

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

SEPTEMBER 19, 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- September 6, 2011
 - b. Receive and File St. Francis Fire & Rescue General Meeting Minutes-September 11, 2011
 - c. Receive and File the URRWMO Minutes – July 5, 2011 and September 13, 2011
 - d. Accept the Resignations of Fire Fighters Ken Pace and Angela Bauer
 - e. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Setting a Date for Council to Accept Bids on the Public Works/Police Safety Building
7. Ordinances & Resolutions:
 - a. Resolution 2011-26: Approving the Construction Plans and Specifications and Ordering Advertisement for Bids for the Public Works/Public Safety Building
 - b. Resolution 2011-27: Declaring the Official Intent of the City of St. Francis to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
Fire Dept.:
Public Works:
Liquor Store:
Police:
9. Reports from Council Members
10. Report from Mayor
 - a. Town Hall/Informational Meeting
11. Old Business
 - a. Setting Budget Workshop date-September 26, 2011
12. New Business
 - a. Efficiency Report Card-Fire Department
13. Adjournment

Calendar of Events

Sept 19: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Sept 21: Planning Commission Meeting @ ISD# 15 Central Services Center (District Offices) 7:00 pm
Oct 3: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Oct 7: SFHS Homecoming Football Game vs. North Branch 7:00 pm
Oct 15: Recycling Day 8-Noon
Oct 15: Fire Dept. French Toast Breakfast 8-Noon at Fire Station for Fire Prevention Week
Oct 17: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Oct 19: Planning Commission Meeting @ ISD# 15 Central Services Center (District Offices) 7:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator



RE: Agenda Memorandum – September 19, 2011 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

a. *Special City Council Meeting Date:* Council should consider holding a special City Council Meeting near the end of October to accept and award the bids for the new Public Works – Police Facility. The bids are due into City Hall on October 20, 2011 and then will be reviewed by consulting staff to present a recommendation. Hosting this Special Meeting would allow construction to begin about 7-10 days earlier in order to get site work further along before the snow comes falling down.

7. Ordinances & Resolutions:

- a. *Resolution 2011-26:* Resolution 2011-26 approves the Construction Plans and Specifications and Orders Advertisement for Bids for the Public Works/Public Safety Building. A motion would be in order to approve Resolution 2011-26.
- b. *Resolution 2011-27:* Resolution 2011-27 declares the Official Intent of the City of St. Francis to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the St. Francis Economic Development Authority. A motion would be in order to approve Resolution 2011-27.

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. After the last Council meeting, input from Council indicated September 26th, 2011 at 4:00pm in the Community Center would be the best date.

12. New Business:

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

CITY COUNCIL MINUTES

SEPTEMBER 6, 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, Tim Brown, 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, Fire Chief Dean Kapler, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Administrator Matt Hysten, and City Clerk Barb Held.

Mayor Tveit welcomed Tim Brown to the Council.

3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT THE SEPTEMBER 6, 2011 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND MCCLISH TO APPROVE THE SEPTEMBER 6, 2011 CITY COUNCIL CONSENT AGENDA-J AS FOLLOWS:
 - a. Approve the City Council Minutes of August 15, 2011.
 - b. Approve the Corrected August 1, 2011 City Council Minutes.
 - c. Receive and File the St. Francis Fire and Rescue General Meeting Minutes of August 7, 2011.
 - d. Approve Pay Estimate No. 6 for \$ 101,455.72 and Change Order No. 3 for \$5,383.00 to Geislinger & Sons, Inc. for the Ambassador Trunk Utility Improvements.
 - e. Approve Pay Estimate No. 1 for 188,744.88 to Peterson Companies, Inc for the Pederson Path Improvement.
 - f. Approve the Contract for School Liaison Officers for Independent School District 15 with the City of St. Francis for school year 2011-2012.
 - g. Authorize the St. Francis Fire Department to apply for FEMA AFG Grant.
 - h. Authorize the St. Francis Fire Department to Implement a Duty Officer Program to begin September 14, 2011 and continue until March 14, 2012 at which time a review would be completed and shared with City Council as whether or not to continue with the program.
 - i. Approve Not to Waive the Statutory Tort Liability Limits to the extent of the coverage purchased with LMCIT.
 - j. Approve the Payment of Claims for \$630,853.47.Motion carried 5-0.

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

Roland Willis, 23073 Eidelweiss Street NW; I see there is budget information in the packet on the building. I have not seen and have asked before, the annual maintenance amount of this

building. Along with never seeing a proposal to maintain this building, where the funds are going to come from.

William Gardner, 5304-238th Avenue NW, I have four things. Welcome back Mr. Brown to the Council. I was glad to see you, the Mayor, at the car show last Friday. I also like the Pederson Path but I would also like you to have the police department sit out by Hwy 47 to make sure the kids are pushing the pedestrian crossing button. I like to thank Barb (City Clerk) for getting me the audio of last meeting. Gardner had the audio transcribed and referenced the written minutes versus the audio regarding the building plans and their location at the meeting.

Ray Jones, 23547 Nacre Street NW, was wondering why the EDA applications was never advertised in the newspaper. I think you should table it.

LeRoy Schaffer, 4526 234th Avenue NW, stated Jerry (the Mayor) called me some time ago. I am sure I caused Jerry some grief. I tried something's and it backfired on me. There was no personal gain. I apologized to people in St. Francis but I felt a necessity to do so. LeRoy closed by saying thank you Jerry.

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

a. **Professional Design Group/Amcon Building Plan Presentation/Discussion with the City Council:** Jim Brach of Professional Design Group gave a brief history of the building process. This building project was initiated in 2007. There was a time where it was on hold. Mr. Brach stated a group comprised of staff and consultants have been meeting every two weeks. Miles Britz of Professional Design Group and Todd Christopherson of Amcon Construction Company gave a presentation on the proposed Police/Public Works Facility. This project meets the basic needs. It is designed as a 100 year facility. Bid alternates will be added, to see what kind of cost they come in with. These are not final plans but we have done estimates on cost. Mr. Christopherson also went over the timeline. Next step would be to produce final plans to be able to go out for bids. Authorization will be needed for approval of final plans and to be able to go out for bids. Kane asked on the roof design. How long can we expect the roof to last and what new items are on the market? The roof we are looking at would last about 20-25 years it will be white in color. Tveit said I have reviewed the plans and are very pleased. MOTION BY KANE SECOND MCCLISH TO APPROVE THE DEVELOPMENT DESIGN OF THE PROJECT. Motion carried 5-0. MOTION BY KANE SECOND MCCLISH GIVING AUTHORIZATION FOR THE PREPARATION OF THE CONSTRUCTION DOCUMENTS. Motion carried 5-0.

b. **Northland Securities: Financial Presentation for Public Works/Public Safety Building and Discussion with the City Council:** George Eilertson of Northland Securities gave a presentation on financing the new facility using our existing and future City budgets. Some time ago, I gave a presentation on the different types of funding. The council at that time agreed to go with Lease Revenue Bonds. There is a favorable market in interest rates. A 20, 25 and 30-year bonding scenarios were presented. To avoid an additional debt service, the City is proposing to use funds currently being set aside for a new city hall, fire/police building as well as a 30 percent water and sewer utility fund transfer and liquor store funds. Kane asked by taking the CIP numbers from City Hall it tells me that we will not be building a City Hall anytime soon. Tveit said yes, we are making a choice by sacrificing a future city hall. Lepak said the EDA has

certain authority with this process. Although the current city hall is functional it is probably not in the best location. MOTION BY KANE SECOND MCCLISH AUTHORIZING THE EDA TO ENTER INTO A LEASE REVENUE BOND AGREEMENT IN AN AMOUNT NOT TO EXCEED \$8,200,000. Sandoval said but we don't have an EDA yet. Lepak said yes, this gives the EDA board once appointed, something to act on. Motion carried 5-0.

c. Appointment of Economic Development Authority (EDA) Members:

Tveit stated we do have a resident that was concerned because it was not published in the local paper. Lepak said based on his opinion there is not a legal obligation to be published. Historically we have published openings but that was before the internet. Tveit asked what if the Council appoints themselves as the EDA board for 30 days, publish, take applications and then appoint members. Lepak said if there is a need to get the EDA up and running my recommendation would be to appoint two council members and three applicants tonight. I am not sure the tight time frame. Tveit asked Hylen, Mr. Eilertson already left otherwise Hylen said I would have asked him. McClish said we have had this posted for months, it was on the website, and has been in our newsletters. We have been asking for members for months and we need to move forward. Tveit said I have had it in my Mayor's portion of the newsletter too. Sandoval said I see both sides. Brown agreed to move forward.

