

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

TUESDAY, SEPTEMBER 6, 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. Approve City Council Minutes- August 15, 2011
 - b. Approve Corrected Typographical error for the August 1, 2011 City Council Minutes
 - c. Receive and File St. Francis Fire & Rescue General Meeting Minutes-August 7, 2011
 - d. Approve Pay Estimate No. 6 and Change Order No. 3 to Geislinger & Sons, Inc. for the Ambassador Trunk Utility Improvements.
 - e. Approve Pay Estimate No. 1 to Peterson Companies for the Pederson Path Improvement
 - f. Approve 2011-2012 ISD #15 School Liaison Contract with the City of St. Francis
 - g. Authorization to apply for a FEMA AFG –Aid to Firefighters Grant
 - h. Authorization to Implement a Duty Officer Program
 - i. Authorization Not to Waive the Statutory Tort Liability Limits to the extent of the coverage purchased with LMCIT
 - j. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Professional Design Group/Amcon Building Plan Presentation/Discussion with City Council
 - b. Northland Securities: Financial Presentation for Public Works/Public Safety Building Council Discussion
 - c. Appointment of Economic Development Authority (EDA) Members
 1. Citizen Applications
 2. City Council Members
7. Ordinances & Resolutions:
 - a. Res 2011-25: Providing Preliminary Approval of a Proposed 2011 Tax Levy, collectible in 2012
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Fire Dept.: Repair of Generator on Engine #1
 - Public Works:
 - Liquor Store:
 - Police:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. Don Voytilla – Curb Stop Repair
 - a. Setting Budget Workshop date(s)
12. New Business
 - a. Efficiency Report Card-Public Works
13. Adjournment

Calendar of Events

- Sept. 5: City Offices closed in Observance of Labor Day
Sept. 6: (Tues)City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Sept. 6: School Starts in St. Francis
Sept. 10: City Wide Garage Sale *Sponsored by the St. Francis Area Women of Today*

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator 

RE: Agenda Memorandum – August 6, 2011 Meeting

Agenda Items:

4. Consent Agenda:

b. *Tort Liability Limit:* Annually the City Council must choose to either waive the Statutory Tort Liability Limit or not. Historically the Council has chosen to NOT waive this liability limit. Unless this item is removed from the consent agenda, this will be reflected in the minutes as NOT waiving the Tort Liability.

6. Petitions, Requests, Applications:

a. *Professional Design Group/Amcon Presentation:* This summer our Architect and Construction Manager have been meeting with staff and consultants regarding the proposed Police/Public Works Facility. Representatives will give a presentation on the building and answer any questions from the Council. Please review the attached presentation materials in the packet. At the conclusion on the presentation and your questions are answered, two motions are needed to proceed. The first motion would be to approve the Development Design of the project. The second motion would be to authorize the preparation of construction documents.

b. *Northland Securities: George Eilertson,* Northland Securities will give a presentation on financing the new Police/Public Works Facility using our existing and future City Budgets. He will discuss the potential impact the Facility has on our property owners.

c. *St. Francis EDA Appointments:* The City Council created the Economic Development Authority earlier this year with the intent to make three citizen appointments and two elected official appointments. Attached are the three applications we have received as citizen representatives for the EDA. Council should consider the two elected representatives and make these appointments in the form of a motion. As per the Enabling Resolution regarding the EDA it states the terms should be staggered at intervals of two, three, four, five and six year terms. It is staff's opinion the two and three year terms could be for the two council representatives and the four, five and six year terms be given to the citizens.

7. Ordinances & Resolutions:

a. *Resolution 2011-25:* Resolution 2011-25 is providing the preliminary approval of a proposed 2011 Tax Levy, Collectible in 2012 as the same level as last year's total levy (0%) per Council direction. A motion would be in order to approve Resolution 2011-25.

8. Reports:

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

11. Old Business

- a. *Budget Workshop Date:* Council requested to set a future date to discuss further budget reductions to meet the goal of a 0% Levy. Please bring your calendars to set a meeting date. Additional written ideas will be given to Council in a written format to stimulate discussion.
- b. *Don Voytilla-Curb Stop Repair:* Attached is the narrative which was in your Off-Week Memo last week. A decision needs to be made on any type of assistance Council would like to give Mr. Voytilla. Staff recommendation is to stay within the bounds of City Policy.

12. New Business:

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

CITY COUNCIL MINUTES

AUGUST 15, 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 and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.) Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Administrator Matt Hylan.
3. **Adopt Agenda:** MOTION BY STEVE KANE SECOND CHRIS MCCLISH TO ADOPT THE AUGUST 15, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY CHRIS MCCLISH SECOND STEVE KANE TO APPROVE THE AUGUST 15, 2011 CITY COUNCIL CONSENT AGENDA A-D AS FOLLOWS:
 - a. Approve the City Council Minutes of August 1, 2011.
 - b. Enter into an Agreement with Amcon CM, LLC as the Construction Manager for Public Facility.
 - c. Approve the Massage Therapy License for St. Francis Physical Therapy Wellness Center.
 - d. Approve the Payment of Claims for \$266,779.39

Motion carried 3-1, Sandoval voted Nay.

5. **Meeting Open to the Public:**

William Gardner, 5304 238th Avenue NW. Mr. Gardner pointed out that on the Aug 1, 2011 the minutes showed that Councilman Kane was present when he was not. He also mentioned that he could not understand why there is so much paperwork on a build to lease (4058 St. Francis Blvd. property) and felt we were too involved in the process.

Mike Bourke 83 103rd Ave NE, Blaine MN. Mr. Burke was here representing Highway 47 Auto Parts, the ones that sold the city the property at 4058 Hwy 47. He had a couple of issues to discuss; the first was the removal of the building. No one had contacted him on this and wondered how we were able to do that without going out for a low bid and presented to city council for vote. The other issues are items on this agenda, specifically the South Highway 47 Industrial Park 2nd Addition Preliminary /Final Plat Resolution and

the Public Hearing on the Cree Street Easement Vacation. He feels it would be appropriate to table the above two items at this time until issues on the sale of the property have been resolved.

6. Petitions, Requests, Applications:

a. Don Voytilla-Curb Stop Repair:

Don Voytilla 3702 232nd Ave NW. Mr. Voytilla is requesting the City Council consider paying a \$12,136 invoice from Classic Construction in the repair of the curb-stop at his property on July 7, 2011. After much discussion, the city council requested a detail invoice from Classic Construction to review before making a final decision and tabled their decision until the next city council meeting.

b. South Highway 47 Industrial Park 2nd Addition:

As stated in a memorandum by our planner; the City of St. Francis is proposing to amend the preliminary plat for the South Highway 47 Industrial Park to include additional land adjacent to the site and reduce the number of parcels proposed from 6 smaller industrial parcels to 1 larger site. The site is then proposed to be developed as a Public Services Facility for the City. In order to combine these parcels as part of this existing plat and to alter the layout, the Preliminary Plat needs to be revised.

c. Cree Street Easement Vacation – Public Hearing:

The City had previously acquired a road easement on part of the new property being incorporated into this plat. Since the property will be all one site, this easement is no longer necessary. If this access is to be shared, a new driveway easement would be appropriate to ensure the City has adequate control over the source of the users.

MOTION BY JEFF SANDAVOL SECOND BY CHRIS MCCLISH to table Resolution 2011-22 and 2011-23 as recommended by City Attorney, Scott Lepak.
Motion carried 4-0

7. Ordinances & Resolution:

a. Resolution 2011-24: Proclaiming September 17-23, 2011 as Constitution Week. MOTION BY JEFF SANDOVAL SECOND STEVE KANE TO ADOPT RESOLUTION 2011-24 PROCLAIMING SEPTEMBER 17-23, 2011 AS CONSTITUTION WEEK. Motion carried 4-0.

8. Reports of Consultants & Staff Members:

a. Engineer:

b. Attorney:

c. Staff: Fire Department:

Public Works:

Liquor Store:

Police Dept: Police/Fire Department Roof Replacement and Painting: Police Chief Harapat discussed the need to go out for quotes for the replacement of the current

roof on the Fire/Police facility. The roof is leaking causing damage to the walls, requiring the need to repaint. Money has been set aside in the budget for these repairs. The City council unanimously agreed the facility needed repair and gave Chief Harapat approval to obtain estimates.

City Administrator Report: General Discussion on Budget: Hylen presented potential cuts in order to fulfill the zero percent levy direction given at the last City Council meeting. Hylen reviewed what the city council had budgeted for in 2011 and where we are currently. Some of these cuts will not go without some sacrifice to services. The city council consensus was to have a workshop to review the budget by line item to determine what cuts can be made. There was also some discussion about selling some city owned land as an option to generate revenue.

9. **Reports from Council Members:** Kane indicated he may not be at the October meetings due to a conflict with his work schedule.

10. **Report from Mayor:** Just wanted residents to know that interviews for the open City Council seat will be Tuesday, August 16 at city hall. There were a total of 11 applicants. Interviews have been scheduled for 10 minutes each, ending around 6:40pm. Mayor Tveit commented on the Pederson Path project and is pleased with the progress.

11. **Old Business:**

a. **Update on the Public Works/Public Safety Building:** Hylen has the plans for the proposed Public Safety building available for citizens to review at the back table as well a copy will be available at city hall for review. Staff and Council are trying to keep architectural plan estimates to a tolerable level and the building has been shrunk significantly to reduce costs but yet still keeping in mind the future needs of the community. Hylen reviewed the plans, emphasizing on the efforts taken to combine shared spaces with the Police Dept. and Public Works; such as combined reception area, break room, training rooms to help reduce costs. Councilman McClish reiterated Hylen's comments that the design team is trying to use space in an efficient cost saving manner.

12. **New Business:**

a. **Efficiency Report Card:** Chief Harapat said an officer observed suspicious activity that resulted in a felony arrest of a meth dealer. His officers and investigator also have been reviewing car thefts, and home invasions in the area. There was a deer that hit one of the new chargers resulting in damage to the side vehicle.

b. **Discussion on Appointment of New Councilmember:** Mayor Tveit has requested there be interviews of the candidates requesting to be considered for the vacant Council seat. These interviews have been scheduled for Tuesday, August 16, 2011, starting at 5:00 pm at City Hall Conference Room. In order to complete this with the Open Meeting Law, we will recess the meeting at 7:12pm and reconvene this meeting at St. Francis City Hall on Tuesday, August 16, 2011 at 5:00 pm. At this continued

meeting, the City Council will interview all available candidates and following deliberation the Council will have the authority to make the immediate appointment.

13. **Adjournment:** The City Council recessed the meeting at 7:12pm.

Kathy Lind, Recording Secretary

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

RECONVENE CITY COUNCIL MINUTES

AUGUST 16, 2011

1. **Call to Order/Pledge of Allegiance:** The continuation of the meeting opened at 5:00pm on August 16, 2011 by Mayor Jerry Tveit.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council Members Jeff Sandoval, Steve Kane and Chris McClish.
3. **Interview of the following candidates:**

John Hane, Richard Orpen, Tim Brown, Vince Spensley, Roland Willis, Jesse Jones, Rich Skordahl, Paul Hare III, Kenneth Plaisted and Sheri Bona
4. **Appointment of Vacant City Council Seat:** MOTION BY STEVE KANE, SECOND BY JEFF SANDAVOL to appoint Tim Brown to fill the Vacant City Council Seat. Motion carried 4-0
5. **Adjourn.** The City Council adjourned the meeting at 7:00pm

Kathy Lind, Recording Secretary

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

CITY COUNCIL MINUTES

AUGUST 1, 2011

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:09 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members, Jeff Sandoval and ~~Steve Kane~~ and Chris McClish. Steve Kane excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.) Police Chief Jeff Harapat, Finance Director Darcy Mulvihill, City Administrator Matt Hysten, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND MCCLISH TO ADOPT THE AUGUST 1, 2011 CITY COUNCIL AGENDA. Motion carried 3-0.
4. **Consent Agenda:** MOTION BY MCCLISH SECOND SANDOVAL TO APPROVE THE AUGUST 1, 2011, CITY COUNCIL CONSENT AGENDA-F AS FOLLOWS:
 - a. Approve the City Council Minutes of July 18, 2011.
 - b. Receive and File the Planning Commission Minutes of June 15, 2011.
 - c. Approve the St. Francis Lions Club 3.2 Permit for Oktoberfest, September 17, 2011 at Community Park.
 - d. Authorize Pay Estimate No. 5 to Kuechle Underground of Kimball MN in the amount of \$36,323.56 for the 230th Lane and Ivywood Street Improvement.
 - e. Approve the adoption of the AWAIR Program Document.
 - f. Approve the Payment of Claims for \$231,998.43.

Motion carried 3-0.

5. **Meeting Open to the Public:** William Gardner, 5304-238th Avenue said at the last meeting, Mayor you said to a resident that the police department could not do anything to the person shooting off fireworks unless they see them. That is not true; there are nuisance laws that the homeowners can be ticketed. If you spent anytime watch those cops' shows, you would know. I suggest you get a hold of Mr. Grant and tell him there are nuisance laws where the homeowners can be charged.

Ray Jones, 23725 Nacre Street NW, I would like to know about the building on the land the City purchased that was just recently destroyed. When was the authorization granted to tear it down? Why was it torn down and who gave Classic Construction the authorization to take it down? Why wasn't it gone out for bids? I am not happy about it. There are people who said they were interested in the building. Again, to whom and when did you give authority to go ahead and do it?

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

a. **Capital Improvement Plan 2012-2016 – Public Hearing:** Mayor Tveit opened the public hearing at 6:14 pm. Hylen reported as per our Home Rule Charter we are required to hold a public hearing by August 15, 2011. As staff, a draft CIP was prepared and given to the City Council by June 1, 2011. If the CIP is adopted tonight, the council still has the opportunity either to purchase or not purchase when the items come before the City Council.

Ray Jones asked the Council in regarding the Parks, why would we build something if we have no park dedication coming in. Hylen said this document is a planning guideline for the City Council and staff. If funds were not there, staff would not even bring it forward to the Council. Jones said the new WWTP in 2015/2016 you need more people and business before that upgrade should occur otherwise the current residents have to pay for it again. Jones said he agrees it is nice to plan but remember this when it is time to put it in. Jones said in regarding the police department I would like to see a North Anoka Police Department (with surrounding communities) if you cannot get that, let the County take over the police department. Jones said I would like to know the cost for the maintenance of this proposed building. Tveit said we are not at the phase were we know what the maintenance cost will be. Jones said I haven't even seen the plan yet. We are sitting here in the dark on what you are going to build, we know where but that is it. No one has even seen a plan.

Roland Willis, 23073 Eidelweiss Street NW, and the question I have for the WWTP upgrade who dictates this, Met Council or MPCA? You know where I stand in the Public Works/Public Safety Building; let us put it out for municipal bonds. Remember you have voted on the 9.5 million and I personally feel that is what the public hearing should be on. St. Francis is not growing. Between Anoka County and the State of Minnesota, they have not raised taxes. Anoka County is probably going to lower their taxes.

William Gardner, 5304-238th Avenue NW, you have projected 49 million over the next five years. I know you are going to say that we are just proposing this; it doesn't mean it is going to happen. Gardner went over different projects in the CIP. Why do guys have to have new vehicles all the time. I have had people trying to come up here to get through to you guys.

Mayor Tveit asked if there was any more public input with none being heard closed the Public Hearing at 6:37 pm. Tveit said I support this plan, obviously if we don't need something we won't buy it. We will continue to work with other communities to borrow equipment. I do not see spending money needlessly. Sandoval said my concern is that our five largest projects. We have one park in this community and have property that is not built on. If we are going to build a new park shelter, maybe build a bigger park and develop a park and recreation department instead of spending the money on streets. The next group may come in and say this list looks good. Tveit said we did try to work with a soccer group and the people in the area did not want it developed. Sandoval said we need to try to keep our kids here. McClish said this CIP is a plan for the future. If in 2015-16 there is not need for a WWTP I will say no. MOTION BY MCCLISH SECOND TVEIT TO ADOPT HE 2012-2016 CAPITAL IMPROVEMENT PLAN. Motion carried 2-1. Sandoval voted nay.

7. **Ordinances & Resolution:**

a. Resolution 2011-20: A Resolution Declaring Surplus Property and Authorizing the Disposal of the 1999 Chevy Tahoe: MOTION BY SANDOVAL SECOND McCLISH TO ADOPT RESOLUTION 2011-20 A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF THE 1999 CHEVY TAHOE. Motion carried 3-0.

b. Resolution 2011-21: A Resolution Consenting to and Approving the Assignment of the Cable Franchise and System to Midcontinent Communications: MOTION BY McCLISH SECOND SANDOVAL TO ADOPT RESOLUTION 2011-21, A RESOLUTION CONSENTING TO AND APPROVING THE ASSIGNMENT OF THE CABLE FRANCHISE AND SYSTEM TO MIDCONTINENT COMMUNICATIONS. Lepak said we cannot unreasonably withhold the transfer of the name. A Motion carried 3-0.

8. Reports of Consultants & Staff Members:

a. Engineer:

b. Attorney:

c. Staff: Fire Department: No report.

Public Works:

Liquor Store: No report.

Police Dept:

City Administrator Report: Linwood Township Ordinance dealing with All Terrain Vehicles: Hylen handed out Linwood Townships Ordinance that pertains to All Terrain Vehicles and read a couple different sections of the ordinance. Tveit said he would like a chance to take a look at their ordinance further. McClish said with his current job as a law enforcement officer I do not support this. I believe this is a public safety issue.

4058 St. Francis Blvd: Hylen said I am going to try to answer some of the questions regarding this parcel. This parcel was purchased on a Contract for Deed in December 2010. First payment was due at the end of 2010 and the next payment was July 1, 2011. Contaminants were found in some of the catch basins and without removing the concrete slab under the building we didn't know the extent of the contamination to the soil. Some of the cost are being challenged by the previous owner for the cleanup of the site. Last Monday all the permits were granted which included a 10-day waiting period from the MPCA. Therefore, during consultation with Mr. Lepak's associate last Monday, and with all permits acquired and a quote from Classic Construction for the removal, we went ahead and removed the concrete under the building. With the removal of the contaminants and the building, the property would be prepared and ready to build on in the future. I wish Mr. Jones were here to hear the answers to some of his questions. Hylen said in addition the tenants who previously either owned or rented the property were a salvage yard, automotive repair and a cabinet shop. Sandoval said so we are not bearing the cost of tearing it down. Will that be a pass back to the seller? Hylen said the City of St. Francis was always going to pay for the tear down of the building. Without the building down and the slab taken away, we would not know if there are contaminants under the building. If contaminants are found under the building, the previous owner would be responsible for the clean-up cost.

