206	Freight and Fuel Charges	LIQUOR		28.18
07/20/2011	2099417	E 609-49751-251	Liquor For Resale	LIQUOR		2,133.75
07/20/2011	2099418	E 609-49751-206	Freight and Fuel Charges	WINE		19.11
07/20/2011	2099418	E 609-49751-253	Wine For Resale	WINE		487.95
						\$6,896.14
QUALITY WINE & SPIRITS						
07/20/2011	484903-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR		23.00
07/20/2011	484903-00	E 609-49751-251	Liquor For Resale	LIQUOR		985.25
						\$1,008.25
RAMSEY, CITY OF						
07/21/2011	072111	E 101-42210-311	Contract	JULY CHIEF KAPLER'S SERVICE		666.00
						\$666.00
RESCUEPAX LLC						
07/13/2011	86	E 101-42210-208	Training and Instruction	WATER RESCUE TRAINING		1,500.00
						\$1,500.00
RICE LAKE CONSTRUCTION GROUP						
		E 602-49490-229	Project Repair & Maintenance	F & I GATE FOR CHEMICAL FEEI		16,800.00
						\$16,800.00
RJM DISTRIBUTING INC.						
07/15/2011	13691	E 609-49751-252	Beer For Resale	BEER		472.50
						\$472.50
SKINNER, MARLINE						
07/26/2011	072611	E 101-42700-311	Contract	JULY		500.00

\$500.00

ST. FRANCIS - PETTY CASH

E 101-41910-322	Postage	REIMB PETTY CASH	5.59
E 101-43100-213	Vehicle Oper Supplies	REIMB PETTY CASH	26.75
E 101-43100-331	Travel Expenses	REIMB PETTY CASH	5.00
E 601-49440-313	Sample Testing	REIMB PETTY CASH	8.75
			<hr/>
			\$46.09

ST. FRANCIS TRUE VALUE HARDWAR

06/01/2011	17207	E 601-49440-233	Water Treatment Plant Maint	SUPPLIES	5.66
06/02/2011	17210	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	17.54
06/06/2011	17261	E 101-45200-217	Other Operating Supplies	SUPPLIES	84.23
06/06/2011	17267	E 101-45200-217	Other Operating Supplies	SUPPLIES	14.19
06/08/2011	17301	E 101-45200-217	Other Operating Supplies	SUPPLIES	14.66
06/09/2011	17311	E 601-49440-217	Other Operating Supplies	PUBLIC WORKS	22.30
06/09/2011	17316	E 602-49490-217	Other Operating Supplies	TRUCKS	17.25
06/09/2011	17317	E 230-49990-441	Miscellaneous	PARKS	40.60
06/09/2011	17321	E 230-49990-441	Miscellaneous	PARKS	10.10
06/09/2011	17325	E 230-49990-441	Miscellaneous	PUBLIC WORKS	26.38
06/13/2011	17346	E 101-45200-217	Other Operating Supplies	PARKS	91.35
06/14/2011	17372	E 601-49440-217	Other Operating Supplies	CURB STOP PARTS	40.09
06/15/2011	17390	E 101-45200-217	Other Operating Supplies	SUPPLIES	10.14
06/15/2011	17398	E 101-43100-217	Other Operating Supplies	SUPPLIES	17.44
06/20/2011	17468	E 601-49440-217	Other Operating Supplies	SUPPLIES	25.36
06/22/2011	17488	E 601-49440-233	Water Treatment Plant Maint	WALTER PLANT	16.70
06/23/2011	17500	E 101-45200-217	Other Operating Supplies	PARKS	20.31
06/29/2011	17573	E 101-45200-217	Other Operating Supplies	SUPPLIES	10.12
06/29/2011	17574	E 101-45200-217	Other Operating Supplies	SUPPLIES	1.72
06/29/2011	17575	E 101-45200-217	Other Operating Supplies	SUPPLIES	10.13
					<hr/>
					\$496.27

STAPLES

07/07/2011	109263790	E 101-42110-200	Office Supplies	SUPPLIES	176.81
					<hr/>
					\$176.81

SWENSON, KIMBERLY

E 101-42210-401	Repairs/Maint Buildings	REIMB FOR SUPPLIES	79.29
			<hr/>
			\$79.29

TELECID (TWIN CITIES EMEDIA)

07/26/2011	20040986	E 101-42110-311	Contract	EMAIL	72.15
					<hr/>
					\$72.15

TOM LYNCH ELECTRIC

07/11/2011	071111	E 101-41940-401	Repairs/Maint Buildings	WATERPLANT	480.00
07/11/2011	071111	E 101-45200-229	Project Repair & Maintenance	WATERPLANT	175.00
07/11/2011	071111	E 601-49440-233	Water Treatment Plant Maint	WATERPLANT	726.00
07/11/2011	071111.2	E 101-45200-229	Project Repair & Maintenance	PIONEER DAYS	195.00
07/11/2011	071111.2	E 101-45200-229	Project Repair & Maintenance	PIONEER DAYS	375.00
07/11/2011	071111.2	E 230-49990-441	Miscellaneous	PIONEER DAYS	745.00
07/11/2011	071111.2	E 230-49990-441	Miscellaneous	PIONEER DAYS	150.00
					<hr/>
					\$2,846.00

U S CABLE

07/26/2011	072611	E 101-41940-321	Telephone	AUGUST 2011 BILLS	69.95
07/26/2011	072611	E 601-49440-321	Telephone	AUGUST 2011 BILLS	69.95
07/26/2011	072611	E 601-49440-321	Telephone	AUGUST 2011 BILLS	69.95
07/26/2011	072611	E 601-49440-321	Telephone	AUGUST 2011 BILLS	34.97
07/26/2011	072611	E 602-49490-321	Telephone	AUGUST 2011 BILLS	34.98
07/26/2011	072611	E 609-49750-321	Telephone	AUGUST 2011 BILLS	69.95
					\$349.75

UNIVERSITY OF MINNESOTA

E 101-45200-208	Training and Instruction	2011 TREE INSPECTOR RECER1	180.00
			\$180.00

WATER LABORATORIES INC.