1. Citizen Applications: The City received four applications for the EDA. They are Brenda Pavelich-Beck, Richard Orpen, and Troy Shook. Christian Westbrook's application came in late Thursday afternoon, after the Council Packets were posted online. After discussion, the council indicated they have four good applicants. Hylen reminded the City Council to identify with 4, 5 or 6 year terms for each applicant. MOTION BY KANE SECOND BROWN TO APPOINT TROY SHOOK TO THE EDA FOR A FOUR-YEAR TERM. Carried 5-0.

MOTION BY KANE SECOND MCCLISH TO APPOINT RICHARD ORPEN TO THE EDA FOR A FIVE-YEAR TERM. Motion carried 5-0.

MOTION BY BROWN SECOND KANE TO APPOINT BRENDA PAVELICH-BECK TO THE EDA FOR A SIX-YEAR TERM. Motion carried 5-0.

2. City Council Members: Tveit asked what two elected officials would be interested in serving on the EDA. Sandoval said he would be. MOTION BY TVEIT SECOND MCCLISH TO APPOINT SANDOVAL TO THE EDA TO A THREE-YEAR TERM. Kane asked what if Sandoval decides not to run in the next election. Lepak said then the council would fill the vacancy. Motion carried 5-0. McClish said he too would be interested. MOTION BY TVEIT SECOND SANDOVAL TO APPOINT CHRIS MCCLISH TO THE EDA TO A TWO-YEAR TERM. Motion carried 5-0.

7. Ordinances & Resolution:

a. Resolution 2011-25: Providing Preliminary Approval of a Proposed 2011 Tax Levy, Collectible in 2012: State Law requires the City Council give preliminary approval of a proposed tax levy for 2011 payable in 2012 by September 15, 2011. 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%. MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2011-25 A RESOLUTION PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2011 TAX LEVY, COLLECTABLE IN 2012. Kane said I would like to go on record and say due to the change on the homestead credit by our State Legislators and their new formula, property owners taxes could still go up even if we choose a zero percent increase. Hylen

said yes the burden has been moved to the commercial and industrial properties. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Department: Repair of Generator on Engine #1:** Fire Chief Dean Kapler reported the generator on Engine #1 is not operating and is in need of repair/replacement. The generator provides power to the on-scene emergency lighting as well as 110-volt power supply power to equipment in the field at emergency scenes. A quote was received for the repair and one for the replacement. MOTION BY TVEIT SECOND SANDOVAL AUTHORIZING THE FIRE DEPARTMENT TO REPLACE THE CURRENT GENERATOR IN ENGINE #1 AND CHARGE IT TO EQUIPMENT REPAIR AND MAINTENANCE. Motion carried 5-0.

Public Works:

Liquor Store:

Police Dept:

City Administrator Report: Hysten reported today, with the help of Anoka County, we started a Twitter account and continue researching starting a Facebook page. In September, we are hoping to roll out our new website.

Last week I gave a tour of the east shop location to a senior housing company and will keep the EDA informed.

9. **Reports from Council Members:** McClish said he will not be at the next council meeting because he will be at the National Canine trials.

Kane said I maybe out of town the next two meetings.

Sandoval congratulated Tim on being appointed to the Council and to the new EDA members.

Tim Brown said I am happy to be on the council and looking forward to the new adventures.

10. **Report from Mayor:** Tveit said I am glad Tim Brown stayed involved by coming to the council meetings.

Pederson Path looks great and would like to say congratulations to your engineering firm Bolton and Menk and also the contractor Peterson Companies on an efficient project.

Tveit thanked the council members for stepping up to be on the EDA.

11. **Old Business:**

a. **Don Voytilla-Curb Stop Repair:** Tveit gave a brief review of what happened with this event. The responsibility of the bill is that of the homeowners. Tveit's recommendation would be to allow Mr. Voytilla pay this off this bill with a 21 to 26 year assessment. The cost of the repair was \$12,136.89. Would that be acceptable to the council? Sandoval said I agree giving him a break but I think, we should collect some type of interest. We have to be careful

and not set precedence. McClish agrees with Sandoval by adding some type of interest. Voge said typically on an assessment the interest rate is 1.5% over prime rate. Right now prime is 3.25%. MOTION BY SANDOVAL SECOND MCCLISH TO SPECIAL ASSESS DON VOYTILLA 3.25% FOR 21 YEARS. Hylen said this would be pending objection from the homeowner. Tveit said what about going out 26 years. Motion failed 0-5. MOTION BY SANDOVAL SECOND MCCLISH TO SPECIAL ASSESS DON VOYTILLA \$12136.89 AT 3.25% FOR 26 YEARS WITH THE FIRST YEAR BEING PAID UP FRONT FOR THE CURB STOP REPAIR BILL. Motion carried 5-0.

b. **Setting Budget Workshop date:** Kane said he should know his schedule better tomorrow. Everyone contact Barb Held by 4:00 pm and she will set a date for a Budget Workshop.

12. **New Business:**

a. **Efficiency Report Card: Public Works:** Teicher reported on all the savings with Connexus Energy by installing energy efficient equipment.

Also received a grant to attend a AWWA Conference at the end of September.

13. **Adjournment:** The City Council recessed the meeting at 7:51 pm.

Barbara I. Held, City Clerk

General Meeting September 11, 2011

Dean Kapler, Bryant Loudon, Barry McDonough, John Fraune, Kim Swenson, Dave Jorgenson, Edwin Griego, Mark Sorenson, Carl Johnson, Dan Thompson, Renee Griego, Nick Berglund, Chris Robinette, George Bichler, Dimitrios Vangelof, Jen McDonough, Jon Faanes, Sam Strassburg

Called to order 7:10

Kelly- 34 Calls, 21 medicals, 9 fire calls, and 4 cancellations, Nothing to report on Maps. Questions on how to get reimbursed for GPS...will get quotes for them from Best Buy. Hose testing will be Saturday 24, 2011. 6 people are needed but more are welcome. Hose will be rotated through the rack and the trucks. Testing will begin on Maintenance drill to get a head start. Making sure the mentor program is continuing.

Dan- 44 SCBA bottles. All are in need of hydro testing and are two years past due. 16 SCBA's due to retire in 2013, 1 in 2014, and 27 in 2015. Also discussion of replacement of the bad sentinels, price range of \$450.

Edwin- The scene lights have not yet been ordered, along with the ally light on chief truck. The generator on Engine 2 will be replaced. Starting at 1:30pm trucks will be going to the maintenance garage, Edwin will be emailing everyone to let them know what truck is out.

Carl- All helmets and rockers are in. Dropped off the pagers at Radio Shack and amplifiers. Dean (amplifier guy) stated it is not cost effective to fix the old amplifiers. Carl will check with him to see if both the 4's and 5's can distinguish between the different tones. The old pagers need to be declared as old inventory to be gotten rid of. Will get a quote for 5 new pagers. Carl will get prices for vests. If you would like pages for the duty officer, talk to Carl.

Barry- Medical Supplies are stocked. Has not yet modified the truck report. Velcro is on the new helmets. Discussion on buying vests for the whole incident command designated as safety vests. The blue safety helmet will no longer be the safety officer.

Bryant- Internet has been run into meeting room and works! If you need the internet code, Contact Renee. Chris and Nick will both be black tags for fires. Congrats! There will be an am/pm pump makeup scheduled.

Kim- Approx \$87,000 in property fire loss this year

Payroll Specialist

- Get your sheets to John so Dean can sign off on them.
- John will continue to do payroll as long as we need him to.

Training/Opportunities

- Questions on how much drill dates would cost, handouts were given out detailing the costs.

- Proposed Drill Dates \$48,197
- Discussed Drill Dates \$48,197
- Voted Drill Dates \$64,637
- What do we want to drill on Annually?
 - Grass Fire Prep*, Pumps/water movement*, DNR, FIT testing, Right to Know/BBP*, Agility Testing*, EMS skills, Ropes, Extrication, Response/SOG's*, Incident Command/Fireground Tactics*, SCBA*, Radios*, Haz mat, Traffic Control, Water/Technical Rescue, Ice Rescue*, Confined Space, RIT, Gas Detector*, Propane Fires, Vehicle Fires, SkyWarn*, Driving*, Medivac, Hybrid Cars, Chainsaws/Hand tools/Ventilation*, Power lines, Sensitivity Training*, Chimney fires*
- Upcoming Training calendar
 - Chaplin on Monday dealing with how to deal with families. October will be chimney fire simulation.
 - If drills get done early, there will be extra training on another subject

Duty Officer Response

- Wed-Wed 6am-6pm, will also be on the weekend rescue schedule. They will be responding directly to the station for rescue.
- Illegal burns, fire alarms, CO without illness, informational calls going directly to the scene. This individual will also be incident command. They will be taking turnout gear home with them along with a portable radio. Another gas monitor will need to be bought to have with the duty officer vehicle.
- Duty officer will start this Wednesday September 14, 2011. \$10 per day during M-F, \$20 Sat-Sun. During the week the duty officer at their discretion can respond directly to the scene. On the weekend under their discretion they can respond to the scene, but needs to be reported to 2800 for general staffing. Duty officer will come to the station for mutual aid calls.

Vehicle Maintenance

- Getting yellow drop tank
- Trucks will be going to bus garage for maintenance
- Pump testing on Engine 2 will be done during the generator repair

Recent Council Action

- Council gave authorization to apply for the AFG grant (SCBA's)
- Generator repair is around \$12000, if parts are able to be used. If not the cost will be \$15000.
- Duty Officer Approval

Station maintenance

- City Council okayed roof and paint for the station

Engine Replacement/Upgrade

- Will be looked at when the maintenance is done on trucks

Fire Prevention

- October 9-15, 2011 is Fire Prevention Week. French Toast Breakfast is October 15, 2011
- Memorial Blood Centers will be doing a blood drive and will be bringing a bus so we will not need to use the meeting room
- No Stapling Party
- Kim will be talking to the schools on a schedule. People will be needed for the week.
- Donations are starting to come in. Lions donated \$600.
- NFPA items are here, please hang up at next maintenance drill

Sam Mud Run

- Had a lot of fun! Would like to have a team next year.

Public Works/Police Building Update

- City Council okayed the start of creating a new Public Works/Police Building. How will this affect the fire dept in the future?

Recruitment

- We need to start looking at hiring

Personnel

- John Fraune has resigned, with 32yrs of service.
- Angela Bauer has resigned, with 1 3/4yrs of service.
- We will MISS YOU BOTH!!!!

Things to think about

- Badge numbers

General/Officer Meeting will be combined into one meeting starting at 6pm.

Edwin will be drawing for rescue shifts for one complete cycle. He will not be shuffling cards, and will be putting it on the Google calendar.

Adjourned 8:28

Upper Rum River Watershed Management Organization
Meeting Minutes for July 5, 2011

Todd Miller called the meeting to order at 7:06 pm with the following members present Mary Ann Empson, Ed Faherty, Orval Leistico, Lan Tornes, Richard Walstrom and John Wangenstein. Absent were LeRoy Schaffer, Jared Trost and Steve Voss.

APPROVAL OF AGENDA

This was added to allow for additional items to be included on or removed from the agenda. John Wangenstein noted he has a comment for under OTHER. **Mary Ann Empson moved and Lan Tornes seconded to approve the agenda as presented. All in favor, motion passed.**

APPROVAL OF MINUTES

Mary Ann Empson moved and Lan Tornes seconded to approve the May 3, 2011 meeting minutes as presented. All in favor, motion passed.

NEW BUSINESS

A. ACD Invoice #2011024 – **Mary Ann Empson moved and Lan Tornes seconded to approve payment of Anoka Conservation District Invoice #2011024 for \$3,635.66 (payment 2 of 3). All in favor, motion passed.**

OLD BUSINESS

A. Checking Account – Mary Ann Empson stated the WMO should have its own checking account so that monies collected for the budget line item “Budget for URRWMO matching participation on future grant opportunities” can be held in an account. Oak Grove bills only for actual expenditures incurred in a budget year, so no funds have been collected and maintained for this line item. Presently, if a project were to come up, the maximum the WMO would have in matching funds would be \$1000. In order to collect and maintain a balance for matching funds, the WMO would have to establish its own account.

Discussed if the JPA needed to be amended to include election of a treasurer at the annual meeting. It was thought that the chair, vice chair or secretary could handle the checking account reporting, thus no need to amend the JPA.

It was asked if a savings account could be opened to hold the matching grant monies and not open a checking account? Members thought it would be more of an “open bookkeeping system” with a checking account.

Mary Ann is also a member of the SRWMO which has its own checking account through People's Bank. There have not been any problems with the account that she knows about. The checkbook is maintained by Rita Pierce, City of East Bethel Fiscal & Support Services Director. After an invoice is approved and given to Rita, she writes a check, signs it and has two authorized SRWMO members also sign the check.

Discussed how many URRWMO members would be authorized to sign the checks and to authorize an Oak Grove employee also be a signer. It was thought that three members could be authorized, with only two signatures being required – one URRWMO member and one Oak Grove employee.

Would the checkbook be at meetings for checks to be written? The consensus was to have only the number of blank checks needed per approved invoices at each meeting; allowing for the checks to be signed at the meeting and eliminating the need for the signers to go to Oak Grove city hall to sign checks written out by the employee. The board usually knows in advance of an invoice that needs to be approved and for what amount. Exception is the annual insurance bill that is mailed to Oak Grove and opened at a meeting.

A bank would need to be chosen. It was asked what bank the City of Oak Grove uses? Gail Gessner will find out and email Todd Miller that information. It was noted that the SRWMO pays a monthly fee for its account. By having a running balance of \$1,000+, could an account be opened that does not incur monthly charges? The City of Bethel banks with People's Bank, so Todd will talk with them regarding having a checking account there and possible fees, etc.

Via telephone and email correspondence, members Steve Voss and Jared Trost (on behalf of East Bethel) shared that they have no concerns with the URRWMO having a checking account.

A federal ID # is needed to open an account. Todd Miller will gather more ID information.

A deposit is also needed to open an account. When the SRWMO account was opened, the Chair used her own money to open the account and invoiced the SRWMO for the money she used.

Discussed the timelines for billing the cities. According to the JPA, "After ratification the chair or vice-chair shall certify the recommended budget to each party on or before June 1 of each year together with a statement showing the amounts due from each party. Each party shall pay over to the Organization the amount owing in two equal installments, the first on or before January 1 and second on or before July 1 in accordance with the tax year for which the amount due is being paid." What that means is in November/December of this year, Oak Grove will bill each city its portion of all invoices paid from January 2011 to present, plus \$166.66 for its portion of the 2011 budgeted matching grant funds line item. IN ADDITION, cities will also be expected to pay ½ of their 2012 budget amount which is due January 1, 2012.

Currently, the URRWMO does not pay for an annual audit because it falls under Oak Grove's audit. For the 2013 budget, a dollar amount will need to be included in the audit line item; \$500 was suggested.

A determination would need to be made on a maximum dollar amount that would be maintained for the matching grants fund and what to do when the maximum is reached.

This item was table to the September meeting, at which time more information should be available.

B. Joint Powers Agreement (JPA) – Copies of original signature pages were distributed so that each party to the agreement will have a completed JPA.

MAIL

A. MN Campaign Finance and Public Disclosure Board requested a current public official listing. Todd Miller will send in a copy of the current directory.

OTHER

Burns Lake outlet ditch – John Wangenstein commented that after the last meeting he went and looked at the ditch; the culvert was open with no obstructions. Dennis Rodacker of Anoka Conservation District sent an email stating the City of Nowthen will take needed action regarding the flooding in this area.

Gail Gessner noted that she will not be able to attend the September 6 meeting. **Lan Tornes moved and Todd Miller seconded to reschedule the meeting to September 13. All in favor, motion passed.** Gail will check with Sherry Fiskewald regarding availability of the meeting room for that date.

ADJOURN

Ed Faherty moved and Orval Leistico seconded to adjourn. All in favor, meeting adjourned at 8:13 pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 7/6/11

Upper Rum River Watershed Management Organization
Meeting Minutes for September 13, 2011

Chair Todd Miller called the meeting to order at 7:08 pm with the following members present Mary Ann Empson, Lan Tornes, Jared Trost, Richard Walstrom and John Wangenstein. Absent were Ed Faherty, Orval Leistico, Jeff Sandoval and Steve Voss.

APPROVAL OF AGENDA

Mary Ann Empson moved and Richard Walstrom seconded to approve the agenda as presented. All in favor, motion carried.

APPROVAL OF MINUTES

Lan Tornes moved and Mary Ann Empson seconded to approve the July 5, 2011 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. ACD Invoice #2011024 – **Mary Ann Empson moved and Lan Tornes seconded to approve payment of Anoka Conservation District Invoice #2011024 for \$3,635.68 (payment 3 of 3). All in favor, motion carried.**

OLD BUSINESS

A. Checking Account – Chair Miller reported that the cost for a business checking account at People's Bank would be \$.50/month and that three signatures would be required - the treasurer and two other signatures. Discussed whether it has to be a treasurer to sign or if the chair, vice-chair and a city staff person could sign the checks. As discussed at the last meeting, Richard Walstrom supported revising the JPA to include electing a treasurer at the annual meeting; then it would be taken care of for future board members. It was the general consensus that a city should hold the checking account in lieu of a board member having possession. Oak Grove staff has stated they are not interested in keeping/handling a checking account for the WMO. **Board members were directed to contact their respective cities to see if there is an interest in administering a checking account for the WMO and to report back to all board members via email.** Discussed the possible need to further revise the JPA to reflect the correct Organization Office if a new city is appointed to administer a checking account.

One of the main reasons for opening a checking account is to accumulate funds from the budget line item Matching Participation on Future Grant Opportunities. Mary Ann Empson, who is also a member of the SRWMO, noted that ACD holds Water Quality Improvement Grant Funds money in an account for the SRWMO. If that is correct, would ACD do the same for the URRWMO? Chair Miller will talk with Jamie Schurbon at ACD to clarify and report back to the Board.

Gail Gessner was directed to meet with Sherry Fiskewald, Oak Grove City Clerk to find out what, if any, funds are available to use to open an account and to report back to the Board.

Reiterated the timeline for city billings. In November/December of this year, each city will be billed for its portion of all invoices paid from January 2011 to present, plus \$166.66 for its portion of the 2011 budgeted Matching Participation on Future Grant Opportunities line item. IN ADDITION, cities will also be expected to pay ½ of their 2012 budget amount which is due January 1, 2012.

Briefly discussed an annual audit versus financial reporting. SRWMO is currently making this decision and going through the process of finding an auditor, so that information could be shared between the WMOs.

It was noted that a special meeting could be called, if needed, in order to have a checking account in place by January 2012.

Chair Miller will apply for a Federal Tax ID after the Board approves opening a checking account.

MAIL - No mail.

OTHER

A. Chair Miller reported that he provided board member start dates as requested by the State of MN for the Campaign Finance and Public Disclosure Board.

B. Discussed rescheduling the November meeting, due to elections being held on the same day. **Richard Walstrom moved and Lan Tornes seconded to approve rescheduling the November meeting to Thursday, October 27, 2011 at 7:00 pm at Oak Grove City Hall. All in favor, motion carried.**

ADJOURN

Richard Walstrom moved and Lan Tornes seconded to adjourn. All in favor, meeting adjourned at 8:03 pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 9/14/11



PAYMENT BATCH AP 09-19-11

ACE SOLID WASTE, INC.

09/01/2011	8766299	E 101-42110-384	Refuse/Garbage Disposal	WASTE REMOVAL	14.20
09/01/2011	8766299	E 101-42210-384	Refuse/Garbage Disposal	WASTE REMOVAL	14.19
09/01/2011	8766299	E 101-43100-384	Refuse/Garbage Disposal	WASTE REMOVAL	107.38
09/01/2011	8766299	E 101-43210-384	Refuse/Garbage Disposal	WASTE REMOVAL	35.12
09/01/2011	8766299	E 101-45200-384	Refuse/Garbage Disposal	WASTE REMOVAL	107.37
09/01/2011	8766299	E 601-49440-384	Refuse/Garbage Disposal	WASTE REMOVAL	76.52
09/01/2011	8766299	E 602-49490-384	Refuse/Garbage Disposal	WASTE REMOVAL	76.51
09/01/2011	8766299	E 609-49750-384	Refuse/Garbage Disposal	WASTE REMOVAL	131.31
					\$562.60

AIRGAS NORTH CENTRAL

08/31/2011	105650970	E 101-43100-217	Other Operating Supplies	METAL CUTTING GAS	4.08
08/31/2011	105650970	E 101-43210-217	Other Operating Supplies	METAL CUTTING GAS	4.08
08/31/2011	105650970	E 101-45200-217	Other Operating Supplies	METAL CUTTING GAS	4.08
08/31/2011	105650970	E 601-49440-217	Other Operating Supplies	METAL CUTTING GAS	4.08
08/31/2011	105650970	E 602-49490-217	Other Operating Supplies	METAL CUTTING GAS	4.07
					\$20.39

ALEX AIR APPARATUS INC.

09/12/2011	20447	E 101-42210-218	Equipment Repair & Maintenance	POSI CHECK	1,546.63
					\$1,546.63

AMCON

08/31/2011	CM234-03	E 402-41940-520	C-O-L Building & Structures	PW/PS BUILDING	7,500.00
					\$7,500.00

AMERIPRIDE LINEN & APPAREL SER

09/08/2011	1000938518	E 101-41940-219	Rug Maintenance	RUGS	48.74
					\$48.74

ASPEN MILLS

08/31/2011	111957	E 101-42110-104	Reserves	EICKHOFF RES UNIFORM	69.90
					\$69.90

BGS (BARNA GUZY)

08/31/2011	86889	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,864.00
08/31/2011	87141	E 101-41600-304	Civil Legal Fees	REAL ESTATE DEVELOPMENT	78.00
08/31/2011	87142	E 101-43100-441	Miscellaneous	HWY 47 AUTO PARTS	2,006.29
08/31/2011	87143	E 250-49200-441	Miscellaneous	TURTLE RIDGE REFINANCE	900.00
08/31/2011	87344	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	57.63
08/31/2011	87345	E 101-41600-312	Criminal Legal Fees	HANSON FORFEITURE	195.00
					\$8,100.92

BIRCHWOOD CONSTRUCTION

09/06/2011	240	E 602-49490-401	Repairs/Maint Buildings	FOAM BAR SCREEN ROOM CEIL	4,000.00
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09/15/2011	242	E 101-43100-401	Repairs/Maint Buildings	PW FIX POLE BARN RIDGE	300.00
09/15/2011	242	E 101-45200-401	Repairs/Maint Buildings	PW FIX POLE BARN RIDGE	300.00
					\$4,600.00

BRAUN INTERTECCORPORATION

08/25/2011	339439	E 226-45100-441	Miscellaneous	PEDERSON PATH	525.00
					\$525.00

CEDAR CREEK SPRINKLERS

09/08/2011	617	E 101-45200-229	Project Repair & Maintenance	NEW SPRINKLER CLOCK	165.00
					\$165.00

CENTERPOINT ENERGY

09/08/2011	8928680-1.0911	E 101-43100-383	Gas Utilities	FINAL 4058	8.87
					\$8.87

CENTURY LINK

09/01/2011	15.HCXX.124026	E 101-41940-321	Telephone	PHONE	90.02
09/01/2011	15.HCXX.124026	E 101-42110-321	Telephone	PHONE	75.03
09/01/2011	15.HCXX.124026	E 101-42210-321	Telephone	PHONE	75.03
09/01/2011	15.HCXX.124026	E 101-43100-321	Telephone	PHONE	15.01
09/01/2011	15.HCXX.124026	E 101-45200-321	Telephone	PHONE	15.01
09/01/2011	15.HCXX.124026	E 601-49440-321	Telephone	PHONE	15.01
09/01/2011	15.HCXX.124026	E 602-49490-321	Telephone	PHONE	15.01
09/07/2011	7637531049.0911	E 601-49440-321	Telephone	PHONE	162.15
					\$462.27

CHISAGO LAKES DISTRIBUTING CO.

09/12/2011	454634	E 609-49751-252	Beer For Resale	BEER	473.00
					\$473.00

CLASSIC CONSTRUCTION

09/12/2011	12955	E 402-41940-520	C-O-L Building & Structures	CLEAN UP MISC DEBRIS	1,350.00
09/12/2011	12956	E 402-41940-520	C-O-L Building & Structures	DEMO	14,374.00
					\$15,724.00

COUNTY MARKET - CITY ACCOUNT

		E 101-42210-212	Motor Fuels	AUGUST PURCHASES	395.37
		E 101-43100-212	Motor Fuels	AUGUST PURCHASES	71.69
		E 101-45200-212	Motor Fuels	AUGUST PURCHASES	237.00
					\$704.06

COURIER, THE

09/07/2011	36498	E 101-42210-441	Miscellaneous	ADS	57.00
09/09/2011	36323	E 609-49750-340	Advertising	AD	25.00
09/09/2011	36376	E 101-41400-441	Miscellaneous	ADS	25.00
09/09/2011	36376	E 101-43210-441	Miscellaneous	ADS	89.00
					\$196.00

CRYSTAL SPRINGS ICE

09/03/2011	25059	E 609-49751-254	Miscellaneous Merchandise	ICE	113.60
09/06/2011	25094	E 609-49751-254	Miscellaneous Merchandise	ICE	100.90
09/13/2011	25155	E 609-49751-254	Miscellaneous Merchandise	ICE	160.00
					\$374.50

DAHLHEIMER DIST. CO. INC.

		E 609-49751-252	Beer For Resale	CREDIT WRONG AMT #60140	(30.00)
08/31/2011	61942	E 609-49751-252	Beer For Resale	BEER	14,951.20
08/31/2011	61942	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
09/08/2011	62915	E 609-49751-252	Beer For Resale	BEER	10,807.05
09/08/2011	62915	E 609-49751-254	Miscellaneous Merchandise	MISC	178.00
09/14/2011	63632	E 609-49751-252	Beer For Resale	BEER	7,809.85
09/14/2011	63632	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
09/14/2011	63632	E 609-49751-255	N/A Products	N/A	15.50
					\$33,951.60

DAY DISTRIBUTING CO.

09/02/2011	616233	E 609-49751-252	Beer For Resale	BEER	2,778.10
09/08/2011	616412	E 609-49751-252	Beer For Resale	BEER	352.80
					\$3,130.90

DEX MEDIA EAST LLC

09/06/2011	110097517.9011	E 609-49750-340	Advertising	ADVERTISING	64.05
					\$64.05

EAGLE GARAGE DOOR CO.

08/26/2011	3164	E 101-42110-401	Repairs/Maint Buildings	REPLACE CABLES	619.00
					\$619.00

ENVENTIS

09/01/2011	737705.9011	E 101-41940-321	Telephone	PHONE	219.86
09/01/2011	737705.9011	E 101-42110-321	Telephone	PHONE	261.59
09/01/2011	737705.9011	E 101-42210-321	Telephone	PHONE	36.53
09/01/2011	737705.9011	E 101-43100-321	Telephone	PHONE	36.53
09/01/2011	737705.9011	E 101-45200-321	Telephone	PHONE	36.53
09/01/2011	737705.9011	E 601-49440-321	Telephone	PHONE	36.58
09/01/2011	737705.9011	E 602-49490-321	Telephone	PHONE	36.58
09/01/2011	737705.9011	E 609-49750-321	Telephone	PHONE	73.21
					\$737.41

ESS BROTHERS & SONS INC.

08/30/2011	QQ4458	E 101-43100-414	Storm Sewers	STORM SEWER REPAIRS	1,026.00
09/07/2011	QQ4692	E 602-49490-229	Project Repair & Maintenance	I & I MITIGATION	1,227.99
					\$2,253.99

F.I.R.E.

08/10/2011	8764	E 101-42210-208	Training and Instruction	PUMP MAKE UP	600.00
					\$600.00

FBI NATIONAL ACADEMY ASSOCIATE

		E 101-41110-208	Training and Instruction	JAKE TRAINING	100.00
					\$100.00

FBINA

		E 101-41110-208	Training and Instruction	JAKE TRAINING	115.00
					\$115.00

FERGUSON WATERWORKS

08/30/2011	S01325498.001	E 601-49440-229	Project Repair & Maintenance	METERS	492.83
09/07/2011	S01327147.001	E 601-49440-259	Water Meters	METERS	2,190.24

					\$2,683.07
FREEDOM SERVICES, INC.-FD					
09/07/2011	15971	G 101-21706	Flex Account	OCTOBER	692.06
09/07/2011	15971	G 101-21708	Health Premium	OCTOBER	2,191.88
					\$2,883.94
FREEDOM SERVICES, INC-MA					
09/07/2011	15972	E 101-41540-301	Auditing and Acct'g Services	OCTOBER	105.20
					\$105.20
G&K SERVICES, INC					
09/02/2011	1043796971	E 601-49440-402	Janitorial Service	RUGS AND TOWELS	39.24
09/02/2011	1043796971	E 602-49490-402	Janitorial Service	RUGS AND TOWELS	39.24
					\$78.48
GERDIN AUTO SERVICE, INC.					
08/22/2011	58656	E 208-42110-436	Towing Charges	TOW VEHICLE	118.91
					\$118.91
GRANITE CITY JOBBING CO.					
09/07/2011	694714	E 609-49750-210	Operating Supplies	OPERATING	144.93
09/07/2011	694714	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
09/07/2011	694714	E 609-49751-254	Miscellaneous Merchandise	MISC	51.27
09/07/2011	694714	E 609-49751-256	Tobacco Products For Resale	TOBACCO	935.38
09/13/2011	695385	E 609-49750-210	Operating Supplies	OPERATING	42.80
09/13/2011	695385	E 609-49751-256	Tobacco Products For Resale	OPERATING, TOBACCO	679.54
09/13/2011	695385	G 101-20810	Sales Tax Payable	OPERATING, TOBACCO	(0.78)
					\$1,857.39
HACH COMPANY					
09/02/2011	7405279	E 601-49440-235	Lab Supplies	SUPPLIES	68.25
09/02/2011	7405279	E 602-49490-235	Lab Supplies	SUPPLIES	87.97
09/06/2011	7407150	E 601-49440-235	Lab Supplies	SUPPLIES	46.76
					\$202.98
HAWKINS, INC.					
		E 602-49490-216	Chemicals and Chem Products	CHLORIDE	2,905.51
08/30/2011	3259552	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	265.10
					\$3,170.61
INNOVATIVE OFFICE SOLUTIONS, L					
09/01/2011	WO-10757754-1	E 101-41400-200	Office Supplies	CALENDARS	20.64
09/06/2011	WO-10769312-1	E 101-41400-200	Office Supplies	PAPER	37.38
09/07/2011	WO-10772471-1	E 101-42210-200	Office Supplies	FIRE DEPT PAPER	42.01
					\$100.03
ISD #15					
09/08/2011	228	E 101-43100-218	Equipment Repair & Maintenance	2002 CATAPILLAR	216.74
09/12/2011	222	E 101-43100-218	Equipment Repair & Maintenance	2002 BIG TOW	38.69
09/12/2011	222	E 101-45200-218	Equipment Repair & Maintenance	2002 BIG TOW	38.70
09/12/2011	223	E 601-49440-228	Equipment Maintenance	2010 FELLING TRAILER	57.45
09/12/2011	223	E 602-49490-228	Equipment Maintenance	2010 FELLING TRAILER	57.44
09/12/2011	224	E 101-43100-221	Vehicle Repair & Maintenance	04 INTERNATIONAL	459.57
09/12/2011	225	E 602-49490-228	Equipment Maintenance	2005 JOHN DEERE	56.50

09/12/2011	229	E 602-49490-228	Equipment Maintenance	2005 RANGER	117.15
09/12/2011	232	E 101-42210-221	Vehicle Repair & Maintenance	2000 SPARTAN	659.44
09/12/2011	234	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP	117.62
09/12/2011	234	E 101-45200-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP	117.63
09/12/2011	235	E 101-43100-221	Vehicle Repair & Maintenance	2006 FORD PICKUP	499.88
09/12/2011	235	E 101-45200-221	Vehicle Repair & Maintenance	2006 FORD PICKUP	499.88
09/12/2011	236	E 101-43100-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL	519.80
09/12/2011	237	E 601-49440-221	Vehicle Repair & Maintenance	2002 FORD PICKUP	107.77
09/12/2011	237	E 602-49490-221	Vehicle Repair & Maintenance	2002 FORD PICKUP	107.77
					\$3,672.03

JJ TAYLOR DISTRIBUTING

09/14/2011	1593573	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
09/14/2011	1593573	E 609-49751-252	Beer For Resale	BEER	862.75
					\$865.75

JOHNSON BROS WHLSE LIQUOR

09/07/2011	1131306	E 609-49751-206	Freight and Fuel Charges	LIQUOR	36.75
09/07/2011	1131306	E 609-49751-251	Liquor For Resale	LIQUOR	2,720.50
09/07/2011	1131307	E 609-49751-206	Freight and Fuel Charges	WINE	26.46
09/07/2011	1131307	E 609-49751-253	Wine For Resale	WINE	616.50
09/08/2011	509203	E 609-49751-206	Freight and Fuel Charges	CREDIT	(8.82)
09/08/2011	509203	E 609-49751-251	Liquor For Resale	CREDIT	(936.00)
09/14/2011	1135784	E 609-49751-206	Freight and Fuel Charges	LIQUOR	20.58
09/14/2011	1135784	E 609-49751-251	Liquor For Resale	LIQUOR	1,758.69
09/14/2011	1135785	E 609-49751-206	Freight and Fuel Charges	WINE	17.64
09/14/2011	1135785	E 609-49751-253	Wine For Resale	WINE	427.40
					\$4,679.70

KENCO FARMS, INC

08/29/2011	23501	E 602-49490-229	Project Repair & Maintenance	DISK RIP PONDS	500.00
					\$500.00

LMC INSURANCE TRUST

09/01/2011		E 101-43100-160	Work Comp Insurance	CLAIM	67.64
					\$67.64

MARTIN, TONY

		G 601-22200	Deferred Revenues	CREDIT REFUND	22.63
					\$22.63

MCDONALD DIST CO.

		E 609-49751-252	Beer For Resale	OVERPAID	(15.00)
09/01/2011	281417	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
09/01/2011	281417	E 609-49751-255	N/A Products	N/A	16.25
09/01/2011	281418	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
09/01/2011	281418	E 609-49751-252	Beer For Resale	BEER	14,994.05
09/02/2011	281596	E 609-49751-252	Beer For Resale	BEER	412.50
09/08/2011	281963	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
09/08/2011	281963	E 609-49751-252	Beer For Resale	BEER	3,670.20
09/08/2011	281964	E 609-49751-255	N/A Products	N/A	47.75
					\$19,233.75

METRO FIRE

09/08/2011	41965	E 101-42210-437	Uniform Allowance	SUPPLIES	51.68
					<u>\$51.68</u>
METRO WEST INSPECTIONS SERVICE					
		E 101-42400-311	Contract	Inspection services	1,398.09
					<u>\$1,398.09</u>
MN DEPT OF HEALTH					
		E 601-49440-313	Sample Testing	TEST FEE 07/01/11 TO 9/30/11	2,409.00
					<u>\$2,409.00</u>
NFPA					
08/18/2011	52906200	E 101-42210-209	Fire Prevention Supplies	FIRE PREVENTION SUPPLIES	166.45
					<u>\$166.45</u>
OPUS 21					
09/04/2011	110823	E 601-49440-382	Utility Billing	AUGUST BILLINGS	1,420.61
09/04/2011	110823	E 602-49490-382	Utility Billing	AUGUST BILLINGS	1,420.61
					<u>\$2,841.22</u>
PHILLIPS WINE & SPIRITS CO.					
09/07/2011	2121751	E 609-49751-206	Freight and Fuel Charges	LIQUOR	44.85
09/07/2011	2121751	E 609-49751-251	Liquor For Resale	LIQUOR	3,960.52
09/07/2011	2121752	E 609-49751-206	Freight and Fuel Charges	WINE	7.35
09/07/2011	2121752	E 609-49751-253	Wine For Resale	WINE	295.50
09/07/2011	2121753	E 609-49751-206	Freight and Fuel Charges	MISC	1.47
09/07/2011	2121753	E 609-49751-254	Miscellaneous Merchandise	MISC	33.99
09/08/2011	34666531	E 609-49751-206	Freight and Fuel Charges	CREDIT	(2.94)
09/08/2011	34666531	E 609-49751-251	Liquor For Resale	CREDIT	(314.50)
09/14/2011	2125087	E 609-49751-206	Freight and Fuel Charges	LIQUOR	20.58
09/14/2011	2125087	E 609-49751-251	Liquor For Resale	LIQUOR	1,707.91
09/14/2011	2125088	E 609-49751-206	Freight and Fuel Charges	WINE	10.29
09/14/2011	2125088	E 609-49751-253	Wine For Resale	WINE	518.45
09/14/2011	2125089	E 609-49751-206	Freight and Fuel Charges	MISC	1.47
09/14/2011	2125089	E 609-49751-254	Miscellaneous Merchandise	MISC	12.00
					<u>\$6,296.94</u>
PROFESSIONAL DESIGN GROUP INC					
		E 402-41940-520	C-O-L Building & Structures	PW/PS BUILDING	33,980.73
					<u>\$33,980.73</u>
QUALITY WINE & SPIRITS					
08/31/2011	502800-00	E 609-49751-251	Liquor For Resale	LIQUOR	704.99
08/31/2011	502800-00	E 609-49751-253	Wine For Resale	WINE	88.00
					<u>\$792.99</u>
RAMACHER, GENE					
		G 601-22200	Deferred Revenues	CREDIT REFUND	29.28
					<u>\$29.28</u>
REVERING, ANDY					
		G 601-22200	Deferred Revenues	CREDIT REFUND	25.88
					<u>\$25.88</u>
SCHARBER & SONS					
08/18/2011	15682	E 101-45200-218	Equipment Repair & Maintenance	BELOS REPAIRS	1,559.75

\$1,559.75

SEELYE PLASTICS

09/13/2011	SI0064768	E 601-49440-233	Water Treatment Plant Maint	SUPPLIES	375.88
					<hr/>
					\$375.88

SIGN STATION

08/29/2011	9729	E 101-42110-221	Vehicle Repair & Maintenance	LETTERING	154.97
					<hr/>
					\$154.97

SOUTHERN WINE & SPIRITS OF MN

09/14/2011	1632833	E 609-49751-206	Freight and Fuel Charges	LIQUOR	15.00
09/14/2011	1632833	E 609-49751-251	Liquor For Resale	LIQUOR	1,389.50
10/07/2011	1632816	E 609-49751-206	Freight and Fuel Charges	LIQUOR	0.62
10/07/2011	1632816	E 609-49751-251	Liquor For Resale	LIQUOR	80.30
					<hr/>
					\$1,485.42

STERLING TROPHY

07/12/2011	7221	E 101-42210-437	Uniform Allowance	SUPPLIES	57.31
					<hr/>
					\$57.31

SWENSON, KIMBERLY

		E 101-42210-217	Other Operating Supplies	CAMERAS	224.64
					<hr/>
					\$224.64

TELECIDE (TWIN CITIES EMEDIA)

09/06/2011	20041011	E 101-42110-218	Equipment Repair & Maintenance	OFFICE PROGRAM	243.25
					<hr/>
					\$243.25

TOM LYNCH ELECTRIC

08/15/2011		E 101-41940-401	Repairs/Maint Buildings	REPAIRS	163.33
08/15/2011		E 101-42110-401	Repairs/Maint Buildings	REPAIRS	163.34
08/15/2011		E 101-45200-401	Repairs/Maint Buildings	REPAIRS	163.33
08/25/2011		E 602-49490-401	Repairs/Maint Buildings	REPAIRS	951.00
08/31/2011		E 101-41940-401	Repairs/Maint Buildings	REPAIRS	95.00
08/31/2011		E 101-45200-401	Repairs/Maint Buildings	REPAIRS	175.00
					<hr/>
					\$1,711.00

TWIN CITIES FLAG SOURCE, INC

09/09/2011	16668	E 101-42210-441	Miscellaneous	FLAG	61.99
					<hr/>
					\$61.99

VERIZON WIRELESS

09/01/2011	2623563303	E 101-43100-321	Telephone	PHONE	4.59
09/01/2011	2623563303	E 101-45200-321	Telephone	PHONE	4.58
09/01/2011	2623563303	E 601-49440-321	Telephone	PHONE	51.06
09/01/2011	2623563303	E 602-49490-321	Telephone	PHONE	51.06
					<hr/>
					\$111.29

VINOCOPIA, INC.

09/09/2011	0044074-IN	E 609-49751-206	Freight and Fuel Charges	LIQUOR	2.50
09/09/2011	0044074-IN	E 609-49751-251	Liquor For Resale	LIQUOR	87.50
					<hr/>
					\$90.00

WATER LABORATORIES INC.

08/30/2011	2550	E 602-49490-313	Sample Testing	TESTING FEES	281.00
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\$281.00

WIRTZ BEVERAGE MN

09/08/2011	626408	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.45
09/08/2011	626846	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.75
09/08/2011	626846	E 609-49751-251	Liquor For Resale	LIQUOR	1,999.07
09/08/2011	626846	E 609-49751-253	Wine For Resale	WINE	192.00
09/15/2011	630311	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE, MISC	118.90
09/15/2011	630311	E 609-49751-251	Liquor For Resale	LIQUOR	7,613.97
09/15/2011	630311	E 609-49751-253	Wine For Resale	WINE	207.85
09/15/2011	630311	E 609-49751-254	Miscellaneous Merchandise	MISC	60.33
					<hr/>
					\$10,215.32

\$187,460.02

FUND SUMMARY

101 GENERAL FUND	\$25,138.04
208 POLICE FORFEITURE	\$118.91
226 PEDERSON PATH FUND	\$525.00
250 TURTLE RIDGE TIF	\$900.00
402 CAPITAL EQUIPMENT	\$57,204.73
601 WATER FUND	\$7,896.32
602 SEWER FUND	\$11,935.41
609 MUNICIPAL LIQUOR FUND	\$83,741.61
Total	<hr/>
	187,460.02

CITY OF ST. FRANCIS
9/19/2011

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		TOTAL		<u>0.00</u>

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
09/15/11	U.S. Treasurer	Federal Payroll Tax	14,784.90
09/15/11	P.E.R.A.	P.E.R.A.	11,879.70
09/15/11	ING	Deferred Comp	770.00
09/15/11	ICMA	Deferred Comp	790.00
09/15/11	MN State Treasurer	State Payroll Tax	3,369.20
09/14/11	MN Dept of Revenue	Sales Tax	17,597.00
	TOTAL		<u>21,756.20</u>

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD: September 19, 2011

Pursuant to due call and notice thereof, a regular meeting of the City Council of City St. Francis, Minnesota, was duly called and held in the ISD #15 District Office in said City on the 19th day of September 2011, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS AND
SPECIFICATIONS AND ORDERING ADVERTISEMENT
FOR BIDS
CITY OF ST. FRANCIS,
MINNESOTA
RESOLUTION 2011-26**

WHEREAS, pursuant to a motion passed by the council on September 6, 2011, the Architect has prepared plans and specifications for the construction of a Public Works/Public Safety Facility to the council for approval, subject to the City's Architect, Project Manager and Engineer's review;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA:

1. Such plans and specifications, of which will be available during council meeting and available at City Hall, are hereby approved subject to the review and approval by the City's architect, project manager and engineer.
2. The City Clerk shall prepare the cause to be inserted in the official paper and in the Finance & Commerce publication an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall state that the bids will be received by the Clerk until 2:00 a.m. on October 20, 2011, at which time they will be publicly opened in the St. Francis Community Center of the City Hall by the City Clerk and Architect, will then be tabulated, and will be considered by the Council at _____ p.m. on _____, 2011, in the Council Chambers. Any bidder whose responsibility is questioned during consideration of the bid will be given the opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, or certified check payable to the Clerk for five (5) percent of the amount of such bid.

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this ____ day of _____, 2011.

STATE OF MINNESOTA, CITY OF ST.
FRANCIS, COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relates to a resolution approving plans and specifications and ordering advertisement for bids on Pederson Path Improvements for said City.

WITNESS my hand and the seal of the said City this _____ day of _____, 2011.

City Clerk

(SEAL)

St. Francis Police and Public Works Facility

St. Francis, Minnesota



105 East Fourth Street
Suite 200
PO Box 641
Northfield, MN 55057

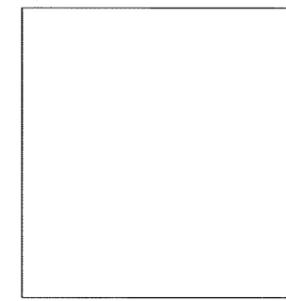
Bus. (507) 645-2298
Fax. (507) 645-2393
www.profdesign.com

Project Title:

St. Francis Police and Public Works Facility

St. Francis, Minnesota

Key Plan:



Revisions:

Rev.#	Date	Approved By	Description
0	9-28-11	MDB	ISSUE FOR BID
ALT #1 ELO			LIGHTING PLAN - ALT #1 POWER PLAN - ALT #1 TECHNOLOGY PLAN - ALT #1
ALT #2 ELO			LIGHTING PLAN - ALT #2 POWER PLAN - ALT #2 TECHNOLOGY PLAN - ALT #2
ALT #2 ELO			LIGHTING PLAN - ALT #3 POWER PLAN - ALT #3 TECHNOLOGY PLAN - ALT #3
ALT #5 ELO			ELEC. VAV LAYOUT PLAN - ALT #5

Note:

Drawings are not to be scaled to obtain dimensions. Contact Professional Design Group for omitted or additional dimensions, or those in conflict with actual field measurements.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature: _____
Typed or Printed Name: Miles D. Britz
Date: 9-28-11 Reg. No. 22945

Project Number: 2007115.03
Date: 9/28/11
Drawn By: CRM
Checked By: MDB
Copyright Professional Design Group: 2011

Sheet Title:

Cover Sheet

Sheet:

A0.0

ARCHITECT / STRUCTURAL



105 East Fourth Street
Suite 200
PO Box 641
Northfield, MN 55057

Bus. (507) 645-2298
Fax. (507) 645-2393
www.profdesign.com

CIVIL / LANDSCAPE

BOLTON & MENK, INC

CONSULTING ENGINEERS & SURVEYORS
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN
BURNSVILLE, MN WILLMAR, MN AMES, IA LIBERTY, MO

1515 East Highway 13
Burnsville, MN 55337-8857
Phone (612) 890-0509 • FAX (612) 890-8065

CONSTRUCTION MANAGER



DESIGN/BUILD
CONSTRUCTION MANAGEMENT
GENERAL CONTRACTING

1715 Yankee Doodle Road, Suite 200
Eagan, Minnesota 55121-1090
Phone: 651.379.9000 Fax: 651.379.8001

MECHANICAL / ELECTRICAL



Karges-Faulconbridge, Inc.
Engineers

670 WEST COUNTY ROAD B
ST. PAUL, MINNESOTA 55113-4527
Tel. (651) 771-0880
Fax (651) 771-0878
E-mail kfi@kfi-eng.com

MATERIAL SELECTION

	EARTH
	BRICK
	DRAINAGE FILL
	RIGID INSULATION
	CONCRETE
	WOOD BLOCKING
	PLYWOOD
	CONCRETE MASONRY UNITS
	STEEL

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C5.1 - C5.3 UTILITY PLAN
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C7.1 - C7.2 LANDSCAPING PLAN
C8.1 - C8.7 CONSTRUCTION DETAILS

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ALT.7-C1 SURFACING PLAN

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A1.0 SITE PLAN
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A1.3 FLOOR PLAN
A1.4 MEZZANINE PLAN
A1.5 REFLECTED CEILING PLAN
A1.6 MEZZANINE REFLECTED CEILING PLAN
A1.7 ROOF PLAN, DETAILS
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ALT.1-A2 ALTERNATE #1 ROOF PLAN, EXTERIOR ELEVATIONS
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M1.3 PLUMBING PLAN - FIRST LEVEL GARAGE AREA A
M1.4 PLUMBING ISOMETRIC - WASTE & VENT RISER
M1.5 PLUMBING ISOMETRIC - DOMESTIC WATER RISER
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M2.1 DUCTWORK PLAN - GARAGE AREA A
M3.0 PIPING PLAN - OFFICE
M3.1 PIPING PLAN - GARAGE AREA A
M3.2 LUBRICATION PLAN - GARAGE AREA A
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M5.0 ROOF PLAN - OFFICE
M5.1 ROOF PLAN - GARAGE AREA A
M6.0 FIRE PROTECTION - OFFICE
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ALT #2 ELO LIGHTING PLAN - ALT #3 POWER PLAN - ALT #3 TECHNOLOGY PLAN - ALT #3
ALT #5 ELO ELEC. VAV LAYOUT PLAN - ALT #5

SYMBOLS LEGEND

ROOM NUMBERS

ROOM NUMBER. FIRST NUMBER IS FLOOR LEVEL WHERE ROOM AREA IS LOCATED.

DOOR/OPENING NUMBERS

ROOM NUMBER WHERE DOOR/OPENING IS LOCATED.
INDIVIDUAL DOOR/OPENING DESIGNATION
* SEE DOOR/OPENING SCHEDULE FOR ADDITIONAL INFORMATION ON EACH DOOR/OPENING.

WALL SECTION BUBBLE

LETTER INDICATES SECTION
ARROW INDICATES DIRECTION OF CUT

DETAIL BUBBLE

SHEET NUMBER ON WHICH DETAIL APPEARS

COLUMN GRID BUBBLE

SHEET NUMBER ON WHICH DETAIL APPEARS
NUMBER OR LETTER INDICATING GRID LINE REFERENCE

ABBREVIATIONS

#	AT	ELEC	ELECTRIC	INCL	INCLUDE	NOM	NOMINAL	REV	REVERSE
AB	ANCHOR BOLTS	EQ	EQUAL	INSP	INSPECTION	NRC	NOISE REDUCTION COEFFICIENT	RFG	ROOFING
ACT	ACOUSTICAL CEILING TILE	EQIP	EQUIPMENT	INSUL	INSULATION	NOT TO SCALE		RIF	ROOM
ADJ	ADJACENT	EWK	ELECTRIC WATER COOLER	INT	INTERIOR	OC	ON CENTER	RND	ROUND
AFF	ABOVE FINISHED FLOOR	EXIST	EXISTING	INTER	INTERFERE/ATE	OD	OUTSIDE DIAMETER	RO	ROUGH OPENING
AGG	AGGREGATE	EXP	EXPANSION	JC	JANITOR CLOSET	OH	OVERHEAD	RNL	RAIN WATER LEADER
ALUM	ALUMINUM	EXT	EXTERIOR	JB	JOIST	OH	OVERHEAD DOOR	SCHED	SCHEDULE
ANDD	ANDROZED	FD	FLOOR DRAIN	JOINT	JOINT	OPB	OPENING	SEC	SECTION
ASSOC	ASSOCIATED	FDN	FOUNDATION	KT	KITCHEN	OPG	OPPOSITE	SET	SETBACK
BT	BUTYRINOX	FE	FIRE EXTINGUISHER	KO	KNOCK OUT	OPP	OPPOSITE	SPEC	SPECIFICATIONS
BLK	BLOCK	FFE	FINISHED FLOOR ELEVATION	L	ANGLE	PAR	PARALLEL	SO	SQUARE
BLDG	BUILDING	FIXT	FIXTURE	LAV	LAVATORY	PBD	PARTICLE BOARD	STD	STANDARD
BS	BOTTOM	FLDG	FOLDING	POUNDS	POUNDS	PC	PRECAST	STL	STEEL
BTM	BOTTOM	FLUOR	FLUORESCENT	LKR	LOCKER	PERF	PERFORATED	STOR	STORAGE
BR	BRICK	FR	FRAME	LL	LIVE LOAD	PERI	PERIMETER	STRUCT	STRUCTURAL
BRG	BEARING	FRT	FIRE-RETARDANT	LL	LIVE LOAD	PL	PROPERTY LINE	TEMP	TEMPERATURE
BUR	BUILT-UP ROOFING	FTG	FOOTING	LOC	LOCATION	PLM	PLASTIC LAMINATE	TH	THRESHOLD
CANL	CHANNEL	GA	GAGE	LVL	LOUVER	PLG	PLUMBING	THK	THICKNESS
CIP	CAST IN PLACE	GALV	GALVANIZED	LVR	LOUVER	PNL	PANEL	TOP	TOP OF
CL	CONTROL OR CONSTRUCTION JOINT (SEE ASSOCIATED SHEET TO DETERMINE)	GB	GYPSUM BOARD	M	METERS	PNT	POINT	TOP OF MALL	TOP
CLG	CEILING	GC	GENERAL CONTRACTOR	MATL	MATERIAL	PR	PAIR	TOP OF	TOP OF
CLR	CLEAR	GEN	GENERAL	MANF	MANUFACTURE(R)	PRF	PREFINISHED	TOP OF	TOP OF
CLR	CONCRETE MASONRY UNIT	GL	GLAZING	MCH	MECHANICAL	PRP	PROPERTY	TOP OF	TOP OF
COL	COLUMN	GR	GRADE	MEZ	MEZZANINE	PSF	POUNDS PER SQUARE FOOT	TOP OF	TOP OF
CONC	CONCRETE	GRN	GRANULAR	MFR	MECHANICAL CONTRACTOR	PSI	POUNDS PER SQUARE INCH	TOP OF	TOP OF
CONT	CONTINUOUS	GRL	GRILLE	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
DA	DIAMETER	GT	GROUT	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
DN	DIVISION	GVL	GRAVEL	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
DL	DEAD LOAD	HC	HOLLOW CORE	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
DR	DOOR	HDR	HEADER	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
DNL	DOOR	HDM	HARDWARE	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
EA	EACH	HDM	HARDWOOD	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
EB	EXPANSION BOLT	HMT	HOLLOW METAL	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
EC	ELECTRICAL CONTRACTOR	HORIZ	HORIZONTAL	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
EJ	EXPANSION JOINT	HT	HEIGHT	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
EL	ELEVATION	ID	INSIDE DIAMETER	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF
		IN	INCH	MFR	MECHANICAL CONTRACTOR	PT	PAINT	TOP OF	TOP OF

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ALT2-A1	ALTERNATE #2 FLOOR PLAN, MEZZANINE PLAN & REFLECTED CEILING PLAN
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M1.1	PLUMBING PLAN - UNDERGROUND GARAGE AREA A
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ALT3 M2.1	DUCTWORK PLAN ALTERNATE 3
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E2.1	GARAGE LIGHTING PLAN
E3.0	OFFICE POWER PLAN
E3.1	GARAGE POWER PLAN
E4.0	OFFICE TECHNOLOGY PLAN
E4.1	GARAGE TECHNOLOGY PLAN
E5.0	ELECTRICAL RISER DIAGRAM
E5.1	PANEL BOARD SCHEDULES
E5.2	PANEL BOARD SCHEDULES
E6.0	LUMINAIRE SCHEDULE
E6.1	HVAC SCHEDULE
E7.0	TECHNOLOGY DETAILS
E7.1	TECHNOLOGY DETAILS

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POWER PLAN – ALT #1
TECHNOLOGY PLAN – ALT #1
ALT #2 E1.0 LIGHTING PLAN – ALT #2
POWER PLAN – ALT #2
ALT #2 E1.1 TECHNOLOGY PLAN – ALT #2
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POWER PLAN – ALT #3
TECHNOLOGY PLAN – ALT #3
ALT #5 E1.0 ELEC. VAV LAYOUT PLAN – ALT #5

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

RESOLUTION 2011-27

**DECLARING THE OFFICIAL INTENT OF THE CITY OF ST.
FRANCIS TO REIMBURSE CERTAIN EXPENDITURES FROM
THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of St. Francis, Minnesota (the “City”), expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax-exempt bonds;

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA, AS FOLLOWS:

1. The City proposes to undertake the construction of a public safety and public works facility (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$8,200,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this 19th day of September, 2011, by the City Council of the City of St. Francis, Minnesota.

Jerry Tveit, Mayor

Attest:

Barbara I. Held, City Clerk