General Discussion on Tax Levy: Hylen asked Finance Director to explain the LGA and the Homestead Market Value Credit for 2012. With the change or shift of the Homestead Market Value Credit, the commercial and industrial could face more of the tax burden. For budgetary purposes and with our public works and police officer union's negotiations coming up. The preliminary budget that was submitted by staff includes a modest 1% Cost of Living increase.

This preliminary budget would increase the levy about 5%. Tveit said I would like to have a zero percent levy increase. Sandoval said with the times the way they are, I agree and do not want to see an increase in the levy. I know we still have time to discuss this. Hysten said I just needed to know where the council was at with the tax levy.

9. **Reports from Council Members:** No reports.

10. **Report from Mayor:** Unfortunately Mr. Jones already left but the City Administrator answered the questions regarding 4058 St. Francis Blvd. tonight. In regards to the person that spoke earlier about the fireworks, he too left but what he did not know was there was a group and the callers did not no exactly who shot them off.

11. **Old Business:** Tveit said he has been in contact with our City Attorney regarding the power of the EDA. We adopted a resolution where the EDA would report to the City Council. I just want to ease the citizen's fears.

12. **New Business:**

a. **Efficiency Report Card-Administration:** Hysten said as a newly appointed board member to the League of MN Cities, it was a great privilege to be part of the retreat. We had a visioning session, goal session, and survey result session with a group of public employees from throughout Minnesota. I found myself quite energized coming out of the meeting.

Government and Finance Officer Association (GFOA) Distinguished Budget Presentation Award: Very pleased to report that we were notified today that the City received the GFOA Distinguished Budget Presentation Award for the second year in a row. This award is one of the highest honors in governmental budgeting and reporting. Congratulations to the Finance Director, Darcy Mulvihill, this was her first time receiving the award.

Tveit asked if the City has a policy on fire trucks filling up swimming pools in the summer time and skating rinks in the wintertime. Hysten said it is not currently permitted. Possibly, we can have our fire chief address this issue at a future meeting.

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

General Meeting August 7, 2011

Dean Kapler, Bryant Loudon, Brian McDonough, Barry McDonough, John Fraune, Kim Swenson, Dave Jorgenson, Edwin Griego, Mark Sorenson, Carl Johnson, Dan Thompson, Renee Griego, Nick Berglund, Angie Bauer, Chris Robinette, George Bichler, Buddy Vangeloff, Jen McDonough

Called to order 7:03

Secretary Report

Brian- No supplies noticed that they were needed. Looked into removable stairs that would be 36 inches wide, to access the upstairs storage. Question is where to store the stairs when not in use. Cost is \$800. Also, possibility to change what is stored up in the storage area.

Dan- Compressor is due for next quality check March 2012. SCBA repair was looked into, prices range from \$20-1000 for repair. Three SCBA's are in need of service. One needs a PASS device, and one needs a knob for adjusting the back. Testing will be next month by an outside agency. Dan will be checking to see when the expiration date is for SCBA packs.

Edwin- Was asked to speak with Jon and Edwin about trucks. Has not yet heard from the maintenance garage about when they are doing servicing. The Tanker 2 discharge gauge is not working. All trucks have bolt cutters. Emergency Apparatus will be taking the engine for repair of the generator.

Carl- All radios have walkie-talkies, extra one in officer's room if needed. Pagers need to be inventoried again. Email Carl the serial number and inventory number on your pager.

Barry- Helmet tags are in and distributed. If medical supplies are needed talk to Barry and he will get a care package from the rig that is stationed here. If you notice that you use the last of something, grab one off the ambulance. Talked of the possibility of using a tracking sheet to see if anything is running low and needs to be replaced. Barry will add this to the truck report. Working on getting accountability tags in compliance with the policy. Window punches were found, and put back in the medical bags.

Bryant- Internet has been run into meeting room. Just needs to be hooked up.

Kim- 5 fires with fire loss other than grass fires. Poppy Street was approx \$10,000, Chimney fire \$15000, Garbage Can \$75, Vehicle fire \$35,000. Kim will put this in graph format. Inspections are going well.

Dean- Brian will maintain an email/text list for 2800.

Payroll- Payroll is being prepared.

Training- Handout on drill dates. Proposed all Wednesday drill dates. Dave brought up that day shifts may not be able to attend. Dean suggested having the general meeting during day and evening. Discussion of conflicts, keeping general meeting on Sundays, not training enough hours, training with everyone on a weekly basis, weekends being taken away from family time, taking away requirements for attending general meeting. Proposed to begin using the schedule January 2012. Dave brought up the

issue of bringing up 2nd hand information to day firefighters if the general meeting is changed to Wednesday. Jon brought up the budget and how it would be affected. An analysis needs to be done to see what would happen. Handout was given on training-paid training-needed training-suggested training. FIT testing should be moved to annually. Brian suggested alternating ice/water rescue. George brought up if teachers were available. Buddy brought up how this change will affect percentages. Jen brought up times being earlier for training in the evening. 9-11 in mornings, and 6-8 in the evening.

Dan made a motion, Sam 2nd the motion to make a change to the policy to not track percentages for the general meeting starting January 2012. Motion passed, no objections.

Kim made a motion, Renee 2nd the motion to keep the general meeting and officers meeting on Sunday starting January 2012. Motion passed, Brian objected. Motion passed.

- ICS training review- PD training officer attended. Good training
- FMO training review- Continuing education is needed, and a lot of information to take in. Jon suggested idling down before turning pump off.

Response Issues- If responding to a call and nobody was present in the home, Dean is suggesting to make a door hanger to hang on the door to alert the home owner. Kim will draft something up. Gas Monitor is kept in the communications room, as we are down to one monitor.

Apparatus Maintenance- Tanker 1 needs a new drop tank.

Recruitment- Current active firefighters are 24. Discussion on hiring daytime firefighters with a total of 30 firefighters on the roster.

2012 Budget- Handout given on 2011 budget.

- What is needed? (*Need ^Want)
 - Roof repair, ^* Additional radios, ^exterior of building, ^Gloves, *PPE, *SCBA's, ^Fortuna, ^Extrication Tools, * Pagers, Education, ^ Head phones, ^Lap tops in Trucks, ^*Medical Director, * FT chief, ^Appliance Mounting Brackets, *Drop Tanks, ^ Computer, ^*Replacement Engine/Tanker, ^*Duty officer budget, *Ladder system for hose tower, ^Remodel kitchen/SCBA room, ^monitor, *gas monitor, *electrical cord reels for the trucks, ^Inspector vehicle,
 - Buddy brought up taking over St Francis Hockey Rink. This would include staffing, concessions, and flooding.

Newsletter- More pictures are needed! Human interest stories...add them in! If there is something wrong with a vehicle it will be added. Rescue schedule also added for the weekend.

Dean would like to meet with everyone again individually. What is the next biggest thing on your mind? If anyone has any new ideas of how to draw for rescue, please bring it next month.

Minnesota Fire Service Foundation Memorial is working to create a memorial site in honor of fallen firefighters. If each FD in the state of MN contributes \$30 or more for each of their active FF, they will raise the \$600,000 needed to build this memorial.

Meeting adjourned at 9:01pm



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

August 30, 2011

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

RE: Ambassador Trunk Utility Improvements
City of St. Francis, Minnesota
BMI Project No. R13.101124

Dear Matt:

Enclosed please find three copies of Pay Estimate No. 6 and Change Order No. 3 for the above referenced project. The estimate and change order include all work completed to date. The change order reflects the costs associated with the installation of driveway culverts at 23601 and 23539 Ambassador Boulevard. I recommend that the Pay Estimate and Change Order 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

DESIGNING FOR A BETTER TOMORROW

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Bolton & Menk is an equal opportunity employer.

CONTRACTOR'S PAY REQUEST
 AMBASSADOR TRUNK UTILITY IMPROVEMENTS
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R13.101124

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	1,354,722.34
TOTAL, COMPLETED WORK TO DATE.....	\$	1,312,073.10
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	1,312,073.10
RETAINED PERCENTAGE (5%).....	\$	65,603.65
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	1,246,469.44
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	1,145,013.72
PAY CONTRACTOR AS ESTIMATE NO. 6	\$	101,455.72

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: Geislinger and Sons, Inc.
 36854 654th Avenue
 Watkins, MN 55389

By Jeff Geislinger President 8/29/11
 Name Title Date

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

By Jared A. Vogt CITY ENGINEER 8/30/11
 Name Title Date

APPROVED FOR PAYMENT:
 Owner: ST. FRANCIS, MINNESOTA

By Matt Hylan CITY ADMINISTRATOR
 Name Title Date

PARTIAL PAY ESTIMATE NO. 6

AMBASSADOR TRUNK UTILITY IMPROVEMENTS
ST. FRANCIS, MINNESOTA
BMT PROJECT NO. R13.101124

WORK COMPLETED THROUGH AUGUST 29, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	ESTIMATE QUANTITY	ESTIMATE AMOUNT	COMPLETED QUANTITY	COMPLETED AMOUNT
1	MOBILIZATION	\$45,000.00	1	LS \$ 45,000.00	1	LS \$ 45,000.00	1	LS \$ 45,000.00
2	TRAFFIC CONTROL	\$40,000.00	1	LS \$ 40,000.00	1	LS \$ 40,000.00	1	LS \$ 40,000.00
3	CLEAR AND GRUB	\$20,000.00	0.1	AC \$ 2,000.00	0.1	AC \$ 2,000.00	0.1	AC \$ 2,000.00
4	SALVAGE AND REINSTALL WOOD RETAINING WALL (FULL HGT.)	\$25.00	46	LF \$ 1,150.00	23	LF \$ 575.00	23	LF \$ 575.00
5	SALVAGE AND REINSTALL 15" CMP (INCL. END SECTIONS)	\$15.00	130	LF \$ 1,950.00			182	LF \$ 2,730.00
6	REMOVE EXIST. LIFT STATION & SALVAGE COMPONENTS (SEE SPEC.)	\$5,000.00	2	LS \$ 10,000.00			2	LS \$ 10,000.00
7	BULKHEAD EXIST. MH & ABANDON 4" FORCEMAIN	\$950.00	1	LS \$ 950.00			1	LS \$ 950.00
8	PLUG EXIST. 6" FORCEMAIN AND ABANDON	\$1,250.00	1	LS \$ 1,250.00			1	LS \$ 1,250.00
9	REMOVE & REPLACE CONC. PED. RAMP (INCL. TRUNC. DOMES)	\$900.00	1	EA \$ 900.00				EA \$ -
10	REMOVE & REPLACE (3") BITUMINOUS TRAIL (SALV. & REINSTALL CL. 5)	\$19.00	1200	SY \$ 22,800.00	68	SY \$ 1,292.00	443	SY \$ 8,417.00
11	REMOVE & REPLACE 3.5" BITUMINOUS PAVEMENT (INCL. 8" CL. 5)	\$25.50	381	SY \$ 9,715.50			300	SY \$ 7,650.00
12	REMOVE & REPLACE 3" BITUMINOUS DRIVEWAY (INCL. 8" CL. 5)	\$29.50	192	SY \$ 5,664.00	161	SY \$ 4,749.50	277	SY \$ 8,171.50
13	REMOVE & REPLACE 8" CONCRETE DRIVEWAY (INCL. 4" CL. 5)	\$50.00	101	SY \$ 5,050.00	96	SY \$ 4,800.00	96	SY \$ 4,800.00
14	COMMON BORROW (CV/LIFT STATION)	\$15.00	100	CY \$ 1,500.00	95	CY \$ 1,425.00	95	CY \$ 1,425.00
15	BITUMINOUS DRIVEWAY (3" BITUMINOUS WEAR WITH 8" CL. 5)	\$27.50	200	SY \$ 5,500.00			205	SY \$ 5,637.50
16	15" RCP PIPE CULVERT	\$15.00	80	LF \$ 900.00	60	LF \$ 900.00	60	LF \$ 900.00
17	15" RCP PIPE APRON	\$300.00	2	EA \$ 600.00	2	EA \$ 600.00	2	EA \$ 600.00
18	CONNECT TO EXISTING SANITARY PIPE	\$500.00	5	EA \$ 2,500.00	5	EA \$ 2,500.00	5	EA \$ 2,500.00
19	CONNECT TO EX. SAN. MH (CORE AND BOOT)	\$750.00	1	EA \$ 750.00	1	EA \$ 750.00	1	EA \$ 750.00
20	SANITARY SEWER B.Y-PASS PUMPING	\$20,000.00	1	LS \$ 20,000.00	1	LS \$ 20,000.00	1	LS \$ 20,000.00
21	CONSTRUCT LIFT STATION	\$400,000.00	1	LS \$ 400,000.00	0.9	LS \$ 360,000.00	1	LS \$ 400,000.00
22	DEWATERING FOR SANITARY SEWER & LIFT STATION	\$40,000.00	1	LS \$ 40,000.00	1	LS \$ 40,000.00	1	LS \$ 40,000.00
23	SEAL RESIDENTIAL WELL (COMPLETE)	\$3,500.00	1	LS \$ 3,500.00				LS \$ -
24	8" 4' PVC WYE	\$100.00	9	EA \$ 900.00	10	EA \$ 1,000.00	10	EA \$ 1,000.00
25	4" PVC PIPE SEWER, SDR 26	\$28.00	190	LF \$ 5,320.00	133	LF \$ 3,724.00	186	LF \$ 5,264.00

PARTIAL PAY ESTIMATE NO. 6

AMBASSADOR TRUNK UTILITY IMPROVEMENTS
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R13.101124

WORK COMPLETED THROUGH AUGUST 29, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
26	4" PVC RISER PIPE SEWER, SDR 26	\$30.00	95	\$ 2,850.00	95.5	\$ 2,855.00	95.5	\$ 2,855.00
27	8" PVC PIPE SEWER, SDR 26	\$54.00	1114	\$ 60,156.00	1119	\$ 60,426.00	1119	\$ 60,426.00
28	10" PVC PIPE SEWER, SDR 26	\$56.00	653	\$ 36,568.00	655	\$ 37,240.00	665	\$ 37,240.00
29	12" PVC PIPE SEWER, SDR 26	\$76.00	89	\$ 6,764.00	96	\$ 7,296.00	96	\$ 7,296.00
30	18" PVC PIPE SEWER, PS 115	\$75.00	294	\$ 22,050.00	294	\$ 22,050.00	294	\$ 22,050.00
31	24" PVC PIPE SEWER, PS 115	\$140.00	30	\$ 4,200.00	35	\$ 4,900.00	35	\$ 4,900.00
32	27" PVC PIPE SEWER, PS 115	\$145.00	23	\$ 3,335.00	19	\$ 2,755.00	19	\$ 2,755.00
33	8" TRENCHLESS GRAVITY SEWER	\$70.00	585	\$ 39,550.00	100	\$ 7,000.00	100	\$ 7,000.00
34	8" TRENCHLESS FORCEMAIN	\$45.00	2736	\$ 123,120.00	2737	\$ 123,165.00	2737	\$ 123,165.00
35	10" TRENCHLESS GRAVITY SEWER	\$76.00	368	\$ 27,868.00	364	\$ 26,904.00	364	\$ 26,904.00
36	12" TRENCHLESS GRAVITY SEWER	\$100.00	447	\$ 44,700.00	447	\$ 44,700.00	447	\$ 44,700.00
37	DIRECTIONALLY DRILL 18" (MIN ID) CASING PIPE	\$280.00	300	\$ 84,000.00	295	\$ 82,600.00	295	\$ 82,600.00
38	JACK & AUGER 12" STEEL CASING PIPE	\$280.00	75	\$ 21,000.00	75	\$ 21,000.00	75	\$ 21,000.00
39	CONSTRUCT 48" SANITARY MH	\$234.00	215	\$ 50,310.00	174.96	\$ 40,940.64	174.96	\$ 40,940.64
40	CONSTRUCT 48" AIR RELEASE MH	\$2,500.00	1.0	\$ 2,500.00	1	\$ 2,500.00	1	\$ 2,500.00
41	FDI CASTING ASSEMBLY	\$450.00	16	\$ 7,200.00	14	\$ 6,300.00	14	\$ 6,300.00
42	CONSTRUCT 12" RAW DIP WATERMAIN OFFSET	\$5,500.00	1	\$ 5,500.00	1	\$ 5,500.00	1	\$ 5,500.00
43	CONSTRUCT 16" DIP WATERMAIN OFFSET	\$7,500.00	1	\$ 7,500.00	1	\$ 7,500.00	1	\$ 7,500.00
44	DEWATERING FOR WATER SERVICE CONSTRUCTION (AS REQD.)	\$500.00	1	\$ 500.00	1	\$ -	1	\$ -
45	CONNECT 1" WATER SERV. TO EX 16" DIP VWN (INCL. CORP.)	\$300.00	8	\$ 2,400.00	8	\$ 2,400.00	8	\$ 2,400.00
46	DIRECTIONALLY DRILL 1" WATERMAIN SERVICE	\$19.00	1070	\$ 19,190.00	853	\$ 16,207.00	853	\$ 16,207.00
47	1" CURB STOP & BOX	\$230.00	8	\$ 2,000.00	8	\$ 2,000.00	8	\$ 2,000.00
48	PREASSEMBLED SILT FENCE, MACHINE SLICED	\$1.45	5400	\$ 7,830.00	2463	\$ 3,571.35	2463	\$ 3,571.35
49	INLET PROTECTION DEVICE	\$250.00	10	\$ 2,500.00	5	\$ 1,250.00	5	\$ 1,250.00
50	RIP RAP, CL. III (INCL. RUBBER MEMBRANE)	\$100.00	12	\$ 1,200.00	5	\$ -	48.7	\$ 4,870.00

PARTIAL PAY ESTIMATE NO. 6

AMBASSADOR TRUNK UTILITY IMPROVEMENTS
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R13.101124

WORK COMPLETED THROUGH AUGUST 29, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT				
51	ROCK CONSTRUCTION ENTRANCE	\$800.00	1 EA	\$ 800.00	1 EA	\$ 800.00	1 EA	\$ 800.00
52	DITCH CHECK, TYPE 3	\$3.70	500 LF	\$ 1,850.00	98 LF	\$ 362.60	98 LF	\$ 362.60
53	TOPSOIL BORROW	\$16.00	300 CY	\$ 4,800.00	96 CY	\$ 1,536.00	228 CY	\$ 3,648.00
54	TEMPORARY SEEDING WITH TYPE 1 MULCH	\$955.00	3.8 AC	\$ 3,629.00	AC	\$ -	AC	\$ -
55	SEEDING TYPE ULTRA PRO, FERTILIZER AND CATEGORY 3 BLANKET	\$5,940.00	3 AC	\$ 17,820.00	AC	\$ -	AC	\$ -
56	SEEDING TYPE 290GR, FERTILIZER AND CATEGORY 3 BLANKET	\$5,600.00	0.8 AC	\$ 4,480.00	2.53 AC	\$ 14,169.00	3.74 AC	\$ 20,944.00

SUBTOTAL = \$ 1,245,769.50 \$ 1,077,252.09 \$ 1,174,314.59

PARTIAL PAY ESTIMATE NO. 6

AMBASSADOR TRUNK UTILITY IMPROVEMENTS
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R13.101124

WORK COMPLETED THROUGH AUGUST 29, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	ESTIMATE	ESTIMATE	COMPLETED	TO DATE
1	TRAFFIC CONTROL	\$5,000.00	1	LS \$ 5,000.00	1	LS \$ 5,000.00	1	LS \$ 5,000.00
2	CLEAR & GRUB TREE	\$225.00	22	EA \$ 4,950.00	22	EA \$ 4,950.00	22	EA \$ 4,950.00
3	SALVAGE AND REINSTALL 12" RCP (INCL. END SECTIONS)	\$15.00	46	LF \$ 690.00	46	LF \$ 690.00	46	LF \$ 690.00
4	SALVAGE & REINSTALL RIP RAP	\$850.00	1	LS \$ 850.00	1	LS \$ 850.00	1	LS \$ 850.00
5	REMOVE & REPLACE 3" BITUMINOUS DRIVEWAY (INCL. 8" CL. 5)	\$29.50	66	SY \$ 1,947.00	66	SY \$ 1,947.00	66	SY \$ 1,947.00
6	DEWATERING	\$10,500.00	1	LS \$ 10,500.00	0.5	LS \$ 5,250.00	1.0	LS \$ 10,500.00
7	CONNECT TO EX. SAN. MH (CORE AND BOOT)	\$750.00	7	EA \$ 5,250.00	5	EA \$ 3,750.00	7	EA \$ 5,250.00
8	8" PVC PIPE SEWER, SDR 26	\$54.00	224	LF \$ 12,096.00	226	LF \$ 12,204.00	226	LF \$ 12,204.00
9	12" PVC PIPE SEWER, SDR 26	\$75.00	275	LF \$ 20,900.00	364	LF \$ 27,664.00	364	LF \$ 27,664.00
10	8" TRENCHLESS GRAVITY SEWER	\$70.00	-65	LF \$ (32,550.00)				
11	12" TRENCHLESS GRAVITY SEWER	\$100.00	85	LF \$ 8,500.00	85	LF \$ 8,500.00	85	LF \$ 8,500.00
12	DIRECTIONALLY DRILL 18" (MIN ID) CASING PIPE	\$280.00	20	LF \$ 5,600.00	20	LF \$ 5,600.00	20	LF \$ 5,600.00
13	CONSTRUCT 8" OUTSIDE DROP	\$250.00	12	LF \$ 2,887.50	10.26	LF \$ 2,565.00	10.26	LF \$ 2,565.00
14	CONSTRUCT 48" SANITARY MH	\$234.00	32	LF \$ 7,488.00	32	LF \$ 7,488.00	32	LF \$ 7,488.00
15	RAI CASTING ASSEMBLY	\$450.00	1	EA \$ 450.00	1	EA \$ 450.00	1	EA \$ 450.00
16	RAI CASTING ASSEMBLY - NEEMAH R-1755-C	\$1,489.00	2	EA \$ 2,978.00	2	EA \$ 2,978.00	2	EA \$ 2,978.00
17	TEMPORARY SEEDING WITH TYPE 1 MULCH	\$955.00	1.0	AC \$ 955.00				
18	SEEDING TYPE 250GR. FERTILIZER AND CATEGORY 3 BLANKET	\$5,600.00	0.4	AC \$ 2,240.00	0.4	AC \$ 2,240.00	0.4	AC \$ 2,240.00
19	EXPLORATORY EXCAVATION	\$900.00	15	HR \$ 13,500.00	15	HR \$ 13,500.00	15.0	HR \$ 13,500.00
20	15" CMP	\$15.00	182	LF \$ 2,730.00	182	LF \$ 2,730.00	182.0	LF \$ 2,730.00
21	15" CMP APRON	\$150.00	10	EA \$ 1,500.00	10	EA \$ 1,500.00	10.0	EA \$ 1,500.00
22	SALVAGE AND REINSTALL 15" CMP (INCL. END SECTIONS)	\$15.00	-130	LF \$ (1,950.00)				
23	DIRECTIONALLY DRILL 12" TRENCHLESS GRAVITY SEWER PILOT HOLE	\$17,177.67	1.0	LS \$ 17,177.67	0.5	LS \$ 8,588.84	0.5	LS \$ 8,588.84
24	CONSTRUCT 60" DIAMETER MH	\$300.00	20.88	LF \$ 6,264.00	19.88	LF \$ 5,964.00	21.88	LF \$ 6,564.00
SUBTOTAL =				\$ 99,953.17		\$ 124,408.84		\$ 131,758.84

PARTIAL PAY ESTIMATE NO. 6

AMBASSADOR TRUNK UTILITY IMPROVEMENTS
 ST. FRANCIS, MINNESOTA
 B/M PROJECT NO. R13.104124

WORK COMPLETED THROUGH AUGUST 29, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE
			BID QUANTITY	BID AMOUNT		

CHANGE ORDER NO. 2

1	EXPAND GENERATOR/CONTROL PANEL CONCRETE	\$ 3,616.67	1	LS \$ 3,616.67	1	LS \$ 3,616.67	1	LS \$ 3,616.67
			SUBTOTAL =		\$ 3,616.67	\$ 3,616.67	\$ 3,616.67	\$ 3,616.67

CHANGE ORDER NO. 3

1	INSTALL CMP CULVERTS 23601 AND 23539 AMBASSADOR BLVD	\$ 5,383.00	1	LS \$ 5,383.00	1	LS \$ -	1	LS \$ 5,383.00
			SUBTOTAL =		\$ 5,383.00	\$ -	\$ 5,383.00	\$ 5,383.00
			TOTAL =		\$ 1,354,722.34	\$ 1,205,277.60	\$ 1,312,073.10	\$ 1,312,073.10

CHANGE ORDER

No. 3

PROJECT Ambassador Trunk Utility Improvements 2010
 DATE OF ISSUANCE August 29, 2011 EFFECTIVE DATE August 29, 2011

OWNER City of St. Francis, MN

OWNER's Contract No. R13.101124

CONTRACTOR Geislinger & Sons, Inc. ENGINEER Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Change Order No. 3 includes Contractor equipment, and labor required to install culverts in the driveways of 23601 and 23539 Ambassador Boulevard. Anoka County provided the culvert material and end sections for the installation.

Cost: \$5,383.00

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$1,245,769.50	Original Contract Times Substantial Completion: <u>December 1, 2010</u> Ready for final payment: <u>June 17, 2011</u>
Net changes from previous Change Orders No. <u>0</u> to No. <u>2</u> \$103,569.84	Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u>
Contract Price Prior to this Change Order \$1,349,339.34	Contract Times prior to this Change Order Substantial Completion: <u>December 1, 2010</u> Ready for final payment: <u>June 17, 2011</u>
Net Increase of this Change Order \$5,383.00	Net Increase of this Change Order -
Contract Price with all approved Change Orders \$1,354,722.34	Contract Times with all approved Change Orders Substantial Completion: <u>December 1, 2010</u> Ready for final payment: <u>June 17, 2011</u>

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)
Date: 8/30/11

APPROVED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)
Date: 8/29/11



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

August 31, 2011

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

RE: Pederson Path Improvements
City of St. Francis, Minnesota
BMI Project No. R13.102003

Dear Matt:

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

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

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/jd
Enclosure

DESIGNING FOR A BETTER TOMORROW

CONTRACTOR'S PAY REQUEST
PEDERSON PATH IMPROVEMENTS- S.P. 235-090-002
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R13.102003

CONTRACTOR
OWNER
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	308,301.82
TOTAL, COMPLETED WORK TO DATE.....	\$	198,678.82
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	198,678.82
RETAINED PERCENTAGE (5%).....	\$	9,933.94
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	188,744.88
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	-
PAY CONTRACTOR AS ESTIMATE NO. 1	\$	188,744.88

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: Peterson Companies, Inc.
8326 Wyoming Trail
Chisago City, MN 55013

By Carl Peterson Vice President 8-30-11
Name Title Date

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

By Jared Voge City Engineer 8/31/11
Name Title Date

APPROVED FOR PAYMENT:
Owner: ST. FRANCIS, MINNESOTA

By Matt Hylen City Administrator
Name Title Date

PARTIAL PAY ESTIMATE NO.
PEDERSON PATH IMPROVEMENTS--S.P. 235-090-002
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R13.102003

WORK COMPLETED THROUGH AUGUST 28, 2011

ITEM NO.	M/NDOT SPEC.	DESCRIPTION	UNIT PRICE	ESTIMATED		PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		
				BID QUANTITY	BID AMOUNT	QUANTITY ESTIMATE	AMOUNT	QUANTITY TO DATE	AMOUNT	
SECTION A: PEDERSON PATH IMPROVEMENTS										
1	2021.501	MOBILIZATION	\$ 17,000.00	1.00	LUMP SUM \$	17,000.00		0.75	LUMP SUM \$	12,750.00
2	2101.502	CLEARING	\$ 75.00	63	TREE	\$ 4,725.00		63	TREE	\$ 4,725.00
3	2101.507	GRUBBING	\$ 300.00	63	TREE	\$ 1,890.00		63	TREE	\$ 1,890.00
4	2104.501	REMOVE CURB AND GUTTER	\$ 7.00	20	LN FT	\$ 140.00		14	LN FT	\$ 98.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	\$ 3.00	376	SO YD	\$ 1,128.00		190	SO YD	\$ 570.00
6	2104.505	REMOVE CONCRETE PAVEMENT	\$ 18.00	22	SO YD	\$ 396.00		11	SO YD	\$ 198.00
7	2104.509	REMOVE HYDRANT	\$ 20.00	1	EACH	\$ 20.00		1	EACH	\$ 20.00
8	2104.511	SAWING CONCRETE PAVEMENT	\$ 5.00	16	LN FT	\$ 80.00		10	LN FT	\$ 50.00
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	\$ 2.50	599	LN FT	\$ 1,497.50		300	LN FT	\$ 750.00
10	2105.501	COMMON EXCAVATION (P)	\$ 10.00	1188	CU YD	\$ 11,880.00		1,188	CU YD	\$ 11,880.00
11	2105.507	SUBGRADE EXCAVATION (EV)	\$ 8.00	400	CU YD	\$ 3,200.00				
12	2105.522	SELECT GRANULAR BORROW (CV)	\$ 17.48	725	CU YD	\$ 12,673.00		200	CU YD	\$ 3,496.00
13	2105.525	TOPSOIL BORROW (LV)	\$ 14.00	533	CU YD	\$ 7,462.00				
14	2105.604	GEOTEXTILE FABRIC TYPE V	\$ 1.50	1500	SO YD	\$ 2,250.00				
15	2118.501	AGGREGATE SURFACING CLASS 5	\$ 15.00	21	TON	\$ 315.00				
16	2123.501	COMMON LABORERS	\$ 73.00	12	HR	\$ 900.00				
17	2123.507	1.5 CU YD SHOVEL	\$ 130.00	8	HR	\$ 1,040.00				
18	2123.509	DOZER	\$ 80.00	8	HR	\$ 640.00				
19	2123.61	12 CU YD TRUCK	\$ 100.00	8	HR	\$ 800.00				
20	2123.61	SKID LOADER	\$ 26.16	941	CU YD	\$ 24,616.56		941	CU YD	\$ 24,616.56
21	2211.503	AGGREGATE BASE CLASS 5 (CV) (P)	\$ 18.80	152	SO YD	\$ 2,827.20		152	SO YD	\$ 2,827.20
22	2231.604	BITUMINOUS PATCH - DRIVEWAY RESTORATION	\$ 18.75	43	SO YD	\$ 806.25		43	SO YD	\$ 806.25
23	2231.604	BITUMINOUS PATCH - PARKING LOT RESTORATION	\$ 16.45	152	SO YD	\$ 2,500.40		152	SO YD	\$ 2,500.40
24	2231.604	BITUMINOUS PATCH - STREET RESTORATION	\$ 75.00	556	TON	\$ 41,700.00		535	TON	\$ 40,125.00
25	2350.501	TYPE SP 12.5 WEARING COURSE MIX (2B)	\$ 54.13	31	LN FT	\$ 1,678.03		31	LN FT	\$ 1,678.03
26	2501.511	15" RC PIPE CULVERT CLASS V	\$ 96.82	8	LN FT	\$ 774.56		8	LN FT	\$ 774.56
27	2501.511	18" CS PIPE CULVERT	\$ 40.89	32	LN FT	\$ 1,302.08		40	LN FT	\$ 1,627.60
28	2501.511	24" CS PIPE CULVERT	\$ 1,815.37	1	EACH	\$ 1,815.37		1	EACH	\$ 1,815.37
29	2501.515	15" RC PIPE APRON	\$ 270.49	1	EACH	\$ 270.49		1	EACH	\$ 270.49
30	2501.515	18" CS PIPE APRON	\$ 301.31	2	EACH	\$ 602.62		1	EACH	\$ 301.31
31	2501.515	24" CS PIPE APRON	\$ 301.31	2	EACH	\$ 602.62		1	EACH	\$ 301.31
32	2501.602	12" PIPE APRON	\$ 254.40	4	EACH	\$ 1,054.24		4	EACH	\$ 1,054.24
33	2501.602	15" PIPE APRON	\$ 263.56	1	EACH	\$ 263.56				
34	2501.602	TRASH GUARD FOR 18" PIPE APRON	\$ 362.83	1	EACH	\$ 362.83				
35	2501.602	TRASH GUARD FOR 24" PIPE APRON	\$ 325.03	1	EACH	\$ 325.03				
36	2501.603	15" PIPE CULVERT	\$ 70.50	68	LN FT	\$ 2,086.24		91.5	LN FT	\$ 2,807.22
37	2502.541	15" PERF PVC PIPE DRAIN	\$ 30.88	32	LN FT	\$ 2,249.60		32	LN FT	\$ 2,249.60
38	2503.602	CONNECT TO EXISTING STORM SEWER (CULVERT)	\$ 187.50	4	EACH	\$ 750.00		4	EACH	\$ 750.00
39	2503.603	12" PIPE SEWER (STORM)	\$ 18.32	351	LN FT	\$ 6,430.32		356	LN FT	\$ 6,521.92
40	2504.602	ADJUST GATE VALVE & BOX	\$ 150.00	2	EACH	\$ 300.00		1	EACH	\$ 150.00
41	2504.602	CONNECT TO EXISTING WATERMAIN	\$ 603.00	1	EACH	\$ 603.00		1	EACH	\$ 603.00
42	2504.602	HYDRANT	\$ 3,412.54	1	EACH	\$ 3,412.54		1	EACH	\$ 3,412.54
43	2504.602	5" GATE VALVE & BOX	\$ 1,282.95	1	EACH	\$ 1,282.95		1	EACH	\$ 1,282.95
44	2504.603	5" WATERMAIN	\$ 38.47	72	LN FT	\$ 2,769.96		5	LN FT	\$ 192.35
45	2504.608	WATERMAIN FITTINGS (COMPACT)	\$ 7.45	72	POUND	\$ 536.40		72	POUND	\$ 536.40
46	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	\$ 400.00	9	LN FT	\$ 3,600.00				
47	2506.501	CONST DRAINAGE STRUCTURE DESIGN SPEC 1 (PVC)	\$ 639.82	9	LN FT	\$ 5,758.38		8	LN FT	\$ 5,112.16
48	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	\$ 345.84	8.6	LN FT	\$ 2,972.72		7	LN FT	\$ 2,441.88
49	2506.516	CASTING ASSEMBLY, STORM SEWER (GRATE FOR PVC STRUCTURE)	\$ 50.00	3	EACH	\$ 150.00		3	EACH	\$ 150.00
50	2506.516	CASTING ASSEMBLY, STORM SEWER (GRATE FOR PVC STRUCTURE)	\$ 740.00	2	EACH	\$ 1,480.00		2	EACH	\$ 1,480.00
51	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	\$ 330.00	5	EACH	\$ 1,650.00		3	EACH	\$ 990.00
52	2511.501	RANDOM RIPRAP CLASS III (GRANITE)	\$ 133.33	6	CU YD	\$ 799.98		6	CU YD	\$ 799.98
53	2521.501	5" CONCRETE WALK	\$ 4.22	3304	SO FT	\$ 13,876.80		469	SO FT	\$ 1,969.80
54	2531.501	CONCRETE CURB & GUTTER DESIGN B418	\$ 19.50	140	LN FT	\$ 2,730.00		101	LN FT	\$ 1,969.50
55	2531.501	CONCRETE CURB & GUTTER DESIGN B618	\$ 19.75	128	LN FT	\$ 2,528.00		115	LN FT	\$ 2,271.25

ITEM NO.	MNDOT SPEC.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY		QUANTITY	
				QUANTITY	AMOUNT	PREVIOUS ESTIMATE	COMPLETED TO DATE		
56	2531.507	7- CONCRETE DRIVEWAY PAVEMENT	\$ 50.00	46	\$ 2,300.00	-	-	46	\$ 2,300.00
57	2531.618	TRUNCATED DOWNS	\$ 35.00	132	\$ 4,620.00	-	-	24	\$ 840.00
58	2557.603	FENCE DESIGN SPECIAL (SAFETY RAIL)	\$ 71.79	195	\$ 13,999.05	-	-	-	\$ -
59	2563.601	TRAFFIC CONTROL	\$ 1,000.00	1	\$ 1,000.00	-	-	0.75	\$ 750.00
60	2564.531	SIGN PANELS TYPE C (INCLUDES POST)	\$ 44.50	41.44	\$ 1,844.08	-	-	-	\$ -
61	2564.502	RELOCATE SIGN	\$ 100.00	6	\$ 600.00	-	-	-	\$ -
62	2573.502	SILT FENCE, TYPE MACHINE SLICED	\$ 2.00	1210	\$ 2,420.00	-	-	1320.00	\$ 2,640.00
63	2573.502	STORM DRAIN INLET PROTECTION	\$ 85.00	5	\$ 425.00	-	-	-	\$ -
64	2573.54	FILTER LOG TYPE STRAW BIOROLL (6'-7')	\$ 2.50	207	\$ 517.50	-	-	34	\$ 85.00
65	2573.55	EROSION CONTROL SUPERVISOR	\$ 200.00	1	\$ 200.00	-	-	1	\$ 200.00
66	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE SEEDING	\$ 300.00	11	\$ 3,300.00	-	-	-	\$ -
67	2575.501	SEED MIXTURE 240	\$ 1,200.00	1.81	\$ 2,172.00	-	-	-	\$ -
68	2575.502	SEED MIXTURE 260	\$ 2.00	164	\$ 328.00	-	-	-	\$ -
69	2575.502	EROSION CONTROL BLANKETS CATEGORY 1	\$ 2.25	71	\$ 159.75	-	-	-	\$ -
70	2575.502	FERTILIZER TYPE 1	\$ 1.00	3436	\$ 3,436.00	-	-	-	\$ -
71	2575.502	HYDRAULIC SOIL STABILIZER, TYPE 1	\$ 0.50	369	\$ 184.50	-	-	-	\$ -
72	2575.56	4" SOLID LINE WHITE - EPOXY	\$ 1.10	9850	\$ 4,235.00	-	-	-	\$ -
73	2582.502	CROSSWALK MARKING - EPOXY	\$ 3.00	254	\$ 762.00	-	-	-	\$ -
74	2582.503	CROSSWALK MARKING - EPOXY	\$ 4.20	720	\$ 3,024.00	-	-	-	\$ -
SUBTOTAL (SECTION A) =					\$ 250,443.85		\$ -		\$ 157,570.96

ITEM NO.	M/N/P/OT SPEC.	DESCRIPTION	UNIT	PRICE	ESTIMATED		QUANTITY		QUANTITY COMPLETED TO DATE	
					QUANTITY	AMOUNT	PREVIOUS ESTIMATE			
SECTION B: SCHOOL SEGMENTS										
1	2021.501	MOBILIZATION		\$	2,000.00					
2	2104.501	REMOVE FENCE (CHAIN LINK)	LUMP SUM	\$	2,000.00					
3	2104.501	REMOVE CONCRETE CURB (RIBBON)	LN FT	\$	1,251.00				291.00	
4	2104.501	REMOVE CURB AND GUTTER	LN FT	\$	483.00				70.00	
5	2104.505	REMOVE BITUMINOUS PAVEMENT	LN FT	\$	77.00				6.00	
6	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LN FT	\$	363.00				70.00	
7	2104.602	RELOCATE STREET LIGHT	SO YD	\$	732.50				145.00	
8	2105.501	COMMON EXCAVATION (P)	EACH	\$	2,300.00				1.00	
9	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	\$	3,930.00				393.00	
10	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	\$	320.00					
11	2105.523	TOPSOIL BORROW (LV)	CU YD	\$	699.20					
12	2105.604	GEOTEXTILE FABRIC TYPE V	CU YD	\$	1,980.00					
13	2123.501	COMMON LABORERS	SO YD	\$	150.00					
14	2123.507	1.5 CU YD SHOVEL	SO YD	\$	450.00					
15	2123.509	DOZER	HOUR	\$	520.00					
16	2123.51	12 CU YD TRUCK	HOUR	\$	320.00					
17	2123.51	SKID LOADER	HOUR	\$	400.00					
18	2211.503	AGGREGATE BASE CLASS 5 (CV) (P)	CU YD	\$	5,938.32				299	
19	2231.604	BITUMINOUS PATCH -PARKING LOT RESTORATION	CU YD	\$	300.00					
20	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2B)	SO YD	\$	12,150.00				189	
21	2521.501	5" CONCRETE WALK	TON	\$	1,373.40				643	
22	2531.501	CONCRETE CURB & GUTTER DESIGN B618	SO FT	\$	395.00				36	
23	2531.502	CONCRETE CURB DESIGN SPECIAL	LN FT	\$	1,875.00				70	
24	2531.618	TRUNCATED DOWNS	LN FT	\$	2,940.00				40	
25	2545.523	2" NON-METALLIC CONDUIT (INCLUDES WIRING)	LN FT	\$	2,400.65				26	
26	2545.553	HANDHOLE	EACH	\$	850.00				1	
27	2557.603	CHAIN LINK SAFETY FENCE (6-FOOT, ALUMINIZED)	LN FT	\$	5,305.41					
28	2563.901	TRAFFIC CONTROL	LN FT	\$	500.00					
29	2564.531	SIGN PANELS TYPE C (INCLUDES POST)	LUMP SUM	\$	1,452.04				1.00	
30	2564.602	RELOCATE SIGN	SO FT	\$	100.00					
31	2573.502	SILT FENCE, TYPE MACHINE SLICED	EACH	\$	100.00				280	
32	2573.54	FILTER LOG TYPE STRAW BIOROLL (6'-7')	LN FT	\$	650.00					
33	2573.55	EROSION CONTROL SUPERVISOR	LN FT	\$	60.00					
34	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	LUMP SUM	\$	100.00				1.00	
35	2575.501	SEEDING	EACH	\$	1,200.00					
36	2575.502	SEED MIXTURE 280	ACRE	\$	636.00					
37	2575.523	EROSION CONTROL BLANKETS CATEGORY 1	ACRE	\$	182.25					
38	2575.532	FERTILIZER TYPE 1	SO YD	\$	128.00					
39	2575.56	HYDRAULIC SOIL STABILIZER, TYPE 8	POUND	\$	53.00					
40	2582.502	8" SOLID LINE WHITE - EPOXY	POUND	\$	1,925.00					
41	2582.503	CROSSWALK MARKING - EPOXY	LN FT	\$	690.00					
			SO FT	\$	378.00					
SUBTOTAL (SECTION B) =				\$	57,857.77				\$	41,107.86
TOTAL (SECTION A + SECTION B) =				\$	308,301.62				\$	198,678.82

**CONTRACT FOR SCHOOL LIAISON OFFICERS
FOR INDEPENDENT SCHOOL DISTRICT 15
ST. FRANCIS, MINNESOTA**

THIS CONTRACT by and between the City of St. Francis (hereafter referred to as "City") Anoka County, Minnesota and Independent School District 15, (hereafter referred to as "District") Anoka County, Minnesota, is entered into under and by virtue of Minnesota Statutes, Section 471.59 and Section 123B.02.

1. OFFICER EMPLOYED BY CITY. The City shall provide law enforcement services to the District through the use of police officers who will serve as School Liaison Officers ("Officers"). The Officers will be employed by the City and the City shall assume all obligations with regard to worker's compensation, PERA, withholding taxes, insurance and other employment related obligations. The District will not be considered the employer of the officers for any purpose.

2. TERM OF CONTRACT. This contract shall be effective for fiscal year 2011-2012 beginning on September 6, 2011. The City will provide two Officers for 156 days of the 170 day School year for a total of 3,120 hours.

3. ADMINISTRATIVE RESPONSIBILITIES. Law enforcement services rendered to the District shall be at the sole direction of the City Council. Standards of performance, discipline of the Officers assigned and other internal matter, shall be under authority of the Chief of Police of the City. The District shall provide the City with an appraisal of the police liaison service received. This will be done at least annually and will result from a program review conducted by the District's staff.

4. LEVEL OF SERVICE. The City Officers will provide law enforcement service coverage in the High School and priority coverage, including travel time, to be split

between the Middle School and Crossroads. These services (in the High School and priority coverage for the Middle School and Crossroads) will consist of officers remaining available and responding to service needs pursuant to this contract that shall only be secondary to the officers greater priority to respond to emergency calls, attend police training and special duties as assigned by the Chief of Police of the City that remove this priority service. The Police Department will provide additional coverage for events that happen outside of normal school hours, such as athletic events, dances at the rate of \$55.00/hour. Reimbursement for additional time will be invoiced separately as it occurs.

5. DUTIES OF OFFICER. Basic duties of the officer shall be set forth in a job description provided to School Officials by the Chief of Police of the City. The Police Chief and School officials will also meet annually to discuss expectations for officers. In addition, police liaison services for Crossroads School and Vocational Center shall include identified services for students with special needs, eligible under the individuals with Disabilities Education Act (IDEA).

6. CLOTHING, EQUIPMENT AND SUPPLIES. The Officers assigned to the schools shall be dress in appropriate plain clothes. The City shall provide required clothing, uniforms, vehicle, necessary equipment and supplies for Officers to perform law enforcement duties. The District shall provide an office in the High School that has a telephone, Internet access and supplies necessary for the Officer to perform required duties as specified in paragraph 5 of the Contract. The District shall provide an office to be utilized in the Middle School and Crossroads, which includes a telephone, Internet access and necessary supplies for the Officer assigned, to perform his duties.

7. SCHOOL CALENDAR. The District shall provide the City's Police Department with a school calendar on an annual basis.

8. TERMINATION. This agreement shall remain in full force and effect from the date hereof unless terminated by either party upon ninety (90) days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.

9. DURATION AND COST. For and in consideration of the provision of police service in accordance with the terms of this Contract, the District shall pay the City the sum of One Hundred Thirty Two Thousand, Six Hundred Thirty One Dollars (\$132,631.00) in fiscal year 2011-2012. Payment shall be made on a quarterly basis.

10. FUNDING LOSS TERMINATION OPTION. In accordance with Minnesota Statute 465.71 the District may elect to cancel this contract if budgeted funds are not available to continue the service in this manner.

11. SCOPE. It is agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF ST. FRANCIS

By: _____

Title: _____

By: _____

Title: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 15

By: Amy Kelley

Title: 8/22/11

By: Joseph A. Hoag

Title: clerk

Dated: 8/22/11

AGENDA REPORT

TO: City Administrator

FROM: Dean Kapler, Fire Chief

SUBJECT: Application of FEMA AFG (Aid to Firefighters Grant)

DATE: September 6, 2011

INTRODUCTION

For the 2011/2012 grant year \$405,000,000 will be dispersed. Fire Department staff has met and has identified replacement SCBA's (Self Contained Breathing Apparatus) as the most needed resource for the dept. through this grant. Although current equipment is in satisfactory condition, with several units in need of repair and the age of units getting to the level of concern, it's time to begin planning on replacement.

BACKGROUND

There is no cost to make application for grants. If awarded a grant, St Francis with its population fewer than 20,000 would be responsible for 5% of the grant amount. Staff has not begun the research of cost of replacement SCBA's but an estimate may be in the amount of \$80,000-\$100,000 which in turn would require a match of \$4000-\$5000.

RECOMMENDATION

Authorize staff to make application for the AFG grants. It should be noted that a community can turn down an award of funding at a later date.

BUDGET IMPACT

If St Francis is not awarded a grant there is no budget impact. In the event of an award the grant match could be taken from the CIP Equipment Transfer account (590) and transferred to an operating line item such as Small Equipment (237) Again in the example above if the award was \$80,000-\$100,000 the required match would be \$4000-\$5000.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

AGENDA REPORT

TO: City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Duty Officer Response by Fire Department
DATE: September 6, 2011

INTRODUCTION

Many Fire Departments within Anoka County utilize a Duty Officer for different responses to their communities. St Francis Fire is prepared to implement a Duty Officer response on a trial basis. With Council approval, FD would begin responding with a Duty Officer from 6pm until 6am on weekdays and 24 hours on weekends. Staff believes this system will better manage Fire Department resources while continuing to provide adequate service to the community.

BACKGROUND

The object of the Duty Officer response is basically two fold.

- 1) Duty Officer would respond to lower priority calls as an individual. Types of calls would include: Carbon Monoxide Alarms without illness, Illegal Burns, Fire Alarms (less flow alarms or smoke showing/smell of smoke), and calls for information from county dispatch.
- 2) Duty Officer would also respond directly to the scene of more critical responses. The purpose of this response would be to assess situation, work with Police to assure safety of the scene and incoming units, notify incoming units of any pertinent issues, hold some or all units in quarters depending on situation, or call for additional resources from other communities if needed.

Duty Officers would keep their personal turnout gear in the dept vehicle, and bring the vehicle home with them during their assigned week.

Staff is recommending Fire Officers serving as Duty Officers receive a \$10/day payment during their service week. During the weekend the Duty Officer would also serve on the rescue response. In this case they would receive the \$20/day payment and nothing in addition for the Duty Officer response.

RECOMMENDATION

Staff recommends Council authorize the Fire Department to implement a Duty Officer program to begin Sept 14, 2011 and continue until March 14th. At that time a review would be completed and shared with council as to whether or not to continue with the program.

BUDGET IMPACT

Cost of the program would be \$50/week for staff payroll, along with some fuel cost for the Duty Officer vehicle (former Chief's vehicle) Savings from the single person response vs. entire dept. should offset the costs plus provide additional savings in an on-going manner. Exact figures are difficult to calculate as this program is activity driven.

Attachments:

1. None



PAYMENT BATCH AP 09-06-11

AIRGAS NORTH CENTRAL

08/10/2011	105569109	E 101-43100-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	25.47
08/10/2011	105569109	E 101-43210-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	25.47
08/10/2011	105569109	E 101-45200-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	25.47
08/10/2011	105569109	E 601-49440-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	25.47
08/10/2011	105569109	E 602-49490-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	25.46
					\$127.34

AMERICAN WATER WORKS ASSN.

08/01/2011	7000373441	E 601-49440-433	Dues and Subscriptions	MEMBERSHIP DUES 11/1/11 - 10	310.00
					\$310.00

AMERIPRIDE LINEN & APPAREL SER

08/18/2011	1000921164	E 609-49750-219	Rug Maintenance	RUG MAINT	46.23
08/25/2011	1000927144	E 101-41940-219	Rug Maintenance	RUGS	48.74
					\$94.97

ANOKA COUNTY

08/15/2011	081511	E 101-42110-311	Contract	SHARED 2ND QTR COSTS	367.51
					\$367.51

ANOKA COUNTY CENTRAL COMM.

08/12/2011	2011-367	E 101-42110-321	Telephone	JULY WIRELESS	156.12
					\$156.12

ASPEN MILLS

08/11/2011	111306	E 101-42110-437	Uniform Allowance	LARSON	430.38
08/24/2011	111719	E 101-42110-104	Reserves	SINCLAIR-UNIFORMS	69.90
					\$500.28

ASSURANT EMPLOYEE BENEFITS

08/22/2011	5447229.0911	E 101-41400-130	Employer Paid Insurance	SEPTEMBER 2011	127.53
08/22/2011	5447229.0911	E 101-41500-130	Employer Paid Insurance	SEPTEMBER 2011	46.91
08/22/2011	5447229.0911	E 101-42110-130	Employer Paid Insurance	SEPTEMBER 2011	503.08
08/22/2011	5447229.0911	E 101-43100-130	Employer Paid Insurance	SEPTEMBER 2011	71.52
08/22/2011	5447229.0911	E 101-43210-130	Employer Paid Insurance	SEPTEMBER 2011	15.89
08/22/2011	5447229.0911	E 101-45200-130	Employer Paid Insurance	SEPTEMBER 2011	71.52
08/22/2011	5447229.0911	E 601-49440-130	Employer Paid Insurance	SEPTEMBER 2011	80.30
08/22/2011	5447229.0911	E 602-49490-130	Employer Paid Insurance	SEPTEMBER 2011	80.30
08/22/2011	5447229.0911	E 609-49750-130	Employer Paid Insurance	SEPTEMBER 2011	80.23
					\$1,077.28

B&B PRODUCTS / RIGS & SQUADS

08/09/2011	3573	E 101-42110-221	Vehicle Repair & Maintenance	TAHOE	296.32
					\$296.32

BELLBOY CORPORATION

08/15/2011	85618600	E 609-49751-206	Freight and Fuel Charges	MISC	11.04
08/15/2011	85618600	E 609-49751-254	Miscellaneous Merchandise	MISC	273.48
					<hr/>
					\$284.52

BERNICK COMPANIES, THE

08/12/2011	66001	E 609-49751-252	Beer For Resale	BEER	123.00
					<hr/>
					\$123.00

BGS (BARNA GUZY)

07/31/2011	85901	E 101-43100-441	Miscellaneous	P.A. HWY 47 AUTO PARTS INC	1,599.00
					<hr/>
					\$1,599.00

BIRCHWOOD CONSTRUCTION

08/31/2011	239	E 609-49750-401	Repairs/Maint Buildings	ROOF REPAIR	17,700.00
					<hr/>
					\$17,700.00

BRAUN INTERTECCORPORATION

08/19/2011	338496	E 101-43100-406	Asphalt Repair & Maint	239TH STREET	2,454.50
08/19/2011	338497	E 101-43100-406	Asphalt Repair & Maint	CH PARKING LOT CORES	250.00
08/19/2011	338668	E 402-41940-520	C-O-L Building & Structures	PW/PS BUILDING	8,991.00
					<hr/>
					\$11,695.50

CABLING SERVICES CORP

08/18/2011	12669	E 601-49440-310	Computer Consulting Fees	PHONE SUPPORT	53.44
					<hr/>
					\$53.44

CENTERPOINT ENERGY

08/17/2011	59339160-7.0811	E 101-43100-383	Gas Utilities	3518 BRIDGE ST	17.80
08/17/2011	5939160-7.0811	E 101-45200-383	Gas Utilities	3518 BRIDGE ST	17.80
08/17/2011	5944643-5.0811	E 609-49750-383	Gas Utilities	23307 ST FRANCIE BLVD	19.28
08/17/2011	5945449-6.0811	E 101-42210-383	Gas Utilities	3740 BRIDGE ST	38.96
08/17/2011	5945449-6.0811	E 101-42210-383	Gas Utilities	3740 BRIDGE ST	16.70
08/17/2011	5963820-5.0811	E 101-45200-383	Gas Utilities	WARMING HOUSE	19.28
08/17/2011	6002544-2.0811	E 601-49440-383	Gas Utilities	4020 ST FRANCIS BLVD	6.43
08/17/2011	6002544-2.0811	E 602-49490-383	Gas Utilities	4020 ST FRANCIS BLVD	6.43
08/17/2011	6002548-3.0811	E 602-49490-383	Gas Utilities	WWTP	46.78
08/17/2011	6886465-1.0811	E 101-41940-383	Gas Utilities	23340 CREE ST #1	12.86
08/17/2011	6886472-7.0811	E 101-41940-383	Gas Utilities	23340 CREE ST #3	12.86
08/17/2011	6886475-0.0811	E 101-41940-383	Gas Utilities	23340 CREE ST #4	12.86
08/17/2011	6886485-5.0811	E 101-41940-383	Gas Utilities	23340 CREE ST #2	12.86
08/17/2011	7900331-5.0811	E 601-49440-383	Gas Utilities	WATER	46.06
08/17/2011	8964221-9.0811	E 602-49490-383	Gas Utilities	LIFT STATION	49.01
					<hr/>
					\$335.97

CHISAGO LAKES DISTRIBUTING CO.

08/15/2011	452520	E 609-49751-252	Beer For Resale	BEER	529.60
08/15/2011	452521	E 609-49751-254	Miscellaneous Merchandise	MISC	20.50
08/29/2011	453616	E 609-49751-252	Beer For Resale	BEER	311.60
					<hr/>
					\$861.70

CLASSIC CONSTRUCTION

08/23/2011	12893	E 101-43100-401	Repairs/Maint Buildings	MOVE CARGO CONTAINER	103.75
08/23/2011	12893	E 101-45200-401	Repairs/Maint Buildings	MOVE CARGO CONTAINER	103.75
08/23/2011	12893	E 601-49440-401	Repairs/Maint Buildings	MOVE CARGO CONTAINER	103.75

08/23/2011	12893	E 602-49490-401	Repairs/Maint Buildings	MOVE CARGO CONTAINER	103.75
					<u>\$415.00</u>

COCA COLA REFRESHMENTS

08/15/2011	0168183010	E 609-49751-254	Miscellaneous Merchandise	MISC	343.40
08/29/2011	0178096113	E 609-49751-254	Miscellaneous Merchandise	MISC	687.80
					<u>\$1,031.20</u>

COLONIAL INSURANCE

08/25/2011	7129661-0905191	G 101-21710	Other Deductions	MONTHLY PREMIUM	297.08
					<u>\$297.08</u>

CONNEXUS ENERGY

08/22/2011		E 101-43100-381	Electric Utilities	ELECTRIC	0.00
08/22/2011	178511-0811	E 609-49750-381	Electric Utilities	LIQUOR	1,278.08
08/22/2011	178586.0811	E 101-43100-381	Electric Utilities	2518 BRIDGE ST	16.16
08/22/2011	178586.0811	E 101-45200-381	Electric Utilities	3518 BRIDGE ST	16.16
08/22/2011	178832.0811	E 601-49440-381	Electric Utilities	PUBLIC WORKS	89.25
08/22/2011	178832.0811	E 602-49490-381	Electric Utilities	PUBLIC WORKS	89.26
08/22/2011	237580.0811	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
08/22/2011	237584.0811	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.34
08/22/2011	242519.0811	E 101-42110-381	Electric Utilities	POLICE/FIRE	251.37
08/22/2011	242519.0811	E 101-42210-381	Electric Utilities	POLICE FIRE	586.54
08/22/2011	298392.0811	E 101-41940-381	Electric Utilities	CITY HALL	364.61
08/22/2011	298393.0811	E 602-49451-381	Electric Utilities	LIFT STATIONS	4,921.17
08/22/2011	298394.0811	E 101-45200-381	Electric Utilities	PARK	340.48
08/22/2011	298395.0811	E 601-49440-380	Electric-System	WATER	4,267.99
08/22/2011	298396.0811	E 101-43100-386	Street Lighting	STREET LIGHTS	3,404.70
08/22/2011	301895.0811	E 101-41940-381	Electric Utilities	SIGN	85.45
08/22/2011	302269.0811	E 602-49451-381	Electric Utilities	LIFT STATION	202.94
					<u>\$15,924.84</u>

CONSTRUCTION & GENERAL

08/23/2011	082311	G 101-21707	Union Dues	MAINAT UNION DUES - SEPTEMBER	216.00
					<u>\$216.00</u>

COUNTY MARKET - CITY ACCOUNT

08/01/2011	0224.0711	E 101-42210-212	Motor Fuels	FUEL	410.10
08/01/2011	0224.0711	E 101-45200-212	Motor Fuels	FUEL	364.96
08/01/2011	0227.0711	E 101-45200-212	Motor Fuels	FUEL	283.14
					<u>\$1,058.20</u>

COURIER, THE

08/10/2011	36295	E 230-49990-441	Miscellaneous	PIONEER DAYS POSTERS/BOOKS	139.75
					<u>\$139.75</u>

CRYSTAL SPRINGS ICE

08/13/2011	24716	E 609-49751-254	Miscellaneous Merchandise	ICE	133.60
08/16/2011	24752	E 609-49751-254	Miscellaneous Merchandise	ICE	88.00
08/20/2011	24830	E 609-49751-254	Miscellaneous Merchandise	ICE	143.20
08/23/2011	24872	E 609-49751-254	Miscellaneous Merchandise	ICE	103.20
08/27/2011	24941	E 609-49751-254	Miscellaneous Merchandise	ICE	182.50
					<u>\$650.50</u>

DAHLHEIMER DIST. CO. INC.

08/17/2011	60140	E 609-49751-252	Beer For Resale	BEER	10,660.76
08/17/2011	60140	E 609-49751-254	Miscellaneous Merchandise	MISC	220.00
08/24/2011	60958	E 609-49751-252	Beer For Resale	BEER	6,826.70
08/24/2011	60958	E 609-49751-254	Miscellaneous Merchandise	MISC	296.00
					\$18,003.46

DAY DISTRIBUTING CO.

08/19/2011	614236	E 609-49751-252	Beer For Resale	BEER	2,154.55
08/19/2011	614236	E 609-49751-255	N/A Products	N/A	36.80
					\$2,191.35

DELTA DENTAL

08/15/2011	4676391	G 101-21710	Other Deductions	SEPTEMBER 2011 PREMIUM	215.73
					\$215.73

DEPT OF PUBLIC SAFETY

07/28/2011	215001L	E 101-42110-311	Contract	CONNECT/OPERATING CHARGE	270.00
					\$270.00

EAGLE GARAGE DOOR CO.

08/12/2011	3158	E 101-42110-401	Repairs/Maint Buildings	FIX GARAGE DOOR @ PD	150.00
					\$150.00

ECM PUBLISHERS, INC.

08/12/2011	IQ001788306	E 101-41400-351	Legal Notices Publishing	LEGAL NOTICE N SPARKS	41.00
					\$41.00

ELITE SANITATION

08/24/2011	20104	E 101-45200-402	Janitorial Service	TOILET RENTAL	541.91
					\$541.91

EMBEDDED SYSTEMS

08/12/2011	32810	E 101-42110-218	Equipment Repair & Maintenance	INSTALL NEW RADIO	886.90
					\$886.90

EXTREME BEVERAGE

08/26/2011	W-417258	E 609-49751-254	Miscellaneous Merchandise	MISC	315.00
					\$315.00

F.I.R.E.

04/10/2011	08659	E 101-42210-208	Training and Instruction	ASBESTOS INSPECTION	450.00
08/10/2011	08764	E 101-42210-208	Training and Instruction	PUMP MAKE UP	300.00
					\$750.00

FISCHER, BRIAN

08/11/2011	081111	G 101-20820	Surcharge Payable	PARTIAL RE-ROOF	5.00
08/11/2011	081111	R 101-32210	Building Permits	PARTIAL RE-ROOF	75.00
					\$80.00

G&K SERVICES, INC

08/19/2011	1043787415	E 602-49490-402	Janitorial Service	TOWELS	54.11
08/26/2011	1043792204	E 601-49440-402	Janitorial Service	MATS	86.11
					\$140.22

GE CAPITAL INFORMATION

08/07/2011	56057642	E 101-42110-218	Equipment Repair & Maintenance	RICOH COPIER	249.82
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\$249.82

GERDIN AUTO SERVICE, INC.

08/09/2011	58361	E 208-42110-436	Towing Charges	1993 HONDA CIVIC	149.98
					<hr/>
					\$149.98

GRANITE CITY JOBBING CO.

08/16/2011	692291	E 609-49750-210	Operating Supplies	OPERATING	29.58
08/16/2011	692291	E 609-49751-206	Freight and Fuel Charges	FREIG	4.25
08/16/2011	692291	E 609-49751-254	Miscellaneous Merchandise	MISC	35.86
08/16/2011	692291	E 609-49751-256	Tobacco Products For Resale	TOBACCO	923.58
08/16/2011	692291	G 101-20810	Sales Tax Payable	USE TAX	(0.78)
08/23/2011	693105	E 609-49750-210	Operating Supplies	OPERATING	114.53
08/23/2011	693105	E 609-49751-206	Freight and Fuel Charges	OPERATING, MISC	4.25
08/23/2011	693105	E 609-49751-254	Miscellaneous Merchandise	MISC	89.19
08/23/2011	693105	E 609-49751-256	Tobacco Products For Resale	TOBACCO	938.41
08/23/2011	693105	G 101-20810	Sales Tax Payable	SALES TAX	(0.78)
					<hr/>
					\$2,138.09

HAWKINS, INC.

08/15/2011	3254384	E 602-49451-216	Chemicals and Chem Products	CHLORIDE	1,452.75
08/22/2011	3256401	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	4,216.70
					<hr/>
					\$5,669.45

HENNEN, LEE

08/09/2011	080911	E 101-42110-441	Miscellaneous	DAMAGE BY SQUAD CAR	299.00
					<hr/>
					\$299.00

INNOVATIVE OFFICE SOLUTIONS, L

08/10/2011	WO-10707238-1	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	18.04
08/10/2011	WO-10707447-1	E 101-41110-441	Miscellaneous	CITY COUNCIL	5.45
08/10/2011	WO-10707656-1	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	7.80
08/10/2011	WO-10707877-1	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	8.18
08/16/2011	WO-10718705-1	E 101-41400-200	Office Supplies	OFFICE CLEANING SUPPLIES	45.68
08/24/2011	WO-10736797-1	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	46.15
08/25/2011	WO-10739578-1	E 101-41400-200	Office Supplies	SUPPLIES	33.93
					<hr/>
					\$165.23

JOHNSON BROS WHLSE LIQUOR

08/11/2011	506259	E 609-49751-206	Freight and Fuel Charges	CREDIT	(110.25)
08/11/2011	506259	E 609-49751-251	Liquor For Resale	CREDIT	(2,730.25)
08/17/2011	1118073	E 609-49751-206	Freight and Fuel Charges	LIQUOR	48.76
08/17/2011	1118073	E 609-49751-251	Liquor For Resale	LIQUOR	5,006.92
08/17/2011	1118074	E 609-49751-206	Freight and Fuel Charges	WINE	23.52
08/17/2011	1118074	E 609-49751-253	Wine For Resale	WINE	570.20
08/17/2011	1118075	E 609-49751-206	Freight and Fuel Charges	BEER	14.70
08/17/2011	1118075	E 609-49751-252	Beer For Resale	BEER	100.00
08/24/2011	1122741	E 609-49751-206	Freight and Fuel Charges	LIQUOR	54.64
08/24/2011	1122741	E 609-49751-251	Liquor For Resale	LIQUOR	4,595.33
08/24/2011	1122742	E 609-49751-206	Freight and Fuel Charges	WINE	30.87
08/24/2011	1122742	E 609-49751-253	Wine For Resale	WINE	926.93
08/24/2011	1122743	E 609-49751-206	Freight and Fuel Charges	WINE	14.70
08/24/2011	1122743	E 609-49751-253	Wine For Resale	WINE	209.90

08/25/2011	507816	E 609-49751-206	Freight and Fuel Charges	CREDIT	(2.94)
08/25/2011	507816	E 609-49751-253	Wine For Resale	CREDIT	(73.59)
					\$8,679.44

KIMS KLEANING

08/28/2011	1849	E 101-41940-402	Janitorial Service	CLEANING	320.64
08/28/2011	1850	E 601-49440-402	Janitorial Service	CLEANING	213.76
08/28/2011	1851	E 101-45000-402	Janitorial Service	CLEANING	85.51
08/28/2011	1852	E 101-43100-402	Janitorial Service	CLEANING	213.76
08/28/2011	1853	E 101-42210-402	Janitorial Service	CLEANING	171.01
08/28/2011	1854	E 101-42110-402	Janitorial Service	CLEANING	577.16
					\$1,581.84

LAW ENFORCEMENT LABOR SVCS.

08/23/2011	082311	G 101-21707	Union Dues	POLICE UNION DUES - SEPTEMI	323.82
					\$323.82

LIND, KATHY

08/24/2011	082411	E 101-41400-200	Office Supplies	DIGITAL HEADSETS	107.11
					\$107.11

MCDONALD DIST CO.

08/18/2011	280251	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
08/18/2011	280251	E 609-49751-252	Beer For Resale	BEER	7,016.75
08/18/2011	280252	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
08/18/2011	280252	E 609-49751-255	N/A Products	N/A	59.50
08/19/2011	280306	E 609-49751-252	Beer For Resale	BEER	213.00
08/25/2011	280831	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
08/25/2011	280831	E 609-49751-252	Beer For Resale	BEER	8,344.25
08/25/2011	280832	E 609-49751-255	N/A Products	N/A	59.50
					\$15,733.00

METRO FIRE

08/09/2011	41739	E 101-42210-437	Uniform Allowance	DEFENDER HELMET	192.03
08/16/2011	41787	E 101-42210-437	Uniform Allowance	DEFENDER HELMET	560.09
					\$752.12

MN HWY SAFETY & RESEARCH CENT.

08/15/2011	629430-2527	E 101-42110-208	Training and Instruction	DRIVING CLASS	1,544.00
					\$1,544.00

MN NCPERS LIFE INSURANCE

08/23/2011	7334911	G 101-21710	Other Deductions	PREMIUM 9/2011	48.00
					\$48.00

MY ALARM CENTER

09/01/2011	350012	E 609-49750-445	Security	MONITORING 9/1 - 9/30	27.79
					\$27.79

NORTH STAR GLASS

08/22/2011	63736	E 101-45200-401	Repairs/Maint Buildings	WARMING HOUSE	225.34
					\$225.34

OLSON POWER AND EQUIPMENT, INC

07/25/2011	72841	E 101-43100-218	Equipment Repair & Maintenance	VOLT METER	38.55
07/25/2011	72841	E 101-45200-218	Equipment Repair & Maintenance	VOLT METER	38.55

07/25/2011	72841	E 601-49440-228	Equipment Maintenance	VOLT METER	38.55
07/25/2011	72841	E 602-49490-228	Equipment Maintenance	VOLT METER	38.54
					\$154.19

OPUS 21					
08/15/2011	110726	E 601-49440-382	Utility Billing	JULY BILLINGS	1,413.05
08/15/2011	110726	E 602-49490-382	Utility Billing	JULY BILLINGS	1,413.05
					\$2,826.10

PAUSTIS & SONS					
08/22/2011	8316200-IN	E 609-49751-206	Freight and Fuel Charges	WINE	8.75
08/22/2011	8316200-IN	E 609-49751-253	Wine For Resale	WINE	451.01
					\$459.76

PHILLIPS WINE & SPIRITS CO.					
08/11/2011	3464683	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
08/11/2011	3464683	E 609-49751-251	Liquor For Resale	CREDIT	(148.00)
08/17/2011	2112289	E 609-49751-206	Freight and Fuel Charges	LIQUOR	34.43
08/17/2011	2112289	E 609-49751-251	Liquor For Resale	LIQUOR	2,870.93
08/17/2011	2112290	E 609-49751-206	Freight and Fuel Charges	WINE	10.29
08/17/2011	2112290	E 609-49751-253	Wine For Resale	WINE	299.30
08/24/2011	2115578	E 609-49751-206	Freight and Fuel Charges	LIQUOR	52.92
08/24/2011	2115578	E 609-49751-251	Liquor For Resale	LIQUOR	3,506.23
08/24/2011	2115579	E 609-49751-206	Freight and Fuel Charges	WINE	11.76
08/24/2011	2115579	E 609-49751-253	Wine For Resale	WINE	347.10
08/24/2011	2115580	E 609-49751-206	Freight and Fuel Charges	MISC	2.94
08/24/2011	2115580	E 609-49751-254	Miscellaneous Merchandise	MISC	75.94
08/25/2011	3465439	E 609-49751-206	Freight and Fuel Charges	CREDIT	(2.94)
08/25/2011	3465439	E 609-49751-251	Liquor For Resale	CREDIT	(182.60)
					\$6,876.83

PREMIUM WATERS, INC.					
07/31/2011	453056-07-11	E 101-42110-311	Contract	AUGUST	19.24
					\$19.24

PRINTING UNLIMITED					
08/17/2011	5953	E 101-41400-200	Office Supplies	ENVELOPES	8.93
08/17/2011	5953	E 101-42110-200	Office Supplies	ENVELOPES	2.98
08/17/2011	5953	E 101-42210-200	Office Supplies	ENVELOPES	2.98
08/17/2011	5953	E 101-43100-200	Office Supplies	ENVELOPES	2.98
08/17/2011	5953	E 101-45200-200	Office Supplies	ENVELOPES	2.98
08/17/2011	5953	E 601-49440-200	Office Supplies	ENVELOPES	2.98
08/17/2011	5953	E 602-49490-200	Office Supplies	ENVELOPES	2.98
08/17/2011	5953	E 609-49750-200	Office Supplies	ENVELOPES	2.95
08/29/2011	5955	E 101-41400-441	Miscellaneous	NEWSLETTER	164.04
08/29/2011	5955	E 101-41500-441	Miscellaneous	NEWSLETTER	46.86
08/29/2011	5955	E 101-42110-441	Miscellaneous	NEWSLETTER	46.86
08/29/2011	5955	E 101-42210-441	Miscellaneous	NEWSLETTER	23.43
08/29/2011	5955	E 101-43100-441	Miscellaneous	NEWSLETTER	70.30
08/29/2011	5955	E 101-43210-439	Recycling Days	NEWSLETTER	46.86
08/29/2011	5955	E 601-49440-441	Miscellaneous	NEWSLETTER	46.86
08/29/2011	5955	E 609-49750-441	Miscellaneous	NEWSLETTER	23.44

\$498.41

QUALITY WINE & SPIRITS

08/18/2011	497152-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	27.60
08/18/2011	497152-00	E 609-49751-251	Liquor For Resale	LIQUOR	824.19
08/18/2011	497152-00	E 609-49751-253	Wine For Resale	WINE	121.00
					<hr/>
					\$972.79

RAMSEY, CITY OF

08/23/2011	082311	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES - AL	666.00
					<hr/>
					\$666.00

RJM DISTRIBUTING INC.

08/25/2011	14293	E 609-49751-252	Beer For Resale	BEER	387.45
					<hr/>
					\$387.45

SKINNER, MARLINE

08/26/2011	082611	E 101-42700-311	Contract	JULY	500.00
					<hr/>
					\$500.00

ST. FRANCIS TRUE VALUE HARDWAR

07/06/2011	18546	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	11.73
07/11/2011	18591	E 609-49750-210	Operating Supplies	LIQUOR STORE	2.84
07/12/2011	17607	E 602-49490-217	Other Operating Supplies	JD. TILLER	3.04
07/14/2011	17624	E 101-45200-217	Other Operating Supplies	SUPPLIES	18.26
07/14/2011	17657	E 602-49490-217	Other Operating Supplies	W.W. PLANT	6.08
07/18/2011	18603	E 602-49490-217	Other Operating Supplies	BOOM TRUCK	30.38
07/19/2011	18625	E 101-45200-212	Motor Fuels	SUPPLIES	20.30
07/21/2011	18635	E 101-45200-212	Motor Fuels	SUPPLIES	4.56
07/21/2011	18636	E 602-49490-217	Other Operating Supplies	L.S. MAINT	11.26
07/26/2011	18704	E 101-42110-218	Equipment Repair & Maintenance	SUPPLIES	1.20
07/26/2011	18708	E 101-42110-218	Equipment Repair & Maintenance	SUPPLIES	2.42
07/27/2011	18741	E 601-49440-217	Other Operating Supplies	SUPPLIES	15.22
07/29/2011	17703	E 101-42110-208	Training and Instruction	SUPPLIES	5.07
					<hr/>
					\$132.36

STAPLES

07/28/2011	109562504	E 101-42110-200	Office Supplies	SUPPLIES	91.18
08/22/2011	109955232	E 101-42110-200	Office Supplies	POLICE SUPPLIES	175.72
					<hr/>
					\$266.90

STREICHER'S

08/12/2011	1858133	E 101-42110-217	Other Operating Supplies	REHLING	13.88
08/12/2011	1858133	E 101-42110-218	Equipment Repair & Maintenance	REHLING	32.05
08/12/2011	1858133	E 101-42110-437	Uniform Allowance	REHLING	100.00
					<hr/>
					\$145.93

THE AMERICAN BOTTLING COMPANY

08/19/2011	2449908166	E 609-49751-254	Miscellaneous Merchandise	MISC	110.85
					<hr/>
					\$110.85

TWIN CITIES FLAG SOURCE, INC

08/18/2011	16587	E 101-45200-217	Other Operating Supplies	5X8 USA FLAG	63.06
					<hr/>
					\$63.06

U S CABLE

08/23/2011	082311	E 101-41940-321	Telephone	SEPTEMBER 2011	69.95
08/23/2011	082311	E 601-49440-321	Telephone	SEPTEMBER 2011	69.95
08/23/2011	082311	E 601-49440-321	Telephone	SEPTEMBER 2011	69.95
08/23/2011	082311	E 601-49440-321	Telephone	SEPTEMBER 2011	34.97
08/23/2011	082311	E 602-49490-321	Telephone	SEPTEMBER 2011	34.98
08/23/2011	082311	E 609-49750-321	Telephone	SEPTEMBER 2011	69.95
					\$349.75

VINOCOPIA, INC.

08/26/2011	0043577-IN	E 609-49751-206	Freight and Fuel Charges		18.00
08/26/2011	0043577-IN	E 609-49751-251	Liquor For Resale		262.50
08/26/2011	0043577-IN	E 609-49751-253	Wine For Resale		253.33
					\$533.83

WATER LABORATORIES INC.

08/07/2011	2527	E 602-49490-313	Sample Testing	TESTS	216.00
08/10/2011	11H-197	E 601-49440-313	Sample Testing	TEST	85.00
08/11/2011	11H-245	E 601-49440-313	Sample Testing	TEST	17.00
					\$318.00

WELLS FARGO

06/15/2011	0030-787991AB4	E 101-42210-601	Debt Srv Bond Principal	LOAN PAYMENT FIRE HALL	18,756.76
06/15/2011	0030-787991AB4	E 101-42210-611	Bond Interest	LOAN PAYMENT FIRE HALL	599.28
					\$19,356.04

WINE MERCHANTS

08/24/2011	374554	E 609-49751-206	Freight and Fuel Charges		1.47
08/24/2011	374554	E 609-49751-253	Wine For Resale		95.25
					\$96.72

WIRTZ BEVERAGE MN

08/23/2011	618233	E 609-49751-251	Liquor For Resale		1,025.14
08/23/2011	618233	E 609-49751-253	Wine For Resale		47.95
08/25/2011	619967	E 609-49751-206	Freight and Fuel Charges		1.45
08/25/2011	619967	E 609-49751-251	Liquor For Resale		88.00
08/25/2011	620446	E 609-49751-206	Freight and Fuel Charges		29.00
08/25/2011	620446	E 609-49751-251	Liquor For Resale		1,322.17
08/25/2011	620446	E 609-49751-253	Wine For Resale		623.60
08/25/2011	620446	E 609-49751-254	Miscellaneous Merchandise		29.87
					\$3,167.18

\$154,496.51

FUND SUMMARY

101 GENERAL FUND	\$43,253.97
208 POLICE FORFEITURE	\$149.98
230 PIONEER DAYS	\$139.75
402 CAPITAL EQUIPMENT	\$8,991.00
601 WATER FUND	\$11,304.52
602 SEWER FUND	\$8,788.27
609 MUNICIPAL LIQUOR FUND	\$81,869.02
Total	154,496.51

CITY OF ST. FRANCIS
9/6/2011

Checks cut since last Council Meeting

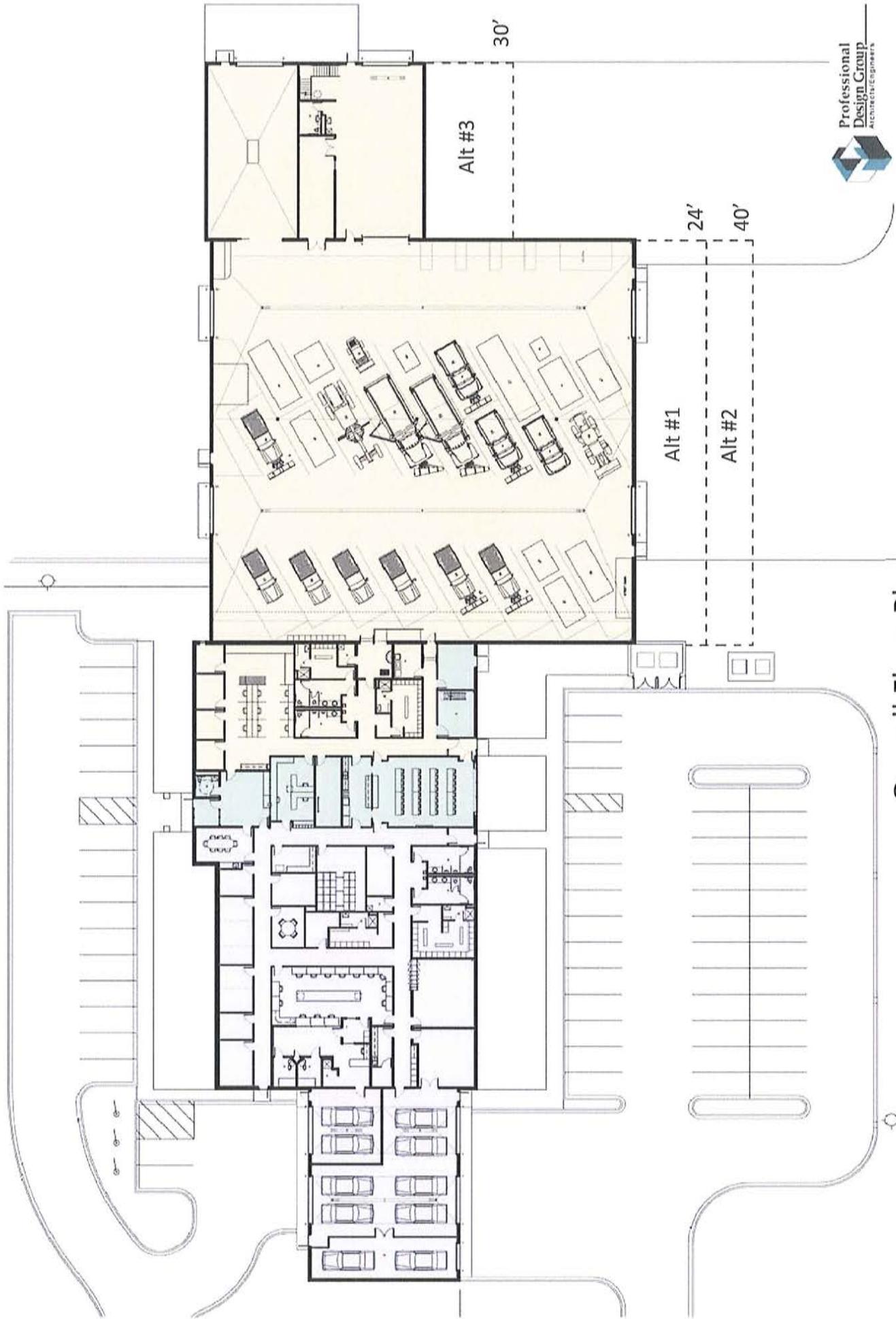
<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/24/2011	62387	Hwy 47 Auto Parts	Contract Payment	\$ 75,654.00
	62388	Postmaster	News letter	300.37
	62389	Void		
	62390	Postmaster	News letter	43.71
		TOTAL		<u>75,998.08</u>

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/11/2011	Mn Dept of Revenue	June Final Sales Tax	4,002.00
8/11/2011	Mn Dept of Revenue	July Sales Tax	19,399.00
8/16/2011	U.S. Treasurer	Federal Payroll Tax	1,490.17
8/16/2011	P.E.R.A.	P.E.R.A.	320.16
8/16/2011	MN State Treasurer	State Payroll Tax	177.72
08/18/11	U.S. Treasurer	Federal Payroll Tax	15,288.34
08/04/11	P.E.R.A.	P.E.R.A.	11,974.91
08/04/11	ING	Deferred Comp	770.00
08/04/11	ICMA	Deferred Comp	790.00
08/04/11	MN State Treasurer	State Payroll Tax	3,455.77
08/22/11	MN PFA	Water Plant Payment	396,248.31
09/01/11	U.S. Treasurer	Federal Payroll Tax	14,940.50
09/01/11	P.E.R.A.	P.E.R.A.	11,760.47
09/01/11	ING	Deferred Comp	770.00
09/01/11	ICMA	Deferred Comp	760.00
09/01/11	MN State Treasurer	State Payroll Tax	3,381.15
	TOTAL		<u>460,139.45</u>



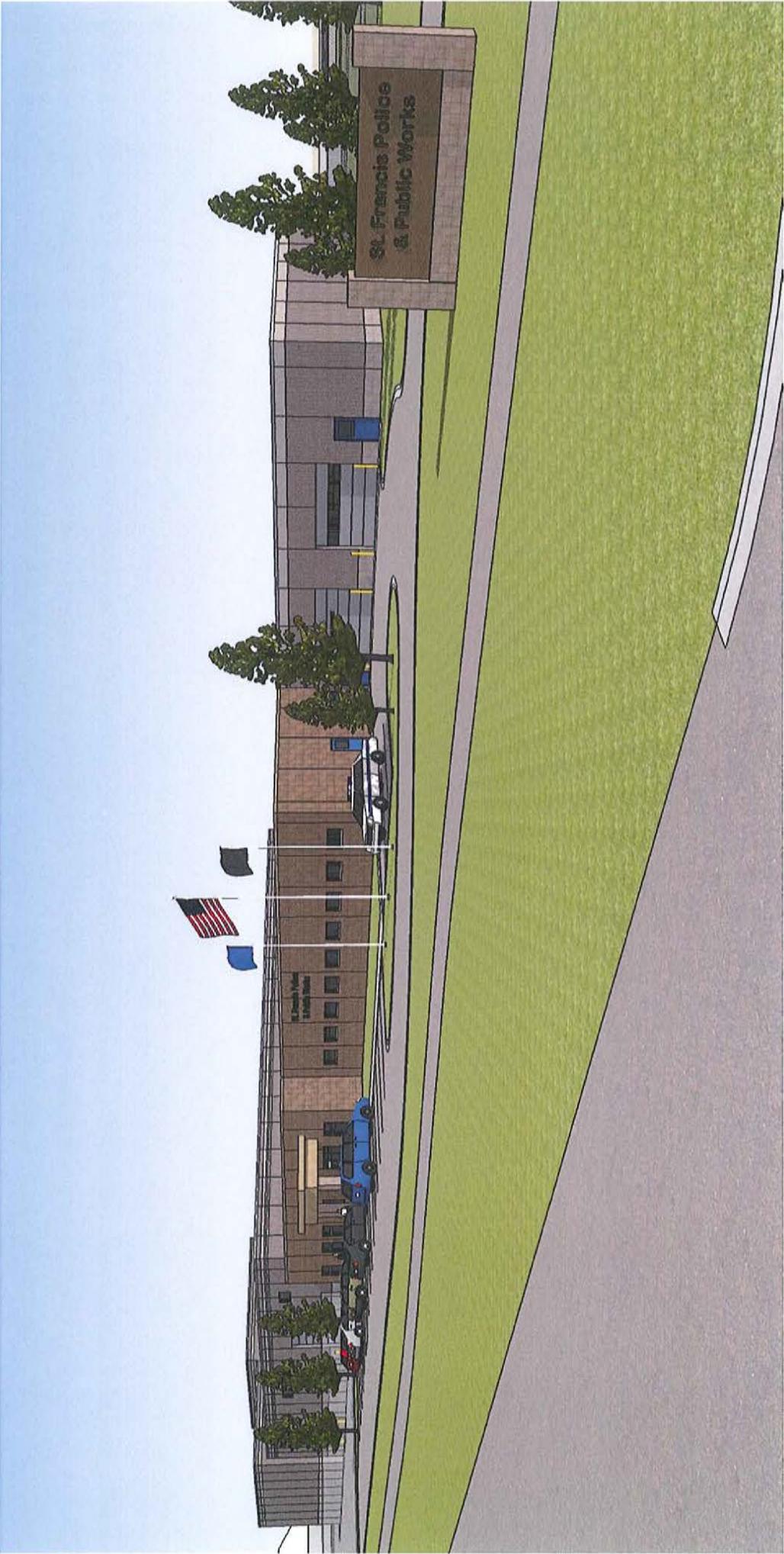
Site Plan

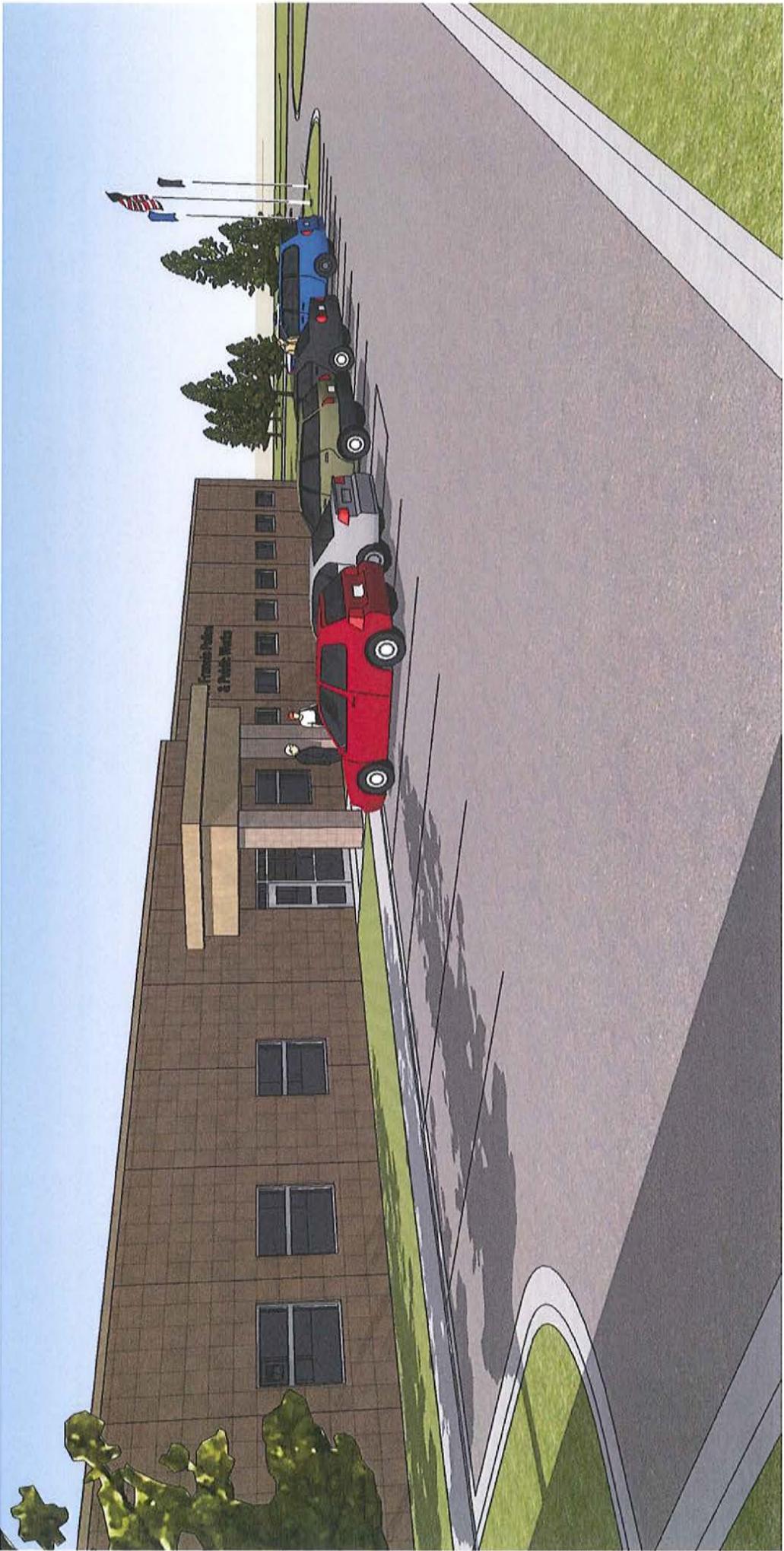


Overall Floor Plan



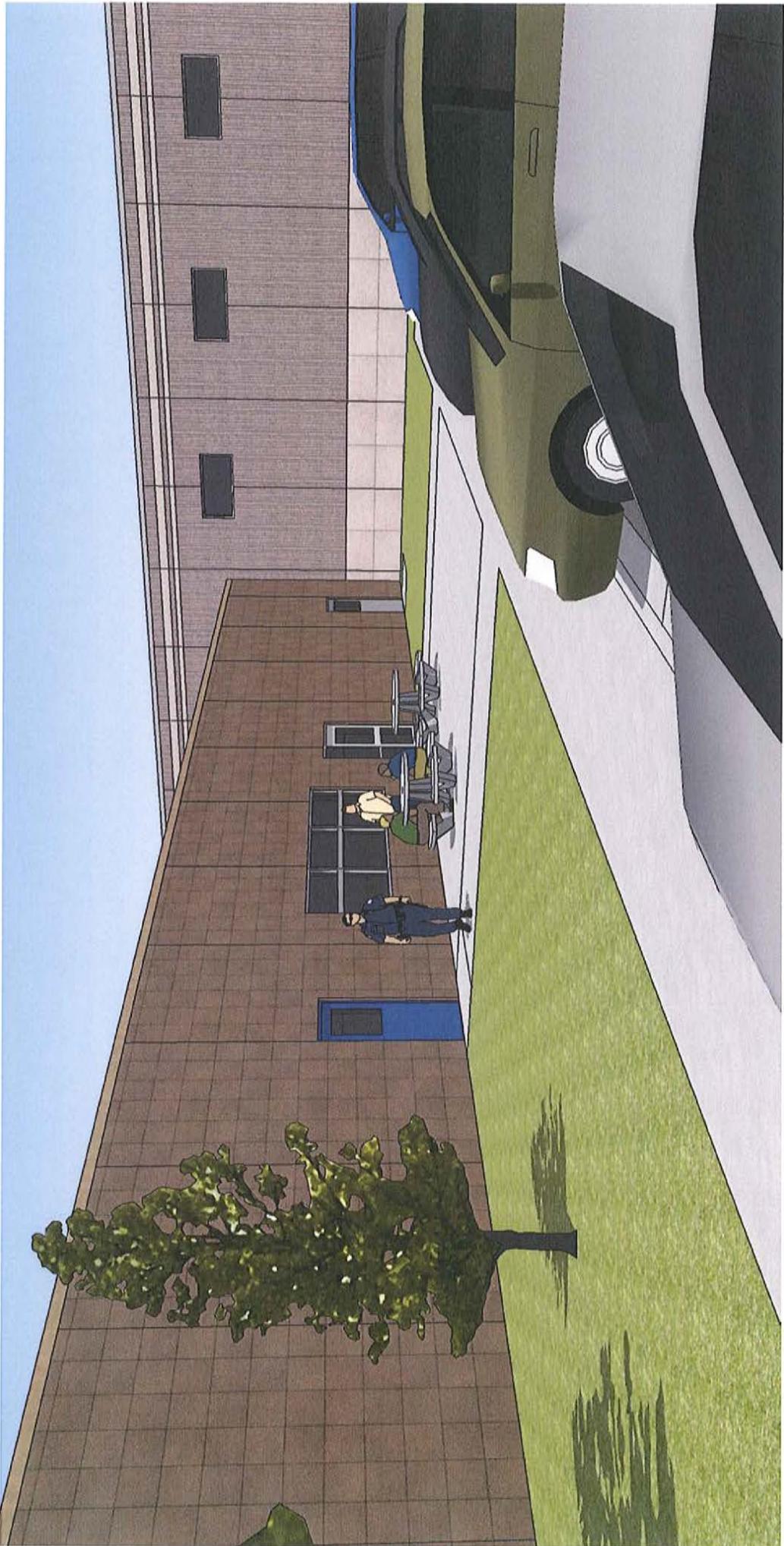


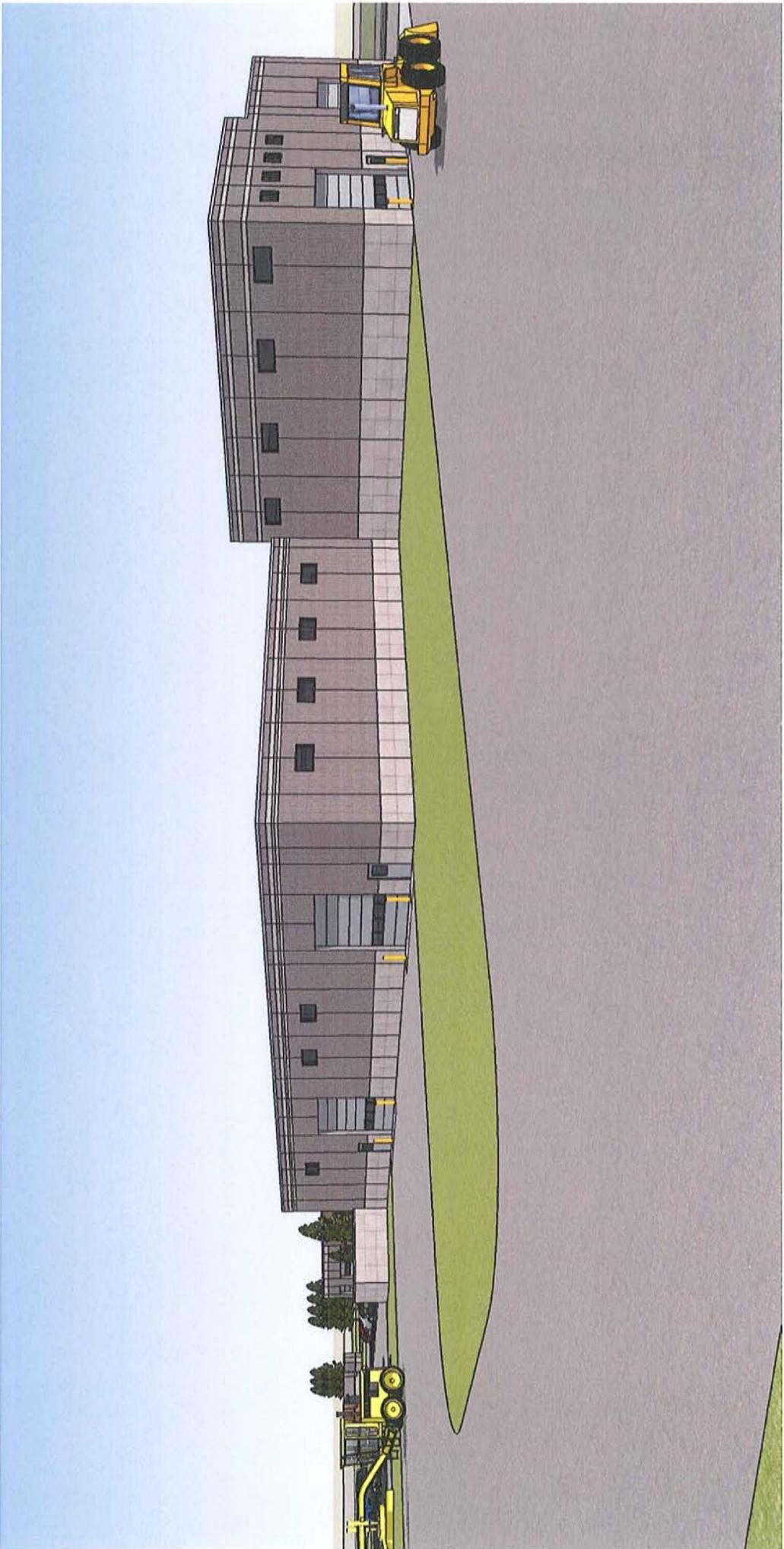




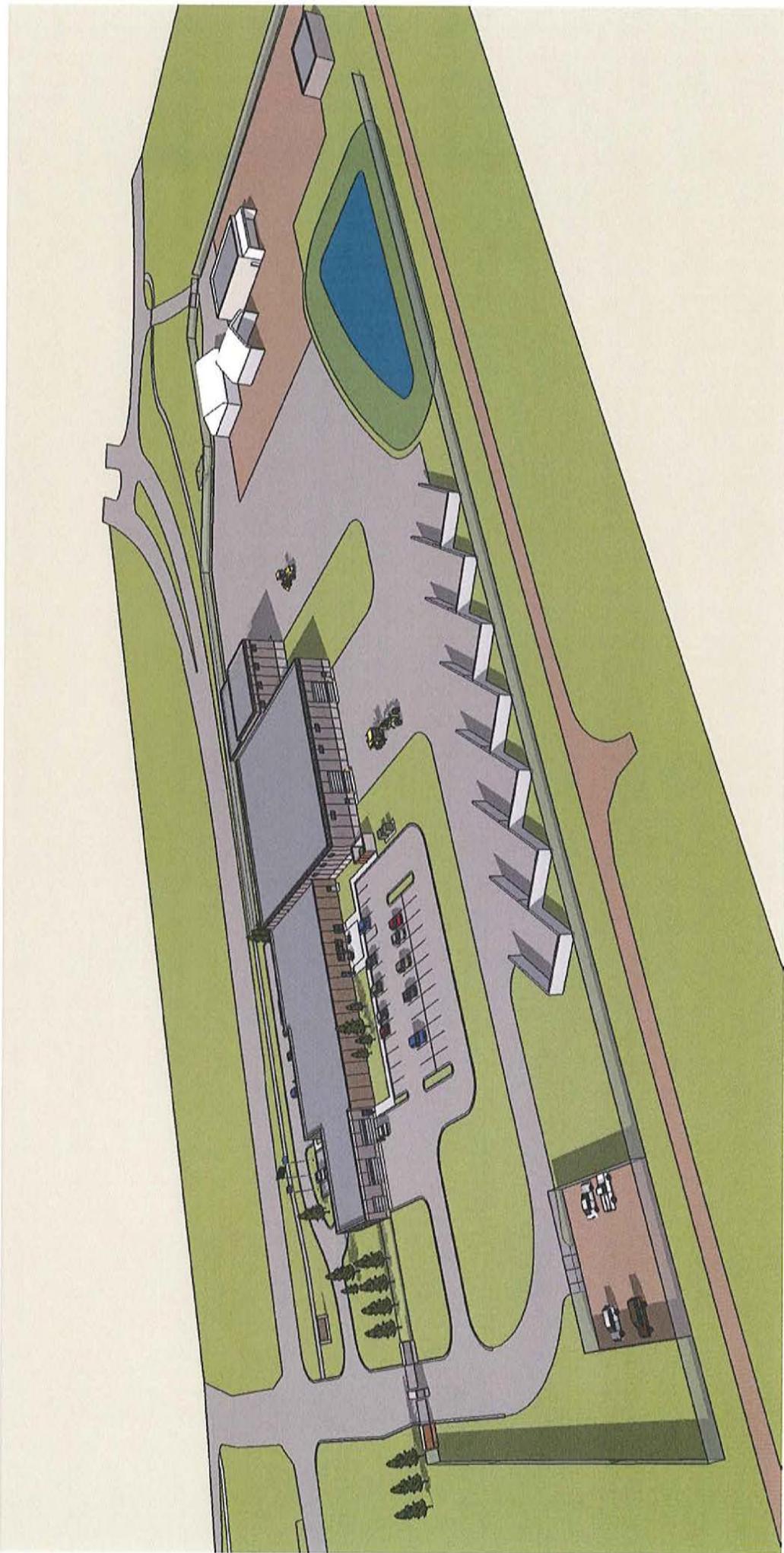












**St. Francis Public Works and Public Safety Facility
St. Francis, MN**

**Construction Cost ESTIMATE
Design Development**

Building Size
43,569 Main Floor Level
2,240 Mezz and Shelf
45,809 Total SF

<u>DESCRIPTION</u>	<u>Cost</u>	<u>SF</u>	
General Conditions	\$ 330,383	\$ 7.21	
Building Permits and Fees	46,000	1.00	
Winter Conditions	49,000	1.07	
Demo, Haz Mat Abatement	-	-	separate est
Grading & Excavation	-	-	separate est
Bituminous	-	-	separate est
Exterior Concrete	-	-	separate est
Site Utilities	-	-	separate est
Site Improvements	20,000	0.44	Monument sign only
Landscaping / Irrigation	-	-	separate est
Concrete / Masonry	565,028	12.33	
Precast Walls, Plank	630,204	13.76	
Steel	303,140	6.62	
Carpentry, Millwork, Lumber, Trusses	218,475	4.77	
Roof, Sheet Metal, Metal Roofing	334,500	7.30	
Insulation	-	-	
Waterproofing	-	-	
Caulking, Sealants	20,000	0.44	
Doors & Hardware	102,800	2.24	
Glass & Glazing	49,650	1.08	
Overhead Doors, Coiling Doors	54,000	1.18	
Drywall/Framing	129,004	2.82	
Ceramic Tile	67,000	1.46	
Acoustical Ceiling Tile	28,750	0.63	
Carpet, Special Flooring	72,000	1.57	
Paint	98,000	2.14	
Elevator	-	-	
Folding Partitions	-	-	
Specialties	139,750	3.05	
Plumbing	194,686	4.25	
HVAC	668,805	14.60	
Fire Protection	59,551	1.30	
Electrical	618,415	13.50	
SUBTOTAL	\$ 4,799,142	\$ 104.77	\$ 104.77
Bond Costs	\$ 47,991		
TOTAL CONST ESTIMATE	\$ 4,847,133	\$ 105.81	

9/1/2011
SF Construction cost est.xls
Professional Design Group, Architect
Bolton and Menk, Civil Engineer
Prepared by Amcon, TJC

City of St. Francis Facilities Project Budget

Funding Source	Budget	Resp. Party
S-01 Bond (Net Proceeds) EDA Lease Revenue Bond	8,000,000	City
Gross Bond Amount	8,000,000	
Less Capitalized Interest		
Less Underwriters Costs		
Less Issuance Expenses		
net bond amount to project	8,000,000	City
S-02 Cash on Hand	-	City
S-03 Rebates - Connexus	20,000	KFI, Connexus - budget needs verification
S-04 Police Forfeiture	-	City
S-05 CIP - Police	-	City

Total **8,020,000**

Code	Expenditures	Item Cost	Budget	
Land Acquisition / Development				
001	Net Cost of Land Allocated to Project	-		City
	Subtotal		\$ -	
Project Development Costs				
101				
102	A/E Services, Reimbursables, and Phase I planning	465,000		PDG - includes technology design
103	A/E Reimbursed Expenses	2,000		PDG
	City Sewer and Water Connection fees	-		City - to be waived by City of SF
	Connexus Charges for Electrical Service to Site	5,000		Connexus - preliminary estimate
	Technology Design - Police	18,500		PDG/KFI
104	Civil Engineering	55,000		BMI
	Survey/Platting	9,000		BMI
	Legal	20,000		City
105	Landscape Design - incl in 104	-		BMI
106	Geotechnical Services	13,000		BMI
107	Open House and Promotion	3,000		City
108	HVAC Commissioning	-		none - per 6/29/2011 mtg
109	Bid Advertisement and Printing	10,000		Amcon
110	Environmental Remediation	25,000		City -
111	Demo of Existing Building - by Owner	20,000		
	Subtotal		\$ 625,500	
Construction Cost				
201	Construction Management Fee - Amcon	125,000		Amcon
202	Survey / Staking - Bolton Menk	4,500		o
203	Civil Construction Observation	20,000		BMI - reduced, verify w JV
204	Construction Hard Costs	6,593,540		Amcon
	Site work	1,398,200		
	Building (hard costs, general conditions, winter cond.)	4,847,000		
	Miscellaneous Items (per list on pg 2)	348,340		
	Contracts to be Awarded	-		
	Contracts Awarded	-		
	Contract Changes - Approved	-		
	Contract Changes - Pending	-		
206	Construction Testing	25,000		Amcon and BMI
207	Voice, Video, Data Equipment	160,000		KFI/City
208	Furniture, Fixtures, & Equipment (FFE)	100,000		City
209	Move Costs	-		City
210	Booking, Security Cameras	35,000		KFI/City
211	Contingency	329,677		
	Allocated to date	-		
	Contingency - Balance	329,677	329,677	City - 5% of Hard Costs
	Subtotal		\$ 7,392,717	
	Total		\$ 8,018,217	
	Fund Balance (shortage)		\$ 1,783	

City of St. Francis Facilities Project Budget

General Conditions	-		included in Building Hard Cost
Winter Conditions	-		included in Building Hard Cost
Sub Total GCs and WCs	\$0.00	\$	-
Site Costs (per BMI Input)			
Site Grading	283,000		
Surfacing (includes Asphalt, Conc walks, Curb, gravel)	599,000		
Landscaping and Irrigation	36,750		
Erosion Control and Turf Restoration	73,200		
Utilities	336,250		
Highway Turn Lane	70,000		
Subtotal Site Costs	\$30.52	\$	1,398,200
Building Hard Costs			
	<u>SE</u>	<u>Unit Cost</u>	
Police Admin and Security	7,037	-	-
Police Garage areas	3,459	-	-
Public Works Admin	7,656	-	-
Public Works Garage	20,720	-	-
Public Works Wash Bay	2,013	-	-
Public Works Maintenance Bay	2,684	-	-
Public Works Mezz and Storage Shelf	2,240	-	-
Sub total Building Hard Costs	45,809	\$105.81	\$4,847,000
Miscellaneous Items			
Covered Salt Storage	Allowance	90,000	Anoka County may provide off site
Covered Salt/Granite Storage	Allowance	40,000	
Maintenance Bay Lifts	Allowance	-	Future by owner
Heavy Duty Wash Equipment	Allowance	50,000	
Overhead Cranes	Allowance	25,000	jib crane in Maintenance Bay
Outside Storage Bins		50,000	modular, stackable concrete units
Exterior Fencing and Gates		54,340	
Outside Lighting by Connexus	Allowance	39,000	13 poles, LED fixtures
SubTotal - Misc Items		\$7.60	\$ 348,340
Total Building and Site Costs		\$143.94	\$6,593,540
		\$143.94	
Options and Alternates			
		<u>estimated amount</u>	
Alt 1 Add 24 ft extension to PW Warm Storage		\$ 218,400	24 x 140 - bid alternate
Alt 2 Add 40 ft extension to PW Warm Storage		\$ 364,000	40 x 140 - bid alternate
Alt 3 Add one bay to PW Maintenance		\$ 146,400	30 x 61 - bid alternate
Alt 4 Rain Water Collection System - Roof Area		\$ 56,300	est per KFI
Alt 5 Use Elect re-heats at VAV in lieu of coils, boiler, piping		\$ (95,000)	
Alt 6 Asphalt Paving in lieu of gravel surface		\$ 84,000	\$15 per SY heavy duty - net add
Opt Impound Storage Building - Police	future		
Opt Site lighting not included in Construction Cost			by Connexus and lease, no upfront

Preliminary Project Schedule

St. Francis Public Facilities Project

ID	Task Name	Duration	Start	Finish	Predecessors	Gantt Chart		
						May	June	July
1	Start	0 days	Mon 6/20/11	Mon 6/20/11				
2	Amcon Hired as CM	0 days	Mon 6/20/11	Mon 6/20/11	1			
3								
4	Schematic Design - SD	26 days	Mon 6/20/11	Mon 7/25/11	1			
5	Schematic Design	17 days	Mon 6/20/11	Tue 7/12/11	1			
6	Owner review and Sign off on SD plans	3 days	Wed 7/13/11	Fri 7/15/11	5			
7	SD Cost Estimate	7 days	Wed 7/13/11	Thu 7/21/11	5			
8	Owner review and sign off on SD Budget	2 days	Fri 7/22/11	Mon 7/25/11	7			
9								
10	Design Development - DD	40 days	Wed 7/13/11	Tue 9/6/11				
11	Design Development	30 days	Wed 7/13/11	Tue 8/23/11	5			
12	Owner review and sign off on DD plans	3 days	Wed 8/24/11	Fri 8/26/11	11			
13	DD Cost Estimate	7 days	Wed 8/24/11	Thu 9/1/11	11			
14	Owner Review and sign off on DD Budget	3 days	Fri 9/2/11	Tue 9/6/11	13			
15	Council Approve DD and Authorize CD	0 days	Tue 9/6/11	Tue 9/6/11	14			
16								
17	Construction Documents - CD	21 days	Wed 8/24/11	Wed 9/21/11				
18	Construction Documents	19 days	Wed 8/24/11	Mon 9/19/11	11			
19	CD Cost Estimate at 90% complete CD	8 days	Wed 9/7/11	Fri 9/16/11	18SS+10 days			
20	Council - review and approve CD, Authorize Bidding	2 days	Tue 9/20/11	Wed 9/21/11	18,19			
21								
22	Bidding	16 days	Thu 9/22/11	Thu 10/13/11	20			
23	Permits	20 days	Thu 9/22/11	Wed 10/19/11	17			
24	Review bids, Award Contracts	7 days	Fri 10/14/11	Mon 10/24/11	22			
25	Mobilize	7 days	Tue 10/25/11	Wed 11/2/11	24			
26	Site Grading, Utilities, Pad prep	40 days	Thu 11/3/11	Wed 12/28/11	23,25			
27	Footings and Foundations	15 days	Thu 12/8/11	Wed 12/28/11	26SS+25 days			
28	Steel and Precast Shop Drawings, Fab., Delivery	40 days	Tue 10/25/11	Mon 12/19/11	24			
29	Steel, Precast Concrete	25 days	Thu 12/29/11	Wed 2/1/12	28,27			
30	Roofing, Windows, Doors, building Enclosure	30 days	Thu 2/2/12	Wed 3/14/12	29			
31	Temp Heat/Thaw building	10 days	Thu 3/15/12	Wed 3/28/12	30			
32	MEP - below floor rough ins	25 days	Thu 3/29/12	Wed 5/2/12	31			
33	Pour floors	10 days	Thu 5/3/12	Wed 5/16/12	32			
34	Interior Framing	15 days	Thu 5/17/12	Wed 6/6/12	33			
35	MEP overhead rough ins	25 days	Thu 5/17/12	Wed 6/20/12	33			
36	Finishes, Equipment, FFE	50 days	Thu 6/21/12	Wed 8/29/12	35,34			
37	Final Grades, ext concrete, paving, landscaping, fence	50 days	Mon 6/4/12	Fri 8/10/12	26			
38	Commissioning, punch lists, clean up, training	20 days	Thu 8/30/12	Wed 9/26/12	36,37			

St. Francis Public Facilities
Date: Thu 9/1/11



City of St. Francis, Minnesota
 Proposed Public Works / Public Safety Facility Financing Scenarios (based on 2012 transfers)

	20-year EDA Lease Revenue Bonds	25-year EDA Lease Revenue Bonds	30-year EDA Lease Revenue Bonds
Proceeds for Public Works / Public Safety Facility	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000
One-Year Debt Service Reserve Fund (DSRF)	\$ 592,000	\$ 535,000	\$ 510,000
City Contribution to Fund DSRF	\$ (592,000)	\$ (535,000)	\$ (510,000)
Costs of Bond Issuance	\$ 160,000	\$ 165,000	\$ 175,000
Bond Amount	\$ 8,160,000	\$ 8,165,000	\$ 8,175,000
Bond term	20 years	25 years	30 years / 29 princ.
Avg. Interest Rate	3.79%	4.20%	4.48%
Total Net Debt Service	\$ 11,798,202	\$ 13,323,622	\$ 14,721,706
Avg. Annual Debt Service	\$ 589,910	\$ 532,945	\$ 507,645
105% Statutory Annual Debt Service	\$ 619,406	\$ 559,592	\$ 533,027
Less: Annual City Hall Transfer	\$ (125,000)	\$ (125,000)	\$ (125,000)
Less: Annual Fire Hall Transfer	\$ (55,000)	\$ (55,000)	\$ (55,000)
Less: Police Station Transfer	\$ (100,000)	\$ (100,000)	\$ (100,000)
Less: Annual Transfer from water and sewer utility (30% of d/s)	\$ (185,822)	\$ (167,878)	\$ (159,908)
Less: Annual Interest Earnings on Debt Service Reserve Fund	\$ (11,840)	\$ (10,700)	\$ (10,200)
Less: Annual Liquor Store Transfer	\$ (141,744)	\$ (101,014)	\$ (82,919)
Debt Service paid by Property Taxes	\$ -	\$ -	\$ -
Tax Impact Information			
Net Tax Capacity (pay 2010)	\$ 6,674,749	\$ 6,674,749	\$ 6,674,749
Estimated Net Tax Rate Increase	0.0000%	0.0000%	0.0000%
Residential Homestead Market Value of Property			
75,000	0.00	0.00	0.00
100,000	0.00	0.00	0.00
150,000	0.00	0.00	0.00
200,000	0.00	0.00	0.00
250,000	0.00	0.00	0.00
300,000	0.00	0.00	0.00
350,000	0.00	0.00	0.00
Commercial Industrial Market Value of Property			
100,000	0.00	0.00	0.00
250,000	0.00	0.00	0.00
500,000	0.00	0.00	0.00
1,000,000	0.00	0.00	0.00

City of St. Francis, Minnesota
Proposed Public Works / Public Safety Facility Financing Scenarios

(Footnotes to Financing Scenarios)

Bond Rating

1. The City has an underlying general obligation bond rating of AA- from Standard & Poor's.
2. Standard & Poor's has indicated they will assign an A+ bond rating to the proposed Lease Revenue Bonds issued through the City's Economic Development Authority.

Annual Revenue Transfer Assumptions

The City has the following scheduled transfers per the City of St. Francis' approved 5-year Capital Improvement Plan:

	2012	2013	2014
City Hall	\$ 125,000	\$ 150,000	\$ 175,000
Fire Hall	\$ 55,000	\$ 105,000	\$ 105,000
Police Station	\$ 100,000	\$ 125,000	\$ 150,000

Other Transfers Include:

Water and Sewer Utility Fund - A total of 30% of the debt service has been assumed to be paid by the municipal water and sewer utility.

Liquor Store Fund - Currently, the liquor store fund realizes a net profit of approximately \$100,000 per year.

Debt Service Reserve Fund Interest Earnings - The City will be self funding the Reserve Fund with funds set aside from the City Hall and Police Station annual budget. The City has approximately \$580,000 set aside. The estimate of earnings is based upon an investment earning a 2.00% yield.

**City of St. Francis, Minnesota
Proposed Public Works / Public Safety Facility Financing Scenarios (based on 2013 transfers)**

	20-year EDA Lease Revenue Bonds	25-year EDA Lease Revenue Bonds	30-year EDA Lease Revenue Bonds
Proceeds for Public Works / Public Safety Facility	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000
One-Year Debt Service Reserve Fund (DSRF)	\$ 592,000	\$ 535,000	\$ 510,000
City Contribution to Fund DSRF	\$ (592,000)	\$ (535,000)	\$ (510,000)
Costs of Bond Issuance	\$ 160,000	\$ 165,000	\$ 175,000
Bond Amount	\$ 8,160,000	\$ 8,165,000	\$ 8,175,000
Bond term	20 years	25 years	30 years / 29 princ.
Avg. Interest Rate	3.79%	4.20%	4.48%
Total Net Debt Service	\$ 11,798,202	\$ 13,323,622	\$ 14,721,706
Avg. Annual Debt Service	\$ 589,910	\$ 532,945	\$ 507,645
105% Statutory Annual Debt Service	\$ 619,406	\$ 559,592	\$ 533,027
Less: Annual City Hall Transfer	\$ (150,000)	\$ (150,000)	\$ (150,000)
Less: Annual Fire Hall Transfer	\$ (105,000)	\$ (105,000)	\$ (105,000)
Less: Police Station Transfer	\$ (125,000)	\$ (125,000)	\$ (125,000)
Less: Annual Transfer from water and sewer utility (30% of d/s)	\$ (185,822)	\$ (167,878)	\$ (159,908)
Less: Annual Interest Earnings on Debt Service Reserve Fund	\$ (11,840)	\$ (10,700)	\$ (10,200)
Less: Annual Liquor Store Transfer	\$ (41,744)	\$ (1,014)	\$ 17,081
Debt Service paid by Property Taxes	\$ -	\$ -	\$ -
Tax Impact Information			
Net Tax Capacity (pay 2010)	\$ 6,674,749	\$ 6,674,749	\$ 6,674,749
Estimated Net Tax Rate Increase	0.0000%	0.0000%	0.0000%
Residential Homestead Market Value of Property			
75,000	0.00	0.00	0.00
100,000	0.00	0.00	0.00
150,000	0.00	0.00	0.00
200,000	0.00	0.00	0.00
250,000	0.00	0.00	0.00
300,000	0.00	0.00	0.00
350,000	0.00	0.00	0.00
Commercial Industrial Market Value of Property			
100,000	0.00	0.00	0.00
250,000	0.00	0.00	0.00
500,000	0.00	0.00	0.00
1,000,000	0.00	0.00	0.00



This Building Permit was received by: KJ

AUG 31 2011

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

23340 Cree Street NW
St. Francis, MN 55070
Phone: 763-753-2630
Fax: 763-753-9881

CITY OF ST. FRANCIS
APPLICATION FOR COMMISSIONS

Planning Commission Park Commission Upper Rum River Charter Commission EDA

1. Name: Richard Orpen Home Phone: _____
Work Phone: _____
2. Address: 2891 234th LN NW
3. How long have you lived in the City? 5 years
4. Occupation: State Trooper Employer: State of Minnesota
5. Education: (Please indicate highest grade completed or degree and course of study)
U of MN BA Sociology
6. What skills do you have that you feel would benefit the City? lots of life experiences that allow me to better understand most members of the community. The ability to make tough decisions
7. Why do you want to serve on this Commission/City Council?
I want to have a hand in leading our city into the future.
8. What experience do you have that you feel would be pertinent to this Commission/City Council?
My entire career as a MN State Trooper has prepared me to take on any challenge with confidence.
9. What other civic activities are you involved in? ECFE Advisory Council
10. Do you participate in any activities that may be viewed as a Conflict of Interest in serving on this Commission/City Council?
No
11. Have you attended a Commission/City Council meeting within the past year? YES If yes, please indicate the reason for attending:
I was interested in seeing what the council was all about.
12. Have you served on any City Commission/Council or board in the past? NO If yes, please indicate the Commission and the date of service:

Signature: [Signature] Date: 8-31-2011

City of St. Francis
23340 Cree Street NW
CITY OF ST. FRANCIS

APPLICATION FOR COMMISSIONS

Planning Commission Park Commission Upper Rum River Charter Commission EDA

1. Name: Troy Shook Home Phone: _____
Work Phone: _____

2. Address: 4790 Ambassador Blvd St. Francis MN 55070

3. How long have you lived in the City? 20 yrs

4. Occupation: Street maintenance Employer: City of Anoka

5. Education: (Please indicate highest grade completed or degree and course of study)
12th Grade

6. What skills do you have that you feel would benefit the City? Being a sewer & water contractor for 30 yrs and working side by side with multiple cities

7. Why do you want to serve on this Commission/City Council?
make sure the continues grow and be a good place to raise a family

8. What experience do you have that you feel would be pertinent to this Commission/City Council?
Working in the private sector for 30 yrs

9. What other civic activities are you involved in? _____

10. Do you participate in any activities that may be viewed as a Conflict of Interest in serving on this Commission/City Council?
No

11. Have you attended a Commission/City Council meeting within the past year? No If yes, please indicate the reason for attending:

12. Have you served on any City Commission/Council or board in the past? No If yes, please indicate the Commission and the date of service:

Signature: Troy Shook

Date: 8-30-11

**CITY OF ST. FRANCIS
APPLICATION FOR COMMISSIONS**

Planning Commission Park Commission Upper Rum River Charter Commission EDA

1. Name: BRENDA PAVELICH-BECK Home Phone: _____
Work Phone: _____
2. Address: 8117 HILL 'N DALE DR, ELK RIVER, MN 55330
3. How long have you lived in the City? 28 yrs
4. Occupation: ACCOUNTING DIRECTOR Employer: ANOKA COUNTY
5. Education: (Please indicate highest grade completed or degree and course of study)
BSB-ACCTG - UOFMN CPA (inactive)
6. What skills do you have that you feel would benefit the City? UNDERSTANDING FINANCIAL IMPACT & IMPLICATIONS FOR POTENTIAL DECISIONS
7. Why do you want to serve on this Commission/City Council?
TO BECOME MORE ACTIVELY INVOLVED WITH OUR LOCAL GOVERNMENT & THE DEVELOPMENT OF ST. FRANCIS.
8. What experience do you have that you feel would be pertinent to this Commission/City Council?
WORKING IN COUNTY GOVERNMENT; WORKED CLOSELY WITH HRA & RRA DIRECTORS ON FINANCIAL ISSUES (GRANT & MGMT, ANNUAL FINANCIAL STATEMENT)
9. What other civic activities are you involved in? ST FRANCIS AMBASSADORS
10. Do you participate in any activities that may be viewed as a Conflict of Interest in serving on this Commission/City Council?
NO
11. Have you attended a Commission/City Council meeting within the past year? NO If yes, please indicate the reason for attending:

12. Have you served on any City Commission/Council or board in the past? NO If yes, please indicate the Commission and the date of service:
I DID SERVE ON A CITY TASK FORCE TO EXPLORE RELOCATION OPTIONS FOR CITY HALL

Signature: Brenda Pavelich-Beck

Date: 8/29/11

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2011-25

A RESOLUTION PROVIDING
PRELIMINARY APPROVAL OF A
PROPOSED 2011 TAX LEVY,
COLLECTIBLE IN 2012

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2011 payable in 2012 by September 15, 2011.

NOW, THEREFORE, BE IT RESOLVED to adopt the preliminary maximum tax levy payable in 2012 against taxable property in the City of St. Francis at \$2,873,160, or a maximum increase of 0%. The following sums of money are the proposed tax levy for 2011, collectible in 2012, upon taxable property in the City of St. Francis, for the following purposes:

General Fund (including special levies)	\$2,852,260.00
<u>Debt Service</u>	<u>\$20,900.00</u>
	\$2,873,160.00 TOTAL

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6TH
DAY OF SEPTEMBER, 2011.

APPROVED:

Jerry Tveit
Mayor

ATTEST:

Barbara I. Held
City Clerk

AGENDA REPORT

TO: City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Repair of Generator on Engine #1
DATE: September 6, 2011

INTRODUCTION

The generator on Engine #1 is not operating and in need of repair/replacement. The generator provides power to the on-scene emergency lighting as well as 110volt power supply power to equipment in the field at emergency scenes. Staff has solicited quotes for a replacement generator (attached).

BACKGROUND

The replacement of the generator is expensive in part to the fact that to reach the underbody generator is very time consuming. EAM Emergency Apparatus Maintenance recommends replacement of the generator vs. repair as the AMPS generator currently on-board has a history of poor performance and failures. Part of the cost will be re-fabricating the access to the generator making regular maintenance much easier.

RECOMMENDATION

Authorize replacement of the current generator. Although the cost of replacement is expensive (\$11,676-\$15,140) this equipment is essential for safe operations after dark and to provide power on scene to tools and equipment.

BUDGET IMPACT

Cost of replacement will be charged to Equipment Repair and Maintenance (221). Although there is \$7000 in the 2011 budget, staff is recommending charging line item 221 and if, at year end, the Fire Department total operating budget is higher than budgeted, a transfer from CIP Equipment Transfer (590) should take place.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. EAM estimate for replacement

Quote



Emergency Apparatus Maintenance, Inc.
 7512 4th Avenue
 Lino Lakes, MN 55014

Date: 07/14/2011

Quote #: 4497

TEL: 651.786.4463 · 1.800.EAM.3911
 FAX: 651.786.0517
 EML: service@eamservice.com

Dean Kapler
 St. Francis Fire Department
 23340 Cree Street NW
 St. Francis, MN 55070

Sales Rep: Lance Olson

Signature: _____

Description

Engine 2

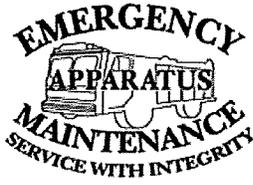
Quantity	Description	Unit Cost	Cost
1	Install Onan HG 10000 10 K Hydraulic generator. Wire to existing circuit panel. Wire new Onan control to same location as existing AMP'S control head. Remove existing PTO and hydraulic hoses Install new Hot Shift PTO and hydraulic hoses. Install PTO switch in vehicle cab or where determined by customer. (Installation in rear compartment requires Onan cooling air exhaust deflector to eliminate recirculation of the cooling system air supply.) Quote price includes all parts listed above and labor to install, and test generator. A pump test is also included in the price to assure installation of generator will meet the 2007 NFPA 1911 standard which states: Apparatus equipped with a fixed power source driven by the same engine that drives the fire pump, the power source shall be operating at 50% capacity throughout the duration of the pumping portion of the pump test. Complete documentation will be supplied to department. Work completed in our Lino Lakes facility. Installation time is 5 days Emergency Apparatus Maintenance is an Onan OEM sales and service dealer.	\$15,140.00	\$15,140.00

Total: \$15,140.00

Options

Quantity	Description	Unit Cost	Cost
1	() Remove existing AMPS hydraulic generator from truck. Supply and install (1) new Onan 10K hydraulic driven generator utilizing the existing hotshift PTO and components. Wire to existing load bank breaker panel. Price includes parts, labor and freight to complete the installation and testing. Any additional repairs to electrical or hydraulic systems would be billed at time plus material. Generator unit is in stock and installation can be scheduled immediately. Estimated installation time is (5) days. Installation to be completed at our Lino Lakes, MN facility. Emergency Apparatus Maintenance, Inc. is an authorized Cummins/Onan warranty and service center. TOTAL INVESTMENT.....\$ 11,676.60	\$11,676.60	\$11,676.60

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Grand Total (Minus Options): \$15,140.00

Summary

*Thank you for the opportunity to provide a quote for this project. If you have any questions regarding this quote, or if we can be of further assistance, please call us at **651.786.4463** or **1.800.326.3911**, or email us at [**service@eamservice.com**](mailto:service@eamservice.com).*