07/13/2011	11G-178	E 601-49440-313	Sample Testing	TEST	85.00
					\$85.00

WELLS FARGO

05/16/2011	0023-787991DC9	E 101-42210-601	Debt Srv Bond Principal	LOAN PAYMENT FIRE TRUCK	12,713.36
05/16/2011	0023-787991DC9	E 101-42210-611	Bond Interest	LOAN PAYMENT FIRE TRUCK	3,847.41
					\$16,560.77

WIRTZ BEVERAGE MN

07/14/2011	601030	E 609-49751-206	Freight and Fuel Charges	LIQUOR MISC	27.55
07/14/2011	601030	E 609-49751-251	Liquor For Resale	LIQUOR	1,423.77
07/14/2011	601030	E 609-49751-254	Miscellaneous Merchandise	MISC	166.90
07/21/2011	603730	E 609-49751-206	Freight and Fuel Charges	LIQUOR	1.45
07/21/2011	603730	E 609-49751-251	Liquor For Resale	LIQUOR	107.91
07/21/2011	604181	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.30
07/21/2011	604181	E 609-49751-251	Liquor For Resale	LIQUOR	1,622.05
07/21/2011	604181	E 609-49751-253	Wine For Resale	WINE	47.95
07/21/2011	604181	E 609-49751-254	Miscellaneous Merchandise	MISC	29.87
					\$3,447.75

ZEP SALES & SERVICE

07/15/2011	57421771	E 101-43100-217	Other Operating Supplies	SUPPLIES	54.50
07/15/2011	57421771	E 101-45200-217	Other Operating Supplies	SUPPLIES	54.50
07/15/2011	57421771	E 601-49440-217	Other Operating Supplies	SUPPLIES	54.50
07/15/2011	57421771	E 602-49490-217	Other Operating Supplies	SUPPLIES	54.49
					\$217.99

\$147,474.15**FUND SUMMARY**

101 GENERAL FUND	\$43,687.59
230 PIONEER DAYS	\$972.08
402 CAPITAL EQUIPMENT	\$9,261.98
601 WATER FUND	\$8,377.82
602 SEWER FUND	\$23,078.65
609 MUNICIPAL LIQUOR FUND	\$52,596.03
803 ESCROW	\$9,500.00
Total	147,474.15

CITY OF ST. FRANCIS
8/1/2011

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
07/21/11	62248	City of Lino Lakes	Purchase Car	16,500.00
		TOTAL		<u>16,500.00</u>

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/11/2011	VISA	Credit Card Payment	8,690.25
07/19/11	U.S. Treasurer	Federal Payroll Tax	2,129.58
07/19/11	P.E.R.A.	P.E.R.A.	320.16
07/19/11	MN State Treasurer	State Payroll Tax	309.94
07/21/11	U.S. Treasurer	Federal Payroll Tax	15,533.80
07/21/11	P.E.R.A.	P.E.R.A.	12,216.37
07/21/11	ING	Deferred Comp	770.00
07/21/11	ICMA	Deferred Comp	790.00
07/21/11	MN State Treasurer	State Payroll Tax	3,513.42
	TOTAL		<u>35,583.27</u>

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

RESOLUTION 2011-20

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

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

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

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

1999 Chevy Tahoe	Value < \$5,000
------------------	-----------------

BE IT FURTHER RESOLVED that the City Staff is hereby authorized to dispose of said property pursuant to City Code Requirements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1ST DAY OF AUGUST, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

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

RESOLUTION 2011-21

**A RESOLUTION CONSENTING TO AND APPROVING THE ASSIGNMENT OF THE
CABLE FRANCHISE AND SYSTEM TO MIDCONTINENT COMMUNICATIONS**

WHEREAS, THE CITY OF ST. FRANCIS, MINNESOTA (“Grantor”) granted to US Cable of Coastal-Texas, L.P. or its predecessor (“Grantee”), a franchise to own and operate a cable television system (“System”) in the municipality (the “Franchise”);

WHEREAS, on June 6, 2011, Grantee entered into an Asset Purchase Agreement (the “Agreement”) with Midcontinent Communications (“Assignee”) whereby Assignee will purchase and acquire certain assets relating to the System, including the Franchise, from Grantee (“Transaction”);

NOW, THEREFORE, THE CITY OF ST. FRANCIS RESOLVES:

1. Grantor consents to the Transaction to the extent required by the terms of the Franchise.
2. Grantor hereby waives any right to purchase the System that it may have solely for purposes of this Transaction.
3. This Resolution shall take effect immediately upon its passage.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1ST DAY OF AUGUST, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk