

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

**DECEMBER 5, 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 – November 21, 2011
  - b. Final Pay Estimate and Change Order No. 2 to Peterson Bros. for Pederson Path
  - c. Pay Estimate No. 1 to Amcon Construction Management for the Public Works/Police Facility
  - d. Enter into a Management Agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season.
  - e. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
  - a. Award the Contract C-03 Asphalt Paving for the Public Works/Police Facility
  - b. Award the Contract Landscaping Bid Update for the Public Works/Police Facility
  - c. Discussion on the 2012 Proposed Budget – Public Input
7. Ordinances & Resolutions:
  - a. Ordinance 162, Second Series: 2012 Fee Schedule (Second Reading)
  - b. Resolution 2011-40: Authorizing summary Publication of Ordinance 162, Second Series Amending Section 6-1-6, Subdivision 2 Entitled "Fee Schedule"
8. Reports of Consultants & Staff Members
  - a. Engineer: 1) Mn/DOT Agreement No. 99993 Allowing MnDOT to act as the City's Agent in accepting Federal Aid (Resolution 2011-41)  
2) Memorandum on 239<sup>th</sup> Improvements
  - b. Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN Statue 13D.03
  - c. Staff:  
Fire Dept.:  
Public Works:  
Liquor Store:  
Police: Authorization to order a 2012 Police Interceptor  
City Administrator: Pioneer Days Discussion  
Salt Storage Discussion
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
  - a. Efficiency Report Card-Public Works
13. Adjournment

Calendar of Events

Dec 19: EDA Meeting @ ISD #15 Central Services Center (District Offices) 5:00 pm  
Dec 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Dec 21: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm  
Dec 26: City Offices closed Monday for the Christmas Holiday  
Jan 2, 2012: City Offices closed Monday for the New Year's Day Holiday  
Jan 3 – Tues: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylen,   
City Administrator

RE: Agenda Memorandum – December 5, 2011 Meeting

## **Agenda Items:**

### **4. Consent Agenda:**

- b. *Pederson Path Final Payment:* Attached is the Final Pay Estimate and Change Order #2 in the amount of \$21,361.51.
- c. *Public Work/Police Facility Pay Estimate #1:* Attached is the first of the pay estimates for our new facility. The project is moving along nicely and on schedule. The first payment is for \$267,354 with the appropriate retainage being withheld.
- d. *Skating Rink Contract:* As previously reported, staff worked jointly with a private organization to coordinate a mutually beneficial contract to raise money for a local sports club and allow the City to better utilize their staffing during the winter. Attached is a contract with St. Francis Homerun Club to manage staff and maintain the warming house/skating rinks for the 2011-2012 winter seasons.

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

- a. *Pavement Contract re-bid Award:* Attached is a summary recommendation memorandum from our construction manager Todd Christopherson, Amcon Construction.
- b. *Landscaping Contract Award:* Attached is a summary of the bids received for the Landscaping and Irrigation. Todd Christopherson, Amcon will be at the meeting to discuss this contract.
- c. *2012 Budget Presentation:* Attached is the 2012 Annual Budget with the latest amendments from Council direction from the November 21<sup>st</sup> meeting. Staff will give a presentation on the changes from the State and their impact on our local taxpayers with a City 0% levy. Following the presentation, citizens should be allowed to ask questions per their proposed tax statement. The 2012 Annual Budget is available on our website under the Finance tab.

### **7. Ordinances & Resolutions:**

- a. *Ordinance 162, Second Series, Fee Schedule:* Attached is the annual fee schedule required to be approved by Ordinance. Please note all changes from last year are in red along with the suggested changes from the last City Council meeting. A roll call vote is required on this second reading of Ordinance 162, second series.
- b. *Resolution 2011-40:* Attached is Resolution 2011-40 authorizing summary publication of Ordinance 162, second series, amending the city fee schedule. A motion would be in order to approve this Resolution.

### **8. Reports:**

- a. **Engineer:** *Mn/DOT Agreement:* Attached is a memorandum from City Engineer Jared Voge relating to Resolution 2011-41.

*239<sup>th</sup> Avenue Improvements:* Attached is a memorandum from City Engineer Jared Voge regarding needed improvements to 239<sup>th</sup> Avenue NW. Please note: our 2012 Capital Improvement Plan called for this improvement, this project was anticipated, but with a 0% tax levy and subsequent budget cuts, this project should be delayed until 2013.

b. **City Attorney:** The closed session is requested to discuss current negotiations.

c. **Staff:**

**Fire Dept:**

**Public Works:**

**Liquor Store:**

**Police:** *2012 Squad Purchase Authorization:* Attached is an Agenda Report from Police Chief Harapat outlining the need to get a squad ordered now for delivery sometime in 2012.

**City Administrator:** *Pioneer Days 2012 Discussion:* Last Council meeting we discussed having additional budget discussions in January 2012 and beyond. Attached is an Agenda Report from our resident Pioneer Days Coordinator Barb Held, City Clerk giving the background information about the current need. At one point in our “cutting” discussions we discussed cutting Pioneer Days with NO determination. The only urgency on placing this on the agenda: contracts need to be signed with the city & vendors; and local businesses/service clubs need to sign contracts with vendors. Staff request a decision on the hosting the 2012 Pioneer Days at this meeting.

## **11. Old Business**

## **12. New Business:**

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

CITY COUNCIL MINUTES

NOVEMBER 21, 2011

4:30 pm: Ground Breaking for the new Public Works/Police Facility (4058 St. Francis Blvd) was held.

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, Steve Kane and Chris McClish. Excused was Council member Tim Brown. Also present were City Attorney Scott Lepak (Barna, Guzy and Steffen, Ltd.), City Engineer Jared Voge (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylan and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND McCLISH TO ADOPT THE NOVEMBER 21, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY KANE SECOND SANDOVAL TO APPROVE THE NOVEMBER 21, 2011, CITY COUNCIL CONSENT AGENDA-B AS FOLLOWS:
  - a. Approve the City Council Minutes of November 7, 2011.
  - b. Approve the Payment of Claims for \$239,498.36.Motion carried 4-0.
5. **Meeting Open to the Public:** Melvin L. Larson Jr., 23460 Rum River Blvd., I live just south, of the Rum River Bluff development and have a drainage problem now because of the new development. I have talked to Jared (City Engineer) a couple times and nothing has been done. I was told he (Voge) would do something about it and it has been 2-3 years. Tveit asked Voge to look into it and keep him informed.
6. **Petitions, Requests, Applications:**
  - a. **City Centre PUD Amendment for Sign Plan: Dairy Queen:** City Planner Nate Sparks report shows the original signage plan along with the new request. The change would allow an additional freestanding sign to be placed on the premises and allow for a portion of one sign to have a reader board. The Planning Commission reviewed the application and held a public hearing on November 16, 2011. They found that the additional freestanding sign (Sign #6) and the electronic portion of Sign #1 are consistent with the review criteria and the original intent of the PUD, and recommended approval of the PUD Amendment with three conditions. MOTION BY KANE SECOND SANDOVAL TO ADOPT RESOLUTION 2011-37 A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT AMENDMENT FOR THE CITY CENTRE PUD TO AMEND THE SIGNAGE PLAN. Motion carried 4-0.

7. **Ordinances & Resolution:**

a. **Ordinance 160, Second Series – Amending the City’s Animal and Zoning Ordinances Regarding Dog Kennels and Maximum numbers of Dogs Allowed (Second Reading):** Planner Nate Sparks prepared a report stating the City received citizen complaints regarding illegal dog kennels. While handling the complaints it was noticed that there might be a gap between the private kennel and commercial kennel standards. At the June, July, and October Planning Commission meetings, the Commissioners reviewed other area ordinances and researched the issues. The Commission recommends making the standards for private kennels similar to commercial kennels, as a high number of dogs on a single property impacts neighboring properties regardless of the purpose behind the dogs being there. The change requires the Animal Ordinance, definition of kennel in the Zoning Ordinance, and the District Standards for the A-1, A-2, and A-3 Districts all be amended. No changes are proposed to the kennel license section in Chapter 6 of the City Code, at this time. The Planning Commission recommended approval of this ordinance amendment after holding a public hearing on October 19, 2011. A draft copy of the proposed changes were provided in the planner’s memorandum. MOTION BY KANE SECOND McCLISH TO APPROVE THE SECOND READING OF ORDINANCE 160, SECOND SERIES AMENDING THE CITY’S ANIMAL AND ZONING ORDINANCES REGARDING DOG KENNELS AND MAXIMUM NUMBERS OF DOGS ALLOWED. Roll Call: Ayes:, Kane, Sandoval, McClish and Tveit. Nays: None. Absent: Brown.

b. **Resolution 2011-38: Authorizing Summary Publication of Ordinance 160, Second Series Amending the City’s animal and Zoning Ordinances Regarding Dog Kennels and Maximum Numbers of Dogs Allowed:** MOTION BY SANDOVAL SECOND McCLISH ADOPTING RESOLUTION 2011-38: AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 160, SECOND SERIES AMENDING THE CITY’S ANIMAL AND ZONING ORDINANCES REGARDING DOG KENNELS AND MAXIMUM NUMBERS OF DOGS ALLOWED. Motion carried 4-0.

c. **Ordinance 161, Second Series – Adding Section 10-17-4-C Regarding Roofing Materials (First Reading):** Planner Nate Sparks report states the Zoning Ordinance currently has detailed information about building materials but is somewhat more vague about visible roofing materials. As part of ongoing maintenance of the code, it is recommended that some general standards be considered. Proposed is an ordinance amendment that would add a general section about exposed roof materials after the building materials section. The Planning Commission held a public hearing on October 19, 2011 and recommended approval of the ordinance amendment. A draft copy of the proposed changes was provided in the planner’s memorandum. MOTION BY McCLISH SECOND KANE TO APPROVE THE SECOND READING OF ORDINANCE 161, SECOND SERIES ADDING SECTION 10-17-4-C REGARDING ROOFING MATERIAL. Roll Call: Ayes: Sandoval, McClish, Kane and Tveit. Nays: None. Absent: Brown,

d. **Ordinance 162, Second Series: 2012 Fee Schedule (First Reading):** Staff prepared changes to the 2012 Fee Schedule. MOTION BY SANDOVAL SECOND KANE TO APPROVE THE FIRST READING OF ORDINANCE 162, SECOND SERIES 2012 FEE SCHEDULE. Role Call: Ayes: McClish, Sandoval, Kane, Tveit. Nays: None Absent: Brown

e. **Ordinance 163, Second Series: Amend the Home Rule Charter-Section 7.16 (First Reading):** Tveit stated due to the absence of Council member Brown I would like to table this for a full council. Kane noted he will be absent for the next City Council Meeting. MOTION BY SANDOVAL SECOND McCLISH TABLE ITEMS E & F INDEFINITELY. Motion carried 4-0.

f. **Ordinance 164, Second Series: Amending the Home Rule Charter Chapter 5, Section 5.01 Subdivisions 2, 3, and 7 (First Reading): Tabled.**

g. **Resolution 2011-39: Resolution Requesting No Change in Fiscal Disparities:** Anoka County is asking for a supporting document that no change occurs in Fiscal Disparities. MOTION KANE BY McCLISH SECOND TO ADOPT RESOLUTION 2011-39 A RESOLUTION REQUESTING NO CHANGE IN FISCAL DISPARITIES. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN State Statute 13D.03:** MOTION BY SANDOVAL SECOND McCLISH TO GO INTO A CLOSED MEETING TO DISCUSS LABOR NEGOTIATION STRATEGY PURSUANT TO MN STATE STATUTE 13D.03 AT 6:14 PM. Motion carried 4-0. Lepak stated this is a taped closed session. The City Council was back in session at 6:45 pm. Lepak stated we have direction from the City Council on Labor Negotiations strategy.

c. **Staff: Fire Department:**

**Public Works:**

**Liquor Store:**

**Police Dept:**

**City Administrator Report: Budget Discussion:** Several times this year we have met and discussed the budget. I did receive a call today from a resident that received their tax statement. Their value went down and with the zero percent Levy increase, their taxes still went up. Unfortunately with the change in the State's tax restructuring we are the ones seeing the increase. All counties in the Metro area except for Anoka County put in the tax statement an explanation of the changes. We need to still cut monies from our budget. One area recommended was cutting \$200,000 from the Seal Coating/Street Maintenance line item. It is a short-term fix but it gets us closer to a balance budget. We worked hard in the last number of years on street maintenance and being able to seal coat the streets every five years but we are recommending for 2012 to go to a seven-year rotation. Tveit said I am not in favor of taking any money out of our street budget. We have been working on upgrading some of our roads that have not been touched in twenty years. I would be in favor of looking at other cuts or a combination of cuts. Hysten said you are the resident's representatives but you have to cut something. What is it that the council does not feel as passionate about? Kane said I too do not really want to cut money out of our street budget but if we cut the \$200,000 for one year, I would support that. We originally talked about seal coating every 5 to 7 years. Tveit stated if we cut this money from the street budget, in January I want this readdressed. McClish said I would like to keep our services that same and not cut any employees. Sandoval asked would the seven-year maintenance stay in place. Teicher said it depends on the pricing too, we may stay at a seven-year rotation. Next

meeting we will have a discussion formally known as the Truth and Taxation hearing to discuss the budget further. At that meeting, the public will get a chance to ask questions pertaining to the budget.

9. **Reports from Council Members:** Sandoval stated I am sure most of you have seen the news report on how Oak Grove cut 18%.

Kane reported he will not be at the next regular city council meeting.

10. **Report from Mayor:**

a. **Per Diem Authorization:** I asked the City Clerk to put this on the agenda. The meetings listed are additional meetings I attended that are not on the list of preapproved ones. Most of the meetings have to deal with the surrounding cities fire district study. Also included is a Charter Commission meeting I attended. Since the beginning of the year we have added EDA and ask that those meetings be added to the fee schedule along with the fire district study meetings as preapproved per diems. MOTION BY McCLISH SECOND SANDOVAL TO APPROVE THE PER DIEM LIST AS PRESENTED BY THE MAYOR. Motion carried 3-0. Tveit abstained.

The 2012 Mayor's Trail Ride will be held January 21, 2012. I encourage everyone to participate. I have chosen all the donations I receive on behalf of the ride go to the St. Francis Ambassador program. You do not have to ride a snowmobile to participate.

Reminder that Mr. Hylen's review needs to be completed. Please remember to email them back to me. I will then gather them and forward the reviews on to the City Attorney.

11. **Old Business:** None.

12. **New Business:**

Kane stated a number of years ago City staff did a survey on council pay. I would like to see if the council would be interested in staff taking another survey and report back. The council agreed to have staff conduct another mayor/council salary survey.

Tveit stated he met with Pastor Chris Vincent of The Bridge, a new church in the city. He would like to see what type of partnership they could do with the City to help.

Hylen suggested they could take over Pioneer Days. Hylen said there is an incredible amount of time that is put into that event. Sandoval stated maybe they could do the clean up during Pioneer Days. Kane said maybe just give them pieces of Pioneer Days. Tveit said I will talk to Pastor Vincent again.

a. **Efficiency Report Card-Police Dept.:** Chief Harapat said he was going to report on the recent vandalism in the parks. We thought we may have caught the arsonist but they are not the ones damaging all our parks. Everyone, not only the police department is working in the same direction and finding out ways to cut cost. It is a team effort. Just a side note of giving our youth

something to do, the police department will be sponsoring and/or monitoring the gym in open gym night.

McClish asked if the police department could do some extra patrol at the intersection of Pederson Drive and Hwy 47. I continue to get calls on that intersection. Tveit said I did talk to Commissioner Look about that intersection. He did say he talked to Representative Daudt. Kane said he too talked to Commissioner Look today at the Ground Breaking. I suggested to Commissioner Look that we get together with our State Representatives, City Council, Police Department and MnDOT to see what can be done. Kane said I think we need to keep pushing. Harapat suggested getting the school involved in that discussion too.

13. **Adjournment:** The City Council adjourned the meeting at 7:25 pm.

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Barbara I. Held, City Clerk



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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

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

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November 29, 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 the Final Pay Estimate and Change Order No 2, the Final Compensating Change Order, for the above referenced project. The estimate includes all work completed to date. All appropriate lien waivers and IC 134s have been received from the contractor. 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/nh  
Enclosure

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.....	\$ -	315,829.67
TOTAL, COMPLETED WORK TO DATE.....	\$	292,114.94
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	292,114.94
RETAINED PERCENTAGE ( 0% ).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	292,114.94
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	270,753.43
PAY CONTRACTOR AS ESTIMATE NO.                      FINAL .....	\$	21,361.51

Certificate for Final 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 amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

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

By [Signature] VP 11-28-11  
Name Title Date

west Bend Mutual Insurance Company  
Approved: [Signature] 11-28-11  
Contractor's Surety Date  
Nicole m. Coty, Attorney-in-fact

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

By [Signature] City Engineer 11/29/11  
Jared Vogt, P.E. Title Date

APPROVED FOR PAYMENT:  
Owner: ST. FRANCIS, MINNESOTA

By \_\_\_\_\_ City Administrator  
Matt Hylan Title Date

**FINAL**

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

WORK COMPLETED THROUGH NOVEMBER 18, 2011

ITEM NO.	MNDOT SPEC.	DESCRIPTION	UNIT PRICE		ESTIMATED		BID AMOUNT		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE QUANTITY TO DATE		DIFFERENCE AMOUNT TO DATE	
			QUANTITY	PRICE	QUANTITY	AMOUNT	QUANTITY	ESTIMATE	QUANTITY	AMOUNT	QUANTITY	ESTIMATE	QUANTITY	COMPLETED TO DATE	QUANTITY	TO DATE
1	2021.501	MOBILIZATION	1.00	\$ 17,000.00	1.00	\$ 17,000.00	1.00	\$ 17,000.00	1.00	LUMP SUM \$ 17,000.00	1.00	LUMP SUM \$ 17,000.00				
2	2101.502	CLEARING	63	\$ 75.00	63	\$ 4,725.00	63	\$ 4,725.00	63	TREE \$ 4,725.00	63	TREE \$ 4,725.00				
3	2101.507	GRUBBING	30.00	\$ 3.00	30.00	\$ 90.00	30.00	\$ 90.00	30.00	TREE \$ 90.00	30.00	TREE \$ 90.00				
4	2104.501	REMOVE CURB AND GUTTER	7.00	\$ 200.00	7.00	\$ 1,400.00	7.00	\$ 1,400.00	7.00	LIN FT \$ 1,400.00	7.00	LIN FT \$ 1,400.00				
5	2104.505	REMOVE BITUMINOUS PAVEMENT	3.00	\$ 1,280.00	3.00	\$ 3,840.00	3.00	\$ 3,840.00	3.00	SO YD \$ 3,840.00	3.00	SO YD \$ 3,840.00				
6	2104.505	REMOVE CONCRETE PAVEMENT	18.00	\$ 200.00	18.00	\$ 3,600.00	18.00	\$ 3,600.00	18.00	SO YD \$ 3,600.00	18.00	SO YD \$ 3,600.00				
7	2104.509	REMOVE HYDRANT	2.00	\$ 200.00	2.00	\$ 400.00	2.00	\$ 400.00	2.00	EACH \$ 400.00	2.00	EACH \$ 400.00				
8	2104.511	SAWING CONCRETE PAVEMENT	5.00	\$ 80.00	5.00	\$ 400.00	5.00	\$ 400.00	5.00	LIN FT \$ 400.00	5.00	LIN FT \$ 400.00				
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	2.50	\$ 1,497.50	2.50	\$ 3,743.75	2.50	\$ 3,743.75	2.50	LIN FT \$ 3,743.75	2.50	LIN FT \$ 3,743.75				
10	2105.501	COMMON EXCAVATION (P)	11.88	\$ 11,880.00	11.88	\$ 11,880.00	11.88	\$ 11,880.00	11.88	CU YD \$ 11,880.00	11.88	CU YD \$ 11,880.00				
11	2105.507	SUBGRADE EXCAVATION (EV)	4.00	\$ 3,200.00	4.00	\$ 12,800.00	4.00	\$ 12,800.00	4.00	CU YD \$ 12,800.00	4.00	CU YD \$ 12,800.00				
12	2105.522	SELECT GRANULAR BORROW (GV)	17.48	\$ 12,673.00	17.48	\$ 220,500.00	17.48	\$ 220,500.00	17.48	CU YD \$ 220,500.00	17.48	CU YD \$ 220,500.00				
13	2105.525	TOPSOIL BORROW (LV)	5.93	\$ 14.00	5.93	\$ 83.02	5.93	\$ 83.02	5.93	CU YD \$ 83.02	5.93	CU YD \$ 83.02				
14	2105.604	GEOTEXTILE FABRIC TYPE V	1.50	\$ 150.00	1.50	\$ 225.00	1.50	\$ 225.00	1.50	SO YD \$ 225.00	1.50	SO YD \$ 225.00				
15	2118.501	AGGREGATE SURFACING CLASS 5	75.00	\$ 130.00	75.00	\$ 9,750.00	75.00	\$ 9,750.00	75.00	HOUR \$ 9,750.00	75.00	HOUR \$ 9,750.00				
16	2123.501	COMMON LABORERS	1.50	\$ 150.00	1.50	\$ 225.00	1.50	\$ 225.00	1.50	TON \$ 225.00	1.50	TON \$ 225.00				
17	2123.507	1.5 CU YD SHOVEL	12.00	\$ 83.00	12.00	\$ 1,000.00	12.00	\$ 1,000.00	12.00	HOUR \$ 1,000.00	12.00	HOUR \$ 1,000.00				
18	2123.509	DOZER	8.00	\$ 130.00	8.00	\$ 1,040.00	8.00	\$ 1,040.00	8.00	HOUR \$ 1,040.00	8.00	HOUR \$ 1,040.00				
19	2123.51	12 CU YD TRUCK	100.00	\$ 100.00	100.00	\$ 10,000.00	100.00	\$ 10,000.00	100.00	HOUR \$ 10,000.00	100.00	HOUR \$ 10,000.00				
20	2123.61	SKID LOADER	26.16	\$ 26.16	26.16	\$ 684.66	26.16	\$ 684.66	26.16	HOUR \$ 684.66	26.16	HOUR \$ 684.66				
21	2211.503	AGGREGATE BASE CLASS 5 (CV) (P)	18.60	\$ 18.60	18.60	\$ 344.76	18.60	\$ 344.76	18.60	SO YD \$ 344.76	18.60	SO YD \$ 344.76				
22	2231.604	BITUMINOUS PATCH - DRIVEWAY RESTORATION	18.75	\$ 86.25	18.75	\$ 1,625.25	18.75	\$ 1,625.25	18.75	SO YD \$ 1,625.25	18.75	SO YD \$ 1,625.25				
23	2231.604	BITUMINOUS PATCH - PARKING LOT RESTORATION	16.45	\$ 75.00	16.45	\$ 1,233.75	16.45	\$ 1,233.75	16.45	SO YD \$ 1,233.75	16.45	SO YD \$ 1,233.75				
24	2231.604	BITUMINOUS PATCH - STREET RESTORATION	5.56	\$ 75.00	5.56	\$ 417.00	5.56	\$ 417.00	5.56	TON \$ 417.00	5.56	TON \$ 417.00				
25	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2.B)	54.13	\$ 1,778.03	54.13	\$ 961,400.00	54.13	\$ 961,400.00	54.13	TON \$ 961,400.00	54.13	TON \$ 961,400.00				
26	2501.511	15" RC PIPE CULVERT CLASS V	96.82	\$ 40.69	96.82	\$ 3,938.86	96.82	\$ 3,938.86	96.82	LIN FT \$ 3,938.86	96.82	LIN FT \$ 3,938.86				
27	2501.511	18" CS PIPE CULVERT	32	\$ 1,815.37	32	\$ 58,091.84	32	\$ 58,091.84	32	LIN FT \$ 58,091.84	32	LIN FT \$ 58,091.84				
28	2501.511	24" CS PIPE CULVERT	1	\$ 1,815.37	1	\$ 1,815.37	1	\$ 1,815.37	1	LIN FT \$ 1,815.37	1	LIN FT \$ 1,815.37				
29	2501.515	15" RC PIPE APRON	270.49	\$ 270.49	270.49	\$ 73,100.00	270.49	\$ 73,100.00	270.49	EACH \$ 73,100.00	270.49	EACH \$ 73,100.00				
30	2501.515	18" CS PIPE APRON	301.31	\$ 301.31	301.31	\$ 90,800.00	301.31	\$ 90,800.00	301.31	EACH \$ 90,800.00	301.31	EACH \$ 90,800.00				
31	2501.515	24" CS PIPE APRON	602.62	\$ 602.62	602.62	\$ 361,500.00	602.62	\$ 361,500.00	602.62	EACH \$ 361,500.00	602.62	EACH \$ 361,500.00				
32	2501.602	12" PIPE APRON	254.40	\$ 254.40	254.40	\$ 64,700.00	254.40	\$ 64,700.00	254.40	EACH \$ 64,700.00	254.40	EACH \$ 64,700.00				
33	2501.602	15" PIPE APRON	263.56	\$ 362.83	263.56	\$ 96,400.00	263.56	\$ 96,400.00	263.56	EACH \$ 96,400.00	263.56	EACH \$ 96,400.00				
34	2501.602	TRASH GUARD FOR 18" PIPE APRON	362.83	\$ 362.83	362.83	\$ 132,600.00	362.83	\$ 132,600.00	362.83	EACH \$ 132,600.00	362.83	EACH \$ 132,600.00				
35	2501.602	TRASH GUARD FOR 24" PIPE APRON	362.83	\$ 362.83	362.83	\$ 132,600.00	362.83	\$ 132,600.00	362.83	EACH \$ 132,600.00	362.83	EACH \$ 132,600.00				
36	2501.603	15" PIPE CULVERT	32	\$ 1,815.37	32	\$ 58,091.84	32	\$ 58,091.84	32	LIN FT \$ 58,091.84	32	LIN FT \$ 58,091.84				
37	2502.541	15" PERF PVC PIPE DRAIN	30.66	\$ 30.66	30.66	\$ 940.00	30.66	\$ 940.00	30.66	LIN FT \$ 940.00	30.66	LIN FT \$ 940.00				
38	2503.602	CONNECT TO EXISTING STORM SEWER (CULVERT)	17.30	\$ 17.30	17.30	\$ 298.21	17.30	\$ 298.21	17.30	EACH \$ 298.21	17.30	EACH \$ 298.21				
39	2503.603	12" PIPE SEWER (STORM)	18.32	\$ 18.32	18.32	\$ 334.56	18.32	\$ 334.56	18.32	LIN FT \$ 334.56	18.32	LIN FT \$ 334.56				
40	2504.602	ADJUST GATE VALVE & BOX	351	\$ 150.00	351	\$ 52,650.00	351	\$ 52,650.00	351	EACH \$ 52,650.00	351	EACH \$ 52,650.00				
41	2504.602	CONNECT TO EXISTING WATERMAIN	600.00	\$ 600.00	600.00	\$ 360,000.00	600.00	\$ 360,000.00	600.00	EACH \$ 360,000.00	600.00	EACH \$ 360,000.00				
42	2504.602	HYDRANT	3,412.54	\$ 3,412.54	3,412.54	\$ 11,630,000.00	3,412.54	\$ 11,630,000.00	3,412.54	EACH \$ 11,630,000.00	3,412.54	EACH \$ 11,630,000.00				
43	2504.602	6" GATE VALVE & BOX	1,282.95	\$ 1,282.95	1,282.95	\$ 1,647,735.00	1,282.95	\$ 1,647,735.00	1,282.95	EACH \$ 1,647,735.00	1,282.95	EACH \$ 1,647,735.00				
44	2504.603	WATERMAIN FITTINGS (COMPACT)	72	\$ 7.45	72	\$ 536.40	72	\$ 536.40	72	POUND \$ 536.40	72	POUND \$ 536.40				
45	2504.608	CONSTRAIN DRAINAGE STRUCTURE DESIGN G	9	\$ 400.00	9	\$ 3,600.00	9	\$ 3,600.00	9	LIN FT \$ 3,600.00	9	LIN FT \$ 3,600.00				
46	2506.501	CONSTRAIN DRAINAGE STRUCTURE DESIGN SPEC 1 (PVC)	639.02	\$ 639.02	639.02	\$ 407,773.14	639.02	\$ 407,773.14	639.02	LIN FT \$ 407,773.14	639.02	LIN FT \$ 407,773.14				
47	2506.501	CONSTRAIN DRAINAGE STRUCTURE DESIGN SPEC 1 (PVC)	8.6	\$ 348.84	8.6	\$ 2,980.00	8.6	\$ 2,980.00	8.6	LIN FT \$ 2,980.00	8.6	LIN FT \$ 2,980.00				
48	2506.501	CASTING ASSEMBLY, STORM SEWER (GRATE FOR PVC STRUCTURE)	50.00	\$ 50.00	50.00	\$ 2,500.00	50.00	\$ 2,500.00	50.00	EACH \$ 2,500.00	50.00	EACH \$ 2,500.00				
49	2506.516	CASTING ASSEMBLY, STORM SEWER	740.00	\$ 740.00	740.00	\$ 547,600.00	740.00	\$ 547,600.00	740.00	EACH \$ 547,600.00	740.00	EACH \$ 547,600.00				
50	2506.516	ADJUST FRAME & RING CASTING (SANITARY)	330.00	\$ 330.00	330.00	\$ 108,000.00	330.00	\$ 108,000.00	330.00	EACH \$ 108,000.00	330.00	EACH \$ 108,000.00				
51	2506.522	RANDOM RIPRAP CLASS III (GRANITE)	133.33	\$ 133.33	133.33	\$ 17,733.00	133.33	\$ 17,733.00	133.33	CU YD \$ 17,733.00	133.33	CU YD \$ 17,733.00				
52	2511.501	5" CONCRETE WALK	330.4	\$ 4.33	330.4	\$ 1,430.63	330.4	\$ 1,430.63	330.4	SO FT \$ 1,430.63	330.4	SO FT \$ 1,430.63				
53	2521.501	CONCRETE CURB & GUTTER DESIGN B418	19.50	\$ 19.50	19.50	\$ 380.25	19.50	\$ 380.25	19.50	LIN FT \$ 380.25	19.50	LIN FT \$ 380.25				
54	2531.501	CONCRETE CURB & GUTTER DESIGN B618	19.75	\$ 19.75	19.75	\$ 390.38	19.75	\$ 390.38	19.75	LIN FT \$ 390.38	19.75	LIN FT \$ 390.38				
55	2531.501	7" CONCRETE DRIVEWAY PAVEMENT	50.00	\$ 50.00	50.00	\$ 2,500.00	50.00	\$ 2,500.00	50.00	SO YD \$ 2,500.00	50.00	SO YD \$ 2,500.00				
56	2531.602	TRUNCATED DOMES	35.00	\$ 35.00	35.00	\$ 1,225.00	35.00	\$ 1,225.00	35.00	SO FT \$ 1,225.00	35.00	SO FT \$ 1,225.00				
57	2531.618	FENCE DESIGN/SPECIAL (SAFETY RAIL)	71.79	\$ 1,000.00	71.79	\$ 71,790.00	71.79	\$ 71,790.00	71.79	LIN FT \$ 71,790.00	71.79	LIN FT \$ 71,790.00				
58	2537.603	TRAFFIC CONTROL	1	\$ 1,000.00	1	\$ 1,000.00	1	\$ 1,000.00	1	LUMP SUM \$ 1,000.00	1	LUMP SUM \$ 1,000.00				
59	2563.601	SIGN PANELS TYPE C (INCLUDES POST)	41.44	\$ 41.44	41.44	\$ 1,738.08	41.44	\$ 1,738.08	41.44	SO FT \$ 1,738.08	41.44	SO FT \$ 1,738.08				
60	2564.531	RELOCATE SIGN	6	\$ 100.00	6	\$ 600.00	6	\$ 600.00	6	EACH \$ 600.00	6	EACH \$ 600.00				
61	2573.602	SILT FENCE, TYPE MACHINE SLICED	2.00	\$ 2.00	2.00	\$ 4.00	2.00	\$ 4.00	2.00	LIN FT \$ 4.00	2.00	LIN FT \$ 4				

ITEM NO.	MINIDOT SPEC.	DESCRIPTION	UNIT PRICE	ESTIMATED		BID AMOUNT		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
				QUANTITY	SO YD	QUANTITY	SO YD	POUND	SQ YD	POUND	SQ YD		
69	2575.502	SEED MIXTURE 260	\$ 2.25	71	POUND	\$ 159.75	130	POUND	\$ 282.50	130	POUND	\$ 282.50	\$ 132.75
70	2575.533	EROSION CONTROL BLANKETS CATEGORY 1	\$ 1.00	3436	SO YD	\$ 3,436.00	3379	SQ YD	\$ 3,379.00	3379	SQ YD	\$ 3,379.00	\$ (57.00)
71	2575.532	FERTILIZER TYPE 1	\$ 0.50	363	POUND	\$ 181.50	342	POUND	\$ 171.00	966	POUND	\$ 478.00	\$ 296.50
72	2575.56	HYDRAULIC SOIL STABILIZER, TYPE 8	\$ 1.10	3850	POUND	\$ 4,235.00	1,350	POUND	\$ 1,485.00	1,350	POUND	\$ 1,485.00	\$ (2,750.00)
73	2582.502	4" SOLID LINE WHITE- EPOXY	\$ 3.00	254	LIN FT	\$ 762.00	161	LIN FT	\$ 483.00	161	LIN FT	\$ 483.00	\$ (279.00)
74	2582.503	CROSSWALK MARKING - EPOXY	\$ 4.20	720	SO FT	\$ 3,024.00	522	SO FT	\$ 2,192.40	522	SO FT	\$ 2,192.40	\$ (831.60)
SUBTOTAL (SECTION A) =						\$ 250,443.65			\$ 225,576.43			\$ 229,615.68	\$ (20,828.18)

ITEM NO.	MWDOT SPEC.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE	
				BID QUANTITY	BID AMOUNT	QUANTITY	ESTIMATE	QUANTITY	COMPLETED TO DATE	QUANTITY	TO DATE
SECTION B - SCHOOL SEGMENTS											
1	2021.501	MOBILIZATION	\$ 2,000.00	1	LUMP SUM \$	1.00	LUMP SUM \$	1.00	LUMP SUM \$	2,000.00	
2	2104.501	REMOVE FENCE (CHAIN LINK)	\$ 4.50	278	LIN FT \$	314	LIN FT \$	314	LIN FT \$	1,413.00	\$ 162.00
3	2104.501	REMOVE CONCRETE CURB (RIBBON)	\$ 7.00	69	LIN FT \$	73	LIN FT \$	67	LIN FT \$	511.00	\$ 28.00
4	2104.501	REMOVE CURB AND GUTTER	\$ 77.00	11	LIN FT \$	106	SO YD \$	106	SO YD \$	469.00	\$ 392.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	\$ 3.00	121	SO YD \$	309	LIN FT \$	309	LIN FT \$	318.00	\$ (45.00)
6	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	\$ 2.50	293	SO YD \$	309	LIN FT \$	309	LIN FT \$	772.50	\$ 40.00
7	2104.602	RELOCATE STREET LIGHT	\$ 2,300.00	1	EACH \$	393	CU YD \$	393	CU YD \$	3,930.00	\$ -
8	2105.501	COMMON EXCAVATION (P)	\$ 3,930.00	393	CU YD \$	393	CU YD \$	393	CU YD \$	3,930.00	\$ -
9	2105.501	SUBGRADE EXCAVATION (EV)	\$ 8.00	40	CU YD \$	32	CU YD \$	32	CU YD \$	448.00	\$ (320.00)
10	2105.522	SELECT GRANULAR BORROW (CV)	\$ 17.48	40	CU YD \$	32	CU YD \$	32	CU YD \$	448.00	\$ (699.20)
11	2105.525	TOPSOIL BORROW (LV)	\$ 14.00	140	CU YD \$	32	CU YD \$	32	CU YD \$	448.00	\$ (1,512.00)
12	2105.604	GEOTEXTILE FABRIC TYPE V	\$ 1.50	100	SO YD \$	100	SO YD \$	100	SO YD \$	150.00	\$ (150.00)
13	2123.501	COMMON LABORERS	\$ 75.00	6	HOUR \$	450.00	HOUR \$	450.00	HOUR \$	450.00	\$ -
14	2123.507	1.5 CU YD SHOVEL	\$ 130.00	4	HOUR \$	520.00	HOUR \$	520.00	HOUR \$	520.00	\$ -
15	2123.509	DOZER	\$ 130.00	4	HOUR \$	520.00	HOUR \$	520.00	HOUR \$	520.00	\$ -
16	2123.511	12 CU YD TRUCK	\$ 80.00	4	HOUR \$	320.00	HOUR \$	320.00	HOUR \$	320.00	\$ -
17	2123.61	SKID LOADER	\$ 100.00	4	HOUR \$	400.00	HOUR \$	400.00	HOUR \$	400.00	\$ -
18	2211.503	AGGREGATE BASE CLASS 5 (CV) (P)	\$ 26.16	227	CU YD \$	227	CU YD \$	227	CU YD \$	5,938.32	\$ -
19	2331.604	BITUMINOUS PATCH - PARKING LOT RESTORATION	\$ 18.75	16	TON \$	16	TON \$	16	TON \$	300.00	\$ -
20	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2.8)	\$ 75.00	162	TON \$	192	TON \$	192	TON \$	14,400.00	\$ 2,250.00
21	2521.501	5" CONCRETE WALK	\$ 4.20	327	SO FT \$	327	SO FT \$	327	SO FT \$	3,393.60	\$ 2,020.20
22	2531.501	CONCRETE CURB & GUTTER DESIGN B618	\$ 19.75	20	LIN FT \$	36	LIN FT \$	36	LIN FT \$	711.00	\$ 316.00
23	2531.502	TRUNCATED DOMES	\$ 35.00	84	SO FT \$	88	SO FT \$	88	SO FT \$	3,080.00	\$ 75.00
24	2531.618	2" NON-METALLIC CONDUIT (INCLUDES WIRING)	\$ 25.27	95	LIN FT \$	80	LIN FT \$	80	LIN FT \$	2,021.60	\$ (379.05)
25	2545.523	HANDHOLE	\$ 850.00	1	EACH \$	1	EACH \$	1	EACH \$	850.00	\$ -
26	2557.603	CHAIN LINK SAFETY FENCE (6-FOOT, ALUMINIZED)	\$ 25.63	207	LIN FT \$	214	LIN FT \$	214	LIN FT \$	650.00	\$ 179.41
27	2569.601	TRAFFIC CONTROL	\$ 500.00	1	LUMP SUM \$	1.00	LUMP SUM \$	1.00	LUMP SUM \$	500.00	\$ -
28	2569.601	SIGN PANELS TYPE C (INCLUDES POST)	\$ 44.50	32.63	SQ FT \$	34.25	SQ FT \$	34.25	SQ FT \$	1,524.13	\$ 72.09
29	2569.602	RELOCATE SIGN	\$ 100.00	1	EACH \$	1	EACH \$	1	EACH \$	100.00	\$ -
30	2573.502	SILT FENCE, TYPE MACHINE SLICED	\$ 2.00	325	LIN FT \$	280	LIN FT \$	280	LIN FT \$	560.00	\$ (60.00)
31	2573.502	FILTER LOG TYPE STRAW BIOROLL (6'-7')	\$ 2.50	24	LIN FT \$	60.00	LIN FT \$	60.00	LIN FT \$	150.00	\$ (60.00)
32	2573.54	EROSION CONTROL SUPERVISOR	\$ 100.00	1	LUMP SUM \$	1.00	LUMP SUM \$	1.00	LUMP SUM \$	100.00	\$ -
33	2573.55	TEMPORARY ROCK CONSTRUCTION ENTRANCE	\$ 300.00	4	EACH \$	0.47	ACRE \$	0.47	ACRE \$	564.00	\$ (1,200.00)
34	2575.602	SEEDING	\$ 1,200.00	0.53	ACRE \$	71	POUND \$	71	POUND \$	139.75	\$ (72.00)
35	2575.501	SEED MIXTURE 260	\$ 2.25	81	POUND \$	128	SO YD \$	128	SO YD \$	193.75	\$ (22.50)
36	2575.502	EROSION CONTROL BLANKETS CATEGORY 1	\$ 1.00	128	POUND \$	94	POUND \$	94	POUND \$	47.00	\$ (128.00)
37	2575.532	FERTILIZER TYPE 1	\$ 0.50	106	POUND \$	53.00	POUND \$	405	POUND \$	445.50	\$ (6.00)
38	2575.56	HYDRAULIC SOIL STABILIZER, TYPE 8	\$ 1.10	1750	POUND \$	117	LIN FT \$	117	LIN FT \$	702.00	\$ (1,479.50)
39	2575.56	8" SOLID LINE WHITE - EPOXY	\$ 6.00	115	LIN FT \$	90	SO FT \$	90	SO FT \$	378.00	\$ 12.00
40	2582.502	CROSSWALK MARKING - EPOXY	\$ 4.20	90	SO FT \$	90	SO FT \$	90	SO FT \$	378.00	\$ -
41	2582.503	CROSSWALK MARKING - EPOXY	\$ 4.20	90	SO FT \$	90	SO FT \$	90	SO FT \$	378.00	\$ -
SUBTOTAL (SECTION B) =				\$ 57,857.77		\$ 55,099.13		\$ 55,171.22		\$ (2,686.55)	

ITEM NO.	MWDOT SPEC.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE	
				BID QUANTITY	BID AMOUNT	QUANTITY	ESTIMATE	QUANTITY	COMPLETED TO DATE	QUANTITY	TO DATE
SECTION B - SCHOOL SEGMENTS											
8	2105.501	COMMON EXCAVATION (P)	\$ 10.00	99	CU YD \$	99	CU YD \$	99	CU YD \$	990.00	\$ -
18	2211.503	AGGREGATE BASE CLASS 5 (CV) (P)	\$ 26.16	74	CU YD \$	74	CU YD \$	74	CU YD \$	1,935.84	\$ -
42	NA	CONCRETE MAINTENANCE CURB	\$ 4,402.21	1	LUMP SUM \$	1	LUMP SUM \$	1	LUMP SUM \$	4,402.21	\$ -
SUBTOTAL (CHANGE ORDER NO. 1) =				\$ 7,328.05		\$ 7,328.05		\$ 7,328.05		\$ -	
TOTAL (SECTION A + SECTION B + CHANGE ORDER NO. 1) =				\$ 315,629.67		\$ 285,003.61		\$ 292,114.94		\$ (23,514.73)	

# CHANGE ORDER

No. 2 (Two)

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PROJECT Pederson Path Improvements- S.P. 235-090-002

DATE OF ISSUANCE: November 28, 2011

EFFECTIVE DATE: November 28, 2011

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OWNER City of St. Francis

Owner's Contract No. R13.102003

CONTRACTOR Peterson Companies, Inc.

ENGINEER Bolton & Menk, Inc.

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

1.	Description:	Final Compensating Change Order	
	Cost:	\$(23,514.73)	
		Total Construction Cost:	\$292,114.94
		<u>Contract Amount with Change Order No. 1</u>	<u>\$315,629.67</u>
		Total – Change Order No. 2:	\$(23,514.73)

Attachments:(List documents supporting change)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$308,301.62	Original Contract Times Substantial Completion: <u>September 1, 2011</u> Ready for final payment: <u>October 14, 2011</u>
Net changes from previous Change Orders No. <u>0</u> to No. <u>1</u> \$7328.05	Net changes from previous Change Orders No. <u>0</u> to No. <u>1</u> <u>0 (zero)</u> Days
Contract Price Prior to this Change Order \$315,629.67	Contract Times prior to this Change Order Substantial Completion: <u>September 1, 2011</u> Ready for final payment: <u>October 14, 2011</u>
Net Increase of this Change Order \$(23,514.73)	Net Increase of this Change Order <u>0 (zero)</u> Days
Contract Price with all approved Change Orders \$292,114.94	Contract Times with all approved Change Orders Substantial Completion: <u>September 1, 2011</u> Ready for final payment: <u>October 14, 2011</u>

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature) Date: <u>11/28/11</u>	APPROVED: By: _____ Owner (Authorized Signature) Date: _____	ACCEPTED: By: <u>[Signature]</u> Contractor (Authorized Signature) Date: <u>11/28/11</u>
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**APPLICATION AND CERTIFICATE FOR PAYMENT**

To (Owner): City of St. Francis  
 23340 Cree St. NW  
 St. Francis, MN 55070

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

Construction Amcon CM, LLC  
 Manager: 1715 Yankee Doodle Road, Suite 200  
 Eagan, MN 55121

Architect: Power Engineers Inc  
 105 East 4th St., Suite 200  
 Northfield, MN 55057

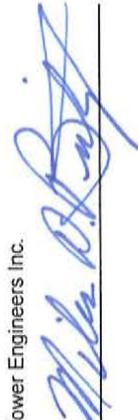
Application #: 1  
 Dated: 11/30/2011  
 Project No: CM234  
 Page: 1 of 2

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

CONTRACTOR: Amcon CM, LLC

BY:   
 DATE: 11/30/11

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

ARCHITECT: Power Engineers Inc.  
 BY:   
 DATE: \_\_\_\_\_

OWNER: City of St. Francis

BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**CHANGE ORDER SUMMARY**

Change Order Number	Approval Date	Amount
1	11/30/2011	1,260

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

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

Original Budget Sum: \$5,664,235  
 Change Orders To Contract: \$1,260  
 Contract Value: \$5,665,495

Total Completed & Stored To Date: \$281,426  
 Retention: \$14,072  
 Total Earned, Less Retention: \$267,354

Previous Applications For Payment: \$0

Current Payment Due: \$267,354

Previously Submitted & Not Paid Applications: \$0

**TOTAL DUE: \$267,354**

**Thank You**

# Contract Summaries

# St. Francis Police & Public Works

Contractor	Signed Contract	Insurance Expires	Bond	Original Contract	Change Orders	Current Contract
<b>St. Francis Contractors</b>						
C-01 North Metro Asphalt and Contracting	X	4/15/12	X	344,942		344,942
C-02 New Look Contracting, Inc	X	1/9/12	X	284,500		284,500
C-03 TBD						
C-04 TBD						
C-05 Classic Construction of Cedar, MN. Inc.	X	3/1/12	X	777,988		777,988
C-06 Fabcon, Inc		12/31/11		677,907		677,907
C-07 Central Minnesota Fabricating				340,330	1,260	341,590
C-08 Maxx Steel Erectors				69,900		69,900
C-09 Shaw Stewart Lumber Co,				22,225		22,225
C-10 Gopher State Contractors, Inc				123,310		123,310
C-11 Southern Minnesota Woodcraft, Inc				47,950		47,950
C-12 McDowall Company				400,650		400,650
C-13 Straughan Hardware, Inc				96,980		96,980
C-14 Overhead Door of the Northland				70,298		70,298
C-15 Stronghold Industries, Inc				24,400		24,400
C-16 Heartland Glass		5/15/12		49,060		49,060
C-17 M. Reinert Drywall, Inc	X	1/30/12		83,000		83,000
C-18 Multiple Concept Interior, Inc				23,949		23,949
C-19 Grazzini Brothers & Company				31,397		31,397
C-20 Steinbrecher Painting		3/1/12		37,200		37,200
C-21 Acoustics Associates		5/1/12		26,825		26,825
C-22A Bartley Sales Company, Inc				16,891		16,891
C-22B Mid-America Business Systems and				36,218		36,218
C-22C Construction Supply, Inc				13,621		13,621
C-22D Newline Products, Inc				1,103		1,103
C-23 Greystone Construction Company						
C-24 Olympus Lockers & Storage Products, Inc				17,800		17,800
C-25 TBD						
C-26 St. Cloud Refrigeration		12/31/11		1,084,200		1,084,200
C-27 Electrical Solutions, Inc				693,100		693,100
C-28 Alltech Engineering Corp		7/1/12		43,940		43,940
C-29 TBD						
C-30 Brothers Fire Protection				223,198		223,198
C-31 Custom Expressions				1,353		1,353
				5,664,235	1,260	5,665,495



**CONTRACT CONTINUATION**

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

Application #: 1  
Dated: 11/30/2011  
Project No: CM 234

#	Cost Code	Description	Subcontractor/Supplier	Original Contract	Changes To Contract	Sum to Date	Total Completed to Date	Retention	Less Retention	Total Earned	Previous Requests	Current Payment Due	% Completed	Balance to Finish
1	C-01	Site Grading/Excavating/Demo	North Metro Asphalt & Contract	\$344,942	\$0	\$344,942	\$108,339	\$5,417	4,444	102,922	\$0	\$102,922	31%	\$236,603
2	C-02	Site Utilities	New Look Contracting Inc.	284,500	0	284,500	88,875	0	0	84,431	0	84,431	31%	195,625
3	C-03	Asphalt Paving	Uncontracted	0	0	0	0	0	0	0	0	0	0%	0
4	C-04	Landscaping/Irrigation/Ret. Walls	Uncontracted	0	0	0	0	0	0	0	0	0	0%	0
5	C-05	Concrete & Masonry	Classic Construction of Cedar A	777,988	0	777,988	84,212	4,211	0	80,001	0	80,001	11%	693,776
6	C-06	Precast Concrete	Fabcon Inc	677,907	0	677,907	0	0	0	0	0	0	0%	677,907
7	C-07	Steel Fabrication (Supply)	Cnetral Minnesota Fabricating	340,330	1,260	341,590	0	0	0	0	0	0	0%	341,590
8	C-08	Steel Erection	Maxx Steel Erectors	69,900	0	69,900	0	0	0	0	0	0	0%	69,900
9	C-09	Windows-Fiberglass (Supply)	Shaw Stewart Lumber Co	22,225	0	22,225	0	0	0	0	0	0	0%	22,225
10	C-10	Carpentry-Gen Construction	Gopher State Contractors Inc	123,310	0	123,310	0	0	0	0	0	0	0%	123,310
11	C-11	Architectural Woodwork, Cabinet:	Southern MN Woodcraft Inc	47,950	0	47,950	0	0	0	0	0	0	0%	47,950
12	C-12	Flat Roofing	McDowall Company	400,650	0	400,650	0	0	0	0	0	0	0%	400,650
13	C-13	HM Doors/Hardware (Supply)	Straughan Hardware Inc	96,980	0	96,980	0	0	0	0	0	0	0%	96,980
14	C-14	Overhead Doors	Overhead Door of the Northlanc	70,298	0	70,298	0	0	0	0	0	0	0%	70,298
15	C-15	Specialty Doors - Detention	Stronghold Industries Inc	24,400	0	24,400	0	0	0	0	0	0	0%	24,400
16	C-16	Glass and Glazing	Heartland Glass	49,060	0	49,060	0	0	0	0	0	0	0%	49,060
17	C-17	Drywall/Metal Stud Framing	M.Reinert Drywall Inc	83,000	0	83,000	0	0	0	0	0	0	0%	83,000
18	C-18	Flooring (Carpet and VCT)	Multiple Concept Interior Inc	23,949	0	23,949	0	0	0	0	0	0	0%	23,949
19	C-19	Ceramic and Quarry Tile	Grazzini Brothers & Company	31,397	0	31,397	0	0	0	0	0	0	0%	31,397
20	C-20	Painting & Coatings	Steinbrecher Painting	37,200	0	37,200	0	0	0	0	0	0	0%	37,200
21	C-21	Acoustical Ceiling	Acoustics Associates	26,825	0	26,825	0	0	0	0	0	0	0%	26,825
22	C-22A	Misc. Specialties	Bartley Sales	16,891	0	16,891	0	0	0	0	0	0	0%	16,891
23	C-22B	Detention	Mid America Business Systems	36,218	0	36,218	0	0	0	0	0	0	0%	36,218
24	C-22C	Laundry Access, Wash Bay	Construction Supply	13,621	0	13,621	0	0	0	0	0	0	0%	13,621
25	C-22D	Visual Display	Newline Products Inc	1,103	0	1,103	0	0	0	0	0	0	0%	1,103
27	C-23	Fabric Covered Storage Struct.	Greystone Construction Co	0	0	0	0	0	0	0	0	0	0%	0
28	C-24	Lockers	Olympus Lockers & Storage Prr	17,800	0	17,800	0	0	0	0	0	0	0%	17,800
29	C-25	Signage	Uncontracted	0	0	0	0	0	0	0	0	0	0%	0
30	C-26	Mechanical -HVAC, Plumbing, Fir	St. Cloud Refrigeration	1,084,200	0	1,084,200	0	0	0	0	0	0	0%	1,084,200
31	C-27	Electrical	Electrical Solutions Inc	693,100	0	693,100	0	0	0	0	0	0	0%	693,100
32	C-28	Overhead Crane Systems	Alltech Engineering Corp	43,940	0	43,940	0	0	0	0	0	0	0%	43,940
33	C-29	Fencing/Gates	Uncontracted	0	0	0	0	0	0	0	0	0	0%	0
34	C-30	Low Voltage Systems	Brothers Fire Protection	223,198	0	223,198	0	0	0	0	0	0	0%	223,198
35	C-31	Window Treatment	Custom Expressions	1,353	0	1,353	0	0	0	0	0	0	0%	1,353
<b>TOTALS</b>				\$5,664,235	\$1,260	\$5,665,495	\$281,426	\$14,072	267,354	\$0	\$267,354	5%	\$5,384,069	

# APPLICATION AND CERTIFICATE FOR PAYMENT

## AIA DOCUMENT G702

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

PROJECT: St. Francis Police & Public Works

APPLICATION NO:

Distribution to:  OWNER

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

PERIOD TO:

PROJECT NO:

ARCHITECT  
 CONTRACTOR

VIA OWNERS REPRESENTATIVE  
 VIA ARCHITECT:

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM	\$	777,988.00
Net change by Change Orders	\$	777,988.00
CONTRACT SUM TO DATE (Line 1 + 2)	\$	84,212.00
TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	49232
RETAINAGE:		
a. 5 % of Completed Work	\$	2,461.60
(Column D + E on G703)		
b. 5 % of Stored Material	\$	1,749.00
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	80,001.40
TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	80,001.40
LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	80,001.40
CURRENT PAYMENT DUE	\$	693,776.00
BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	

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

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

CONTRACTOR:

By: Kevin J. O'Brien Date: 11/23/11

State of: Minnesota County of: Anoka

Subscribed and sworn to before me this 23<sup>rd</sup> day of November

Notary Public: Kevin J. O'Brien

My Commission expires: 1-31-16



### CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 80001

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

OWNERS REPRESENTATIVE:

By: Michael D. Burtz Date: 11-30-11

By: Curtis Whiting Date: 11/30/11

CONTINUATION SHEET

AIA Document G-703 -1992

AIA Document G702, Application for Payment

Application Date  
 Application Number  
 Period To  
 Architects Pproject Number

11/23/2011  
1.00  
 \_\_\_\_\_  
 \_\_\_\_\_

A Item No.	B Description of Work	C Scheduled Value	D		F Materials Presently Stored (Not In D or E)	G Total Completed & Stored to Date (D+E+F)	H % (G/C)	H Balance To Finish (C-G)
			E Work completed					
			From Previous (D + E)	This Period				
0/4000	Concrete/Masonry	\$ 777,988.00	\$ -	\$ 49,232.00	\$ 34,980.00	\$ 84,212.00	11.00%	\$ 693,776.00
	TOTALS	\$ 777,988.00	\$ -	\$ 49,232.00	\$ 34,980.00	\$ 84,212.00	11.00%	\$ 693,776.00

G703-

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

(Instructions on reverse side)

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

**SUBCONTRACTOR:** North Metro Asphalt and Contracting  
1455 165th Ave NE  
Hann Lake, MN 55304

**CONTRACT FOR:**

**PROJECT:** APPLICATION NUMBER: 1  
PERIOD TO: 11/30/11  
PROJECT NOS.:  
CONTRACT DATE: 11/08/11

**Distribution to:**  
 OWNER  
 CONSTRUCTION MANAGER  
 ARCHITECT  
 CONTRACTOR

VIA CONSTRUCTION MANAGER:  
VIA ARCHITECT:

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$344,942.00
2. Net Change By Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +2).....	\$ 344,942.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$108,339.47

### RETAINAGE:

a. 5% % of Completed Work (Columns D & E on G703)	\$5,416.97
b. 0% % of Stored Material (Column F on G703)	\$0.00

Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$5,416.97
TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$102,922.50

### LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)	\$0.00
CURRENT PAYMENT DUE	\$102,922.50

### BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)	\$ 242,019.50
----------------------	---------------

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

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

BY: [Signature] DATE: 11-23-11

State of: Minnesota County of: Anoka  
 Subscribed and sworn before me this 23 day of November, 2011  
 Notary Public: Sherril J. Lekson  
 My Commission Expires: 1/31/13

## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$ 102,922.50  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified).

CONSTRUCTION MGR: [Signature] Date: 11/30/11

ARCHITECT: [Signature] Date: 11-30-11

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

# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

APPLICATION NO: 11/23/11  
 APPLICATION DATE: 11/30/11  
 PERIOD TO: ARCHITECT'S PROJECT NO:

maintaining Contractor's signed Certification for payment, tabulations below, amounts are stated to the nearest dollar. In column 1 on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	Bond	\$6,174.00	\$0.00	\$6,174.00	\$6,174.00		\$6,174.00	\$0.00	\$308.70
2	Mobilization/Incidentals	\$10,325.00	\$0.00	\$2,581.25	\$2,581.25		\$2,581.25	\$7,743.75	\$129.06
3	Erosion Control	\$11,430.00	\$0.00	\$4,000.50	\$4,000.50		\$4,000.50	\$7,429.50	\$200.03
4	Removals	\$13,675.00	\$0.00	\$0.00	\$0.00		\$0.00	\$13,675.00	\$0.00
5	Site Grading	\$172,228.00	\$0.00	\$84,391.72	\$84,391.72		\$84,391.72	\$87,836.28	\$4,219.59
6	Structural Excavating/Backfill/Floor Prep	\$55,960.00	\$0.00	\$11,192.00	\$11,192.00		\$11,192.00	\$44,768.00	\$559.60
7	Tolerance Paving/ Con Areas	\$17,170.00	\$0.00	\$0.00	\$0.00		\$0.00	\$17,170.00	\$0.00
8	Turn Lane/Ext Concrete/CLS/Prep	\$8,135.00	\$0.00	\$0.00	\$0.00		\$0.00	\$8,135.00	\$0.00
9	Backfill Curbs/Finish Grade/ Top Soil	\$49,845.00	\$0.00	\$0.00	\$0.00		\$0.00	\$49,845.00	\$0.00
10			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
11			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
12			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
13			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
14			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
15			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
16			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
17			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
18			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
19			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
20			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
21			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
22			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
23			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
24			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
25			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
26			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
27			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
28			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
29			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
30			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
31			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
32			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
33			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
34			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
35			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
36			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
37			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
38			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
39			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
40			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
41			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
42			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
43			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
44			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
45			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
46			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
47			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
48			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
49			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
50			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
51			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
52			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
53			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
54			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
55			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
56			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
57			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
58			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
59			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
60			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
61			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
62			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
63			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
64			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
65			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
66			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
67			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
68			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
69			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
70			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
71			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
72			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
73			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
74			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
75			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
76			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
77			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
78			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
79			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
80			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
81			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
82			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
83			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
84			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
85			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
86			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
87			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
88			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
89			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
90			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
91			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
92			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
93			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
94			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
95			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
96			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
97			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
98			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
99			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
100			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ALS		\$344,942.00	\$0.00	\$108,339.47	\$108,339.47	\$0.00	\$108,339.47	\$236,602.53	\$5,416.97

# APPLICATION AND CERTIFICATION FOR PAYMENT

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

PROJECT: St. Francis Police & Public Works Facility

APPLICATION NO: 1

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

PERIOD TO: November 1st, 2011  
 to  
 November 30th, 2011

PROJECT NOS: Proj. 012

CONTRACTOR: VIA PRIME CONTRACTOR: Aimeon Construction  
 1715 Yankee Doodle Rd  
 Suite 200  
 Eagan, MN 55121

CONTRACT DATE: 11/01/2011

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM \$ 284,500.00  
 Net change by Change Orders \$ 0.00  
 CONTRACT SUM TO DATE (Line 1 + 2) \$ 284,500.00  
 TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 88,875.00

RETAINAGE:  
 a. 5 % of Completed Work \$ 4,417.50 4,444  
 (Column D + E on G703)  
 b. 0 % of Stored Material \$  
 (Column F on G703)  
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 4,444

TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 279,055.50  
 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 194,611.75  
 CURRENT PAYMENT DUE \$ 84,443.75  
 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 200,068.75

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

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 84,431

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

By: Miller D. Burt Date: 11-30-11

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

Cedric Winberg 11/30/11

**Continuation Sheet**

AIA DOCUMENT G703

(Instructions on reverse side) Page of Pages

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 11/25/2011  
 APPLICATION DATE: 11/01/2011  
 PERIOD TO: 11/30/2011

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETE		E THIS PERIOD	F MATERIALS PRESENTLY STORED (H+I+J+K)	G TOTAL COMPLETED AND STORED TO DATE (D+E+G)	H BALANCE TO FINISH (C-G)	I RETAINAGE %
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
332200	Well Sealing & Abandonment: Labor	\$2,500.00	\$0.00	\$2,500.00	\$0	\$2,500.00	\$0	100%	\$125.00
332700	Well Sealing & Abandonment: Subcontractor	\$2,500.00	\$0.00	\$2,500.00	\$0	\$2,500.00	\$0	0%	\$125.00
332000	Water Utilities: Material	\$43,000.00	\$0.00	\$43,000.00	\$0	\$43,000.00	\$0	100%	\$2,150.00
332000	Water Utilities: Labor	\$59,500.00	\$0.00	\$59,500.00	\$0	\$59,500.00	\$0	64%	\$1,893.75
333000	Sanitary Sewage Utilities: Material	\$2,000.00	\$0.00	\$2,000.00	\$0	\$2,000.00	\$0	50%	\$50.00
333000	Sanitary Sewage Utilities: Labor	\$3,000.00	\$0.00	\$3,000.00	\$0	\$3,000.00	\$0	50%	\$75.00
333000	Sanitary Sewage Utilities: Subcontractor	\$1,000.00	\$0.00	\$1,000.00	\$0	\$1,000.00	\$0	50%	\$25.00
330500, 330600, 334000, 334100, 334300, 334600	Storm Sewer Utilities: Material	\$61,000.00	\$0.00	\$0.00	\$0	\$0.00	\$61,000.00	0%	\$0.00
330500, 330600, 334000, 334100, 334300, 334600	Storm Sewer Utilities: Labor	\$110,000.00	\$0.00	\$0.00	\$0	\$0.00	\$110,000.00	0%	\$0.00
<b>TOTAL ALL PAGES</b>		<b>\$284,500.00</b>	<b>\$0.00</b>	<b>\$89,875.00</b>	<b>\$0.00</b>	<b>\$89,875.00</b>	<b>\$195,625.00</b>		<b>\$4,443.75</b>

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

## AGENDA REPORT

**TO:** City Administrator  
**FROM:** Public Works Director 

**SUBJECT:** Pilot Project Rink Management

**DATE:** 12-5-11

**INTRODUCTION:** This ice season we are attempting to modify our Pilot Project from last year. We are attempting to accomplish several goals; 1. Follow Council direction to reduce our operation and maintenance budget for our parks. 2. Provide a better quality of ice than what we had last year. 3. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets.

**BACKGROUND:** Last year we paid a private contractor to manage our warming house and maintain our ice. While we feel this was an overall success, because we were able to focus our attention on maintaining our City streets during the 5<sup>th</sup> snowiest season on record, we feel the "skating experience" for our users suffered. The Private Contractor faced many challenges with the temperatures fluctuating as much as they did making it difficult to flood the rink, the vandalism that destroyed the ice in the middle of the season, and the 5<sup>th</sup> snowiest season on record. All of this led to concerns from our users about the quality of ice and the cleanliness and care of the facility. This season we have The St Francis Home Run Club, a Insured Local Non Profit Charitable Organization that would like to manage the warming house, provide rink attendants, care for the rinks/facility, provide snow removal for the facility for a fee and provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice.

**RECOMMENDATION:** A motion to authorize the Mayor to sign Management Agreement entering the City into a contract with The St Francis Home Run Club to manage the outdoor Ice Skating Facility.

**BUDGET IMPACT:** The payment the Home Run Club would receive is approximately \$12,000.00 weather permitting. This is based on an 83 day season (12-1-2011 to 2-21-2012). This would be paid out of our Parks operation and maintenance budget.

S:\FORMSVAGENDA REPORT.doc

Attachments:

1. Management Agreement

**CERTIFICATE OF INSURANCE**

This certifies that  STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois  
 STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois  
 STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario  
 STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida  
 STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder St Francis HOME RUN CLUB  
 Address of policyholder P.O. BOX 742, ST FRANCIS, MN 55070  
 Location of operations SAME  
 Description of operations CHARITABLE ORGANIZATION

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
This insurance includes:	Comprehensive Business Liability	xx/xx/xx	xx/xx/xx	BODILY INJURY AND PROPERTY DAMAGE
	<input type="checkbox"/> Products - Completed Operations <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Underground Hazard Coverage <input type="checkbox"/> Personal Injury <input type="checkbox"/> Advertising Injury <input type="checkbox"/> Explosion Hazard Coverage <input type="checkbox"/> Collapse Hazard Coverage <input type="checkbox"/> MEDICAL PAYMENTS <input type="checkbox"/> LOSS OF RENTS-12 MONTH ACTUAL			Each Occurrence \$ General Aggregate \$ Products - Completed Operations Aggregate \$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella <input type="checkbox"/> Other			BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit) Each Occurrence \$ Aggregate \$
TO BE ASSIGNED MWCARP	Workers' Compensation and Employers Liability	12-02-2011	12-2/2012	Part 1 STATUTORY Part 2 BODILY INJURY Each Accident \$ 100000 Disease Each Employee \$ 100000 Disease - Policy Limit \$ 500000
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certificate Holder

CITY OF ST FRANCIS

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Signature of Authorized Representative *Jeff Wieden*  
 Agent #3862 Date 11-30-11  
 Title

Agent's Code Stamp

**J WIEDEN INS AGCY INC 23-3862**  
 AFO Code 738  
**MAFO NORTH METRO MN F738**

# Certificate of Exemption

**Purchaser:** Complete this certificate and give it to the seller.

**Seller:** If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # \_\_\_\_\_

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple-purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name \_\_\_\_\_ Project description \_\_\_\_\_

Type or print

Name of purchaser  
St. Francis Homerun Club

Business address  
P.O. Box 742 City St. Francis, MN State SSD Zip code 55070-0742

Purchaser's tax ID number  
9884799 State of issue \_\_\_\_\_ Country of issue \_\_\_\_\_

If no tax ID number, FEIN \_\_\_\_\_ Driver's license number/State issued ID number \_\_\_\_\_  
enter one of the following: state of issue \_\_\_\_\_ number \_\_\_\_\_

Name of seller from whom you are purchasing, leasing or renting \_\_\_\_\_

Seller's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**Type of business.** Circle the number that describes your business.

Type of business

- |   |                                       |
|---|---------------------------------------|
| 01 Accommodation and food services            | 11 Transportation and warehousing     |
| 02 Agricultural, forestry, fishing, hunting   | 12 Utilities                          |
| 03 Construction                               | 13 Wholesale trade                    |
| 04 Finance and insurance                      | 14 Business services                  |
| 05 Information, publishing and communications | 15 Professional services              |
| 06 Manufacturing                              | 16 Education and health-care services |
| 07 Mining                                     | <b>17 Nonprofit organization</b>      |
| 08 Real estate                                | 18 Government                         |
| 09 Rental and leasing                         | 19 Not a business (explain) _____     |
| 10 Retail trade                               | 20 Other (explain) _____              |

**Reason for exemption.** Circle the letter that identifies the reason for the exemption.

Reason for exemption

- |   |   |
|---|---|
| A Federal government (department) _____                   | I Agricultural production   |
| B Specific government exemption (from list on back) _____ | J Industrial production/manufacturing   |
| C Tribal government (name) _____                          | K Direct pay authorization  |
| D Foreign diplomat # _____                                | L <del>Multi-employer pension plan</del> <b>MPU exemption is no longer valid; repealed March 8, 2008</b> or computer software |
| E Charitable organization # <u>9884799</u>                | M Direct mail   |
| F Educational organization # _____                        | N Other (enter number from back page) _____   |
| G Religious organization # _____                          | O Percentage exemption  |
| H Resale  | <input type="checkbox"/> Advertising (enter percentage) _____ %   |
|   | <input type="checkbox"/> Utilities (enter percentage) _____ %   |

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser: Linda A. Niemeyer Print name here: Linda A. Niemeyer Title: Treasurer Date: 6/28/11



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: MS

DATE (MM/DD/YYYY)

11/22/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER S. A. Van Dyk, Inc. 1010 Jorte Boulevard, Suite 242 P.O. Box 4806 Oak Brook, IL 60622-4806	630-990-7300	CONTACT NAME:	
	630-990-8907	PHONE (A/C No. Ext):	FAX (A/C No.):
		E-MAIL:	
		ADDRESS:	
		PRODUCER CUSTOMER ID #:	AMERI-4
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED ST. FRANCIS POST #622	INSURER A: National Casualty Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			KRO-000001328700  CERT # 3036	05/11/11	03/01/12	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> PARTICIPANTS						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ UNLIMITED
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/CF AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS						\$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**CERTIFICATE HOLDER NAMED BELOW IS MADE AN ADDITIONAL INSURED UNDER THE POLICY BUT ONLY AS RESPECTS THE OPERATIONS OF THE NAMED INSURED. THIS INCLUSION DOES NOT INCREASE THE LIMIT OF LIABILITY UNDER THE POLICY.**

<b>CERTIFICATE HOLDER</b>  HOMERUN  HOMERUN CLUB AND THE CITY OF ST. FRANCIS	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
--	--

## MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT is made and entered into this 5th day of December, 2011, by and between the City of St. Francis, a Minnesota municipal corporation (the "City"), and St Francis Homerun Club, a Minnesota Nonprofit 501 C3 Charitable Organization (the "Contractor").

WHEREAS, Contractor is in the business of providing management services at recreational facilities including ice arenas and outdoor skating rinks; and

WHEREAS, the City desires to retain the services of Contractor to manage its outdoor skating rinks.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. MANAGEMENT SERVICES. The City hereby retains Contractor to provide management services at the City's outdoor skating rinks. In connection with the foregoing, Contractor shall be responsible for the following:

- (A) Contractor shall provide all operational staff and shall be exclusively responsible for the management of such personnel and the payment of all wages and withholdings in connection therewith. Contractor shall provide site-specific training to all staff members with a focus on providing excellent customer service.
- (B) Contractor shall maintain all ice surfaces and keep the same free from snow and debris.
- (C) Contractor shall keep all walkways free from ice and snow.
- (D) Contractor shall clean and maintain the interior of the warming house and provide all supplies in connection therewith. Contractor's duties shall include, without limitation, vacuuming, cleaning bathrooms, cleaning windows, restocking toilet paper, hand soap, and hand towels, and providing basic first aid supplies.
- (E) Contractor shall keep all outdoor areas free from trash and debris.
- (F) Contractor shall ensure that all City ordinances, rules, and regulations are followed and enforced.
- (G) Contractor shall ensure that the ice rinks are used only by members of the public and for no private purpose or event without the City's prior written consent.
- (H) Contractor shall immediately notify the City in the event repairs are required to any building, equipment, or area.

- (I) Contractor shall secure all buildings and equipment when not in use and will be liable for any damages, thefts or other costs resulting from the failure to properly secure any building or equipment.
- (J) Contractor shall manage and take full responsibility for all concession activities, including obtaining all necessary licenses and permits and providing all concession merchandise and supplies. On a monthly basis, Contractor shall provide the City with a written report showing concession revenues, product costs, and the gross margin for each month. Along with such report, Contractor shall pay the City an amount equal to ten percent (10%) of the gross margin shown on such report. Contractor shall be entitled to retain the balance of concession proceeds, which amounts shall be in addition to the Management Fee paid hereunder.
- (K) Contractor shall ensure that any costs incurred in connection with the maintenance or operation of the ice rinks, above and beyond the Management Fee, are within budgeted amounts or otherwise approved in advance by the City.

2. CITY RESPONSIBILITIES. Notwithstanding any language in this Agreement to the Contrary, the City shall be responsible for the following:

- (A) The City shall perform all building and grounds repairs.
- (B) The City shall plow all parking areas.
- (C) The City shall provide basic utilities, including water, sewer, garbage, and local phone service (no long distance).
- (D) The City shall provide one (1) handicapped-accessible toilet (mini-biff) and shall be responsible for cleaning and maintaining the same.
- (E) The City shall provide blue hand towel service.
- (F) The City's Public Works Department shall work with the Contractor to make ice for the purpose of skating as weather and time permits. The Contractor must have all snow and debris removed from the ice surface before City Staff will attempt to make ice.

3. MANAGEMENT FEE.

- (A) For all services provided pursuant to this Agreement, the City shall pay Contractor the sum of One Hundred forty four and 58/100 Dollars (\$144.58) per day (the "Management Fee").
- (B) Contractor acknowledges and agrees that the Management Fee shall constitute Contractor's entire compensation hereunder. All expenses of every kind incurred by Contractor in its performance under this Agreement shall be the sole responsibility of and be promptly paid by Contractor.

- (C) All keys, property, and equipment must be returned by Contractor and a final inspection/inventory of the property must be performed by the City prior to the payment of the final installment of the Management Fee.

4. TERM. The term of this Agreement will be for the duration of the 2011-2012 ice skating season, which is anticipated to run approximately 83 days from December 1, 2011, through February 21, 2012, weather permitting. Notwithstanding the foregoing, this Agreement may be terminated at any time:

- (A) Upon the mutual written agreement of the parties;
- (B) By the City in the event the Contractor fails to fully and satisfactorily perform in accordance with the terms and conditions of this Agreement; provided, the City must provide Contractor with written notice and ten (10) days to correct the failure prior to termination.
- (C) By the City, immediately and without prior notice, in the event Contractor (i) files bankruptcy or becomes insolvent, (ii) sells all or substantially all of its assets, or (iii) dissolves or files a notice of intent to dissolve.

5. CONTRACTOR'S REPRESENTATIONS. In order to induce the City to enter into this Agreement, Contractor makes the following representations to the City:

- (A) The Contractor has visited the City's outdoor ice skating rinks and has had the opportunity to become familiar with and is satisfied as to the conditions that may affect its ability to perform under this Agreement.
- (B) The Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect its ability to perform under this Agreement.

6. INDEPENDENT CONTRACTOR STATUS. Contractor shall perform under this Agreement as an independent contractor and nothing contained herein is intended or shall be construed to make or constitute Contractor as the agent, employee, partner, joint venturer, or representative of the City, but rather Contractor shall act and perform hereunder according to its own means and methods, which means and methods shall at all times be under its exclusive charge and control.

7. INSURANCE. During the term of this Agreement, Contractor will maintain the following insurance: (1) commercial general liability insurance with coverage in the minimum coverage amount of \$1,000,000 per occurrence; and (2) workers compensation insurance. All policies of insurance shall name the City as an additional insured and shall require the insurance provider to provide the City with written notice at least thirty (30) days prior to any reduction or termination of such insurance coverage. Upon the execution of this Agreement, and any time thereafter upon demand of the City, Contractor shall provide a certificate of insurance showing the required coverage.

8. INDEMNIFICATION. Contractor shall defend, hold harmless and indemnify the City from and against any claims, damages, losses, and expenses (including reasonable attorneys' fees) arising out of the activities of Contractor (and its employees, officers, agents, and representatives) during the term of this Agreement, whether such activities were rendered pursuant to this Agreement or otherwise.

9. REMEDIES. In the event of the breach of this Agreement by Contractor, the City shall be entitled to seek all remedies available at law, in equity, or otherwise. Contractor shall pay the City's costs and expenses, including reasonable attorneys' fees, incurred by the City in order to enforce this Agreement. Contractor expressly agrees that any remedies available to the City are cumulative and in no way exclusive. The seeking or exercising by the City of a particular remedy does not constitute a waiver or relinquishment by the City of its right to seek or exercise any other remedy available to it at law, in equity, or otherwise.

10. MISCELLANEOUS.

(A) Governing Law. This Agreement has been executed in the State of Minnesota and shall be governed by the laws of said state, without regard to the conflict of laws rules thereof.

(B) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein.

(C) Amendment. No amendment or modification of this Agreement shall be deemed effective unless made in writing and signed by both parties.

(D) Waiver. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.

(E) Assignment. Except as otherwise provided for herein, no party may assign this Agreement without the consent of the other party. All of the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective transferees, successors and permitted assigns.

(F) Severability. In the event any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed stricken. The remaining provisions of this Agreement will continue to be valid and binding and the Agreement will be reformed to replace the stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- (G) Captions and Headings. The captions and paragraph headings used in this Agreement are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement or any of the provisions thereof.
- (H) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have executed this Agreement as of the date first above written.

**CITY:**

CITY OF ST. FRANCIS

**CONTRACTOR:**

ST FRANCIS HOMERUN CLUB

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

514843\_1



PAYMENT BATCH AP 12-05-11

**AMERIPRIDE LINEN & APPAREL SER**

11/24/2011	1001010069	E 609-49750-219	Rug Maintenance	RUG MAINT	46.23
					\$46.23

**ANOKA COUNTY CENTRAL COMM.**

11/23/2011	2011064	E 101-42110-217	Other Operating Supplies	3 REMOTE SPEAKER MICROPHC	200.25
11/23/2011	2011-307	E 101-42110-321	Telephone	OCTOBER 2011	156.12
					\$356.37

**ARTHUR J GALLAGHER**

11/21/2011	581533	E 101-41110-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	11.00
11/21/2011	581533	E 101-41400-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	183.00
11/21/2011	581533	E 101-41410-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	2.00
11/21/2011	581533	E 101-41500-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	44.00
11/21/2011	581533	E 101-41540-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	1.00
11/21/2011	581533	E 101-41550-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	2.00
11/21/2011	581533	E 101-41600-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	5.00
11/21/2011	581533	E 101-41910-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	9.00
11/21/2011	581533	E 101-41940-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	171.00
11/21/2011	581533	E 101-42110-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	725.00
11/21/2011	581533	E 101-42210-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	731.00
11/21/2011	581533	E 101-42400-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	4.00
11/21/2011	581533	E 101-42700-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	3.00
11/21/2011	581533	E 101-43100-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	544.00
11/21/2011	581533	E 101-43210-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	17.00
11/21/2011	581533	E 101-45200-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	1,149.00
11/21/2011	581533	E 101-49200-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	6.00
11/21/2011	581533	E 208-42110-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	8.00
11/21/2011	581533	E 225-45100-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	2.00
11/21/2011	581533	E 230-49990-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	18.00
11/21/2011	581533	E 601-49440-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	817.00
11/21/2011	581533	E 602-49490-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	319.00
11/21/2011	581533	E 609-49750-360	Insurance	INS AGENT FEE 10/6/11 - 10/6/12	229.00
					\$5,000.00

**ASSURANT EMPLOYEE BENEFITS**

12/01/2011	5447229.1211	E 101-41400-130	Employer Paid Insurance	12/01/11 - 12/31/11	126.72
12/01/2011	5447229.1211	E 101-41500-130	Employer Paid Insurance	12/01/11 - 12/31/11	45.97
12/01/2011	5447229.1211	E 101-42110-130	Employer Paid Insurance	12/01/11 - 12/31/11	503.53
12/01/2011	5447229.1211	E 101-43100-130	Employer Paid Insurance	12/01/11 - 12/31/11	72.35
12/01/2011	5447229.1211	E 101-43210-130	Employer Paid Insurance	12/01/11 - 12/31/11	16.07
12/01/2011	5447229.1211	E 101-45200-130	Employer Paid Insurance	12/01/11 - 12/31/11	72.35
12/01/2011	5447229.1211	E 601-49440-130	Employer Paid Insurance	12/01/11 - 12/31/11	80.64
12/01/2011	5447229.1211	E 602-49490-130	Employer Paid Insurance	12/01/11 - 12/31/11	80.64

12/01/2011	5447229.1211	E 609-49750-130	Employer Paid Insurance	12/01/11 - 12/31/11	80.63
					\$1,078.90

**BAUER BUILT INC.**

11/17/2011	940006797	E 101-43100-218	Equipment Repair & Maintenance	SERVICE CALL	142.86
					\$142.86

**BRAUN INTERTECCORPORATION**

11/14/2011	343880	E 226-45100-441	Miscellaneous	PROF SERVICES THROUGH 11/	263.75
					\$263.75

**CENTERPOINT ENERGY**

11/15/2011	5939160-7.1111	E 101-43100-383	Gas Utilities	PUBLIC WORKS	127.07
11/15/2011	5939260-7.1111	E 101-45200-383	Gas Utilities	PUBLIC WORKS	127.07
11/15/2011	59446435-5.1111	E 609-49750-383	Gas Utilities	LIQUOR	49.85
11/15/2011	5945449-6.1111	E 101-42110-383	Gas Utilities	POLICE/FIRE	158.26
11/15/2011	5945449-6.1111	E 101-42210-383	Gas Utilities	POLICE/FIRE	369.29
11/15/2011	5963820-5.111	E 101-45200-383	Gas Utilities	WARMING HOUSE	88.26
11/15/2011	6002544-2.1111	E 601-49440-383	Gas Utilities	PUBLIC WORKS	15.77
11/15/2011	6002544-2.1111	E 602-49490-383	Gas Utilities	PUBLIC WORKS	15.77
11/15/2011	6002548-3.1111	E 602-49490-383	Gas Utilities	WWTP	98.90
11/15/2011	6886465-1.1111	E 101-41940-383	Gas Utilities	CITY HALL	19.54
11/15/2011	6886468-5.1111	E 101-41940-383	Gas Utilities	CITY HALL	13.53
11/15/2011	6886472--5.1111	E 101-41940-383	Gas Utilities	CITY HALL	18.20
11/15/2011	6886475-0.1111	E 101-41940-383	Gas Utilities	CITY HALL	19.54
11/15/2011	7900331-5.1111	E 601-49440-383	Gas Utilities	WATER	496.51
11/15/2011	8964221-9.1111	E 602-49490-383	Gas Utilities	LIFT STATION	54.65
					\$1,672.21

**CHISAGO LAKES DISTRIBUTING CO.**

09/26/2011	455623	E 609-49751-252	Beer For Resale	BEER	194.20
11/21/2011	459794	E 609-49751-252	Beer For Resale	BEER	260.00
11/21/2011	459795	E 609-49751-254	Miscellaneous Merchandise	MISC	20.50
					\$474.70

**COCA COLA REFRESHMENTS**

11/22/2011	0188091914	E 609-49751-254	Miscellaneous Merchandise	MISC	559.10
					\$559.10

**CONNEXUS ENERGY**

11/21/2011		E 101-41940-381	Electric Utilities	NOVEMBER BILLS	228.30
11/21/2011		E 101-41940-381	Electric Utilities	NOVEMBER BILLS	70.23
11/21/2011		E 101-42110-381	Electric Utilities	NOVEMBER BILLS	173.76
11/21/2011		E 101-42210-381	Electric Utilities	NOVEMBER BILLS	380.51
11/21/2011		E 101-43100-381	Electric Utilities	NOVEMBER BILLS	35.16
11/21/2011		E 101-43100-386	Street Lighting	NOVEMBER BILLS	3,397.43
11/21/2011		E 101-45200-381	Electric Utilities	NOVEMBER BILLS	264.07
11/21/2011		E 101-45200-381	Electric Utilities	NOVEMBER BILLS	35.16
11/21/2011		E 601-49440-380	Electric-System	NOVEMBER BILLS	3,652.65
11/21/2011		E 602-49451-381	Electric Utilities	NOVEMBER BILLS	5,894.22
11/21/2011		E 609-49750-381	Electric Utilities	NOVEMBER BILLS	972.15
11/23/2011	GI469	E 101-43100-386	Street Lighting	FALL BANNERS	740.00
					\$15,843.64

**CONSTRUCTION & GENERAL**

11/29/2011	112911	G 101-21707	Union Dues	MAINT UNION DUES - DECEMBE	216.00
					\$216.00

**CRABTREE COMPANIES, INC.**

11/16/2011	105096	E 101-42110-311	Contract	QF BAR CODE VALIDATION	344.68
					\$344.68

**DAHLHEIMER DIST. CO. INC.**

11/23/2011	1004453	E 609-49751-252	Beer For Resale	BEER	3,368.30
11/23/2011	1004453	E 609-49751-254	Miscellaneous Merchandise	MISC	262.00
11/23/2011	1004453	E 609-49751-255	N/A Products	N/A	15.50
					\$3,645.80

**DAY DISTRIBUTING CO.**

11/25/2011	627813	E 609-49751-252	Beer For Resale	BEER	2,049.20
11/25/2011	627813	E 609-49751-255	N/A Products	N/A	36.80
					\$2,086.00

**DE LAGE LANDEN**

		E 101-41400-240	Office Equip	COPIER	367.44
					\$367.44

**DELTA DENTAL**

11/15/2011	4732080	G 101-21710	Other Deductions	12/01/11 - 12/31/11	243.04
					\$243.04

**ECM PUBLISHERS, INC.**

11/18/2011	IQ001791949	E 402-41940-520	C-O-L Building & Structures	LEGAL AD FOR REBID ASPHALT	194.75
11/25/2011	IQ001792115	E 101-41400-351	Legal Notices Publishing	LEGAL RESOLUTION & ORDINAI	61.50
11/25/2011	IQ001792222	E 101-41400-351	Legal Notices Publishing	LEGAL ORDINANCE 161	66.63
					\$322.88

**EMERGENCY APARATUS MAINTENENC**

10/25/2011	57306	E 101-42210-218	Equipment Repair & Maintenance	HYDRAULIC GENERATOR	16,033.75
10/25/2011	57309	E 101-42210-218	Equipment Repair & Maintenance	NFPA PUMP TEST	219.12
10/25/2011	58339	E 101-42210-218	Equipment Repair & Maintenance	ENGINE 2	151.09
					\$16,403.96

**FERGUSON WATERWORKS**

11/11/2011	S01338070.002	E 601-49440-259	Water Meters	3/4 T10 SL METER GAL	1,095.30
					\$1,095.30

**FIRE SAFETY USA, INC.**

11/18/2011	48433	E 101-42210-217	Other Operating Supplies	FOLDING TANK	999.33
					\$999.33

**GARDNER, TODD**

		E 101-41910-110	Commission Pay	2011 PLANNING COMMISSION	90.00
					\$90.00

**GRANITE CITY JOBBING CO.**

11/22/2011	703003	E 609-49750-210	Operating Supplies	OPERATING	12.18
11/22/2011	703003	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/22/2011	703003	E 609-49751-254	Miscellaneous Merchandise	MISC	12.48
11/22/2011	703003	E 609-49751-256	Tobacco Products For Resale	TOBACCO	878.07

11/22/2011	703003	G 101-20810	Sales Tax Payable	SALES TAX	(0.78)
					<u>\$906.20</u>
<b>HACH COMPANY</b>					
11/21/2011	7512889	E 601-49440-313	Sample Testing	SUPPLIES	109.15
					<u>\$109.15</u>
<b>HANE, JOHN</b>					
		E 101-41910-110	Commission Pay	2011 PLANNING COMMISION	60.00
					<u>\$60.00</u>
<b>HAWKINS, INC.</b>					
11/15/2011	3282124	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	2,905.51
					<u>\$2,905.51</u>
<b>HENRYS WATERWORKS, INC.</b>					
11/11/2011	15444	E 601-49440-217	Other Operating Supplies	HYDRANT MARKERS	732.56
					<u>\$732.56</u>
<b>INNOVATIVE OFFICE SOLUTIONS, L</b>					
11/16/2011	WO-10879295-1	E 101-41400-200	Office Supplies	SUPPLIES	27.03
11/17/2011	WO-10880657-1	E 101-41400-200	Office Supplies	SUPPLIES	35.69
11/21/2011	WO-10883249-1	E 101-41500-200	Office Supplies	SUPPLIES	53.35
					<u>\$116.07</u>
<b>JOHNSON BROS WHLSE LIQUOR</b>					
11/04/2011	515662	E 609-49751-253	Wine For Resale	CREDIT	(6.67)
11/04/2011	515663	E 609-49751-251	Liquor For Resale	CREDIT	(13.08)
11/04/2011	515664	E 609-49751-253	Wine For Resale	CREDIT	(16.63)
11/17/2011	516940	E 609-49751-206	Freight and Fuel Charges	CREDIT	(2.94)
11/17/2011	516940	E 609-49751-253	Wine For Resale	CREDIT	(49.60)
11/22/2011	1181334	E 609-49751-206	Freight and Fuel Charges	LIQUOR	8.57
11/22/2011	1181334	E 609-49751-251	Liquor For Resale	LIQUOR	432.91
11/22/2011	1181335	E 609-49751-206	Freight and Fuel Charges	WINE	1.47
11/22/2011	1181335	E 609-49751-253	Wine For Resale	WINE	99.50
					<u>\$453.53</u>
<b>KIMS KLEANING</b>					
11/28/2011	1912	E 101-43100-402	Janitorial Service	CLEANING	213.76
11/28/2011	1913	E 601-49440-402	Janitorial Service	CLEANING	213.76
11/28/2011	1914	E 101-42110-402	Janitorial Service	CLEANING	513.03
11/28/2011	1915	E 101-42210-402	Janitorial Service	CLEANING	171.01
11/28/2011	1916	E 101-41940-402	Janitorial Service	CLEANING	320.64
11/28/2011	1917	E 101-45000-402	Janitorial Service	CLEANING	64.13
					<u>\$1,496.33</u>
<b>LAW ENFORCEMENT LABOR SVCS.</b>					
11/29/2011	112911	G 101-21707	Union Dues	POLICE UNION DUES - DECEMB	323.82
					<u>\$323.82</u>
<b>MCDONALD DIST CO.</b>					
11/23/2011	288140	E 609-49751-206	Freight and Fuel Charges	BEER, MISC	3.00
11/23/2011	288140	E 609-49751-252	Beer For Resale	BEER	8,760.10
11/23/2011	288140	E 609-49751-254	Miscellaneous Merchandise	MISC	150.00
11/23/2011	288141	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00

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\$8,947.10

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**MIDCONTINENT COMMUNICATIONS**

E 101-41940-321	Telephone	DECEMBER	69.95
E 601-49440-321	Telephone	DECEMBER	34.97
E 601-49440-321	Telephone	DECEMBER	69.95
E 601-49440-321	Telephone	DECEMBER	69.95
E 602-49490-321	Telephone	DECEMBER	34.98
E 609-49750-321	Telephone	DECEMBER	69.95
			<hr/>
			\$349.75

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**MN NCPERS LIFE INSURANCE**

11/23/2011	733400.1111	G 101-21710	Other Deductions	NOVEMBER PAYROLL DEDUCTI	48.00
					<hr/>
					\$48.00

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**M-R SIGN COMPANY, INC.**

11/11/2011	169412	E 101-43100-226	Sign Repair Materials	SIGNS	627.89
11/11/2011	169413	E 101-43100-226	Sign Repair Materials	SIGNS	270.46
11/11/2011	169414	E 101-43100-226	Sign Repair Materials	SIGNS	144.86
					<hr/>
					\$1,043.21

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**MURRAY, WILLIAM**

E 101-41910-110	Commission Pay	2011 PLANNING COMMISSION	60.00
			<hr/>
			\$60.00

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**NORTHERN AIR CORPORATION**

11/17/2011	77862	E 101-41940-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	335.60
11/17/2011	77862	E 101-42110-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	83.90
11/17/2011	77862	E 101-42210-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	83.90
11/17/2011	77862	E 101-45200-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	83.90
11/17/2011	77862	E 601-49440-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	83.90
11/17/2011	77862	E 609-49750-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	167.80
					<hr/>
					\$839.00

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**NORTHWEST ASSOC. CONSULTANTS**

12/01/2011	20043	E 101-41910-311	Contract	NOVEMBER-TECH ASSIST	4,118.82
12/01/2011	20044	E 101-41910-311	Contract	MEETINGS-NOVEMBER	400.00
12/01/2011	20045	E 101-41910-311	Contract	TECH ASSIST-PRIVATE	448.95
					<hr/>
					\$4,967.77

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**OPUS 21**

11/17/2011	111177	E 601-49440-382	Utility Billing	OCTOBER 2011	1,405.42
11/17/2011	111177	E 602-49490-382	Utility Billing	OCTOBER 2011	1,405.43
					<hr/>
					\$2,810.85

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**PACE ANALYTICAL SERVICES**

11/22/2011	VM121441	E 602-49490-313	Sample Testing	TEST	90.00
					<hr/>
					\$90.00

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**PHILLIPS WINE & SPIRITS CO.**

11/22/2011	2158754	E 609-49751-206	Freight and Fuel Charges	LIQUOR	11.76
11/22/2011	2158754	E 609-49751-251	Liquor For Resale	LIQUOR	894.29
11/22/2011	2158756	E 609-49751-206	Freight and Fuel Charges	MISC	2.94
11/22/2011	2158756	E 609-49751-254	Miscellaneous Merchandise	MISC	64.50

						\$973.49
<b>PINNACLE ENGINEERING, INC.</b>						
11/01/2011	37354	E 602-49490-313	Sample Testing	WELL MONITORING		1,000.00
						\$1,000.00
<b>QUILL CORPORATION</b>						
11/07/2011	8025619	E 101-49200-441	Miscellaneous	NAME PLATE		44.86
						\$44.86
<b>RAMSEY, CITY OF</b>						
11/29/2011	112911	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES - NC		666.00
						\$666.00
<b>RONYAK, RONI</b>						
		E 101-41910-110	Commission Pay	2011 PLANNING COMMISSION		75.00
						\$75.00
<b>RUSSELL SECURITY RESOURCE INC.</b>						
11/16/2011	A18954	E 101-43100-401	Repairs/Maint Buildings	REPLACE KEYPAD LOCK ON SH		233.11
11/16/2011	A18954	E 101-45200-401	Repairs/Maint Buildings	REPLACE KEYPAD LOCK ON SH		233.11
11/16/2011	A18954	E 601-49440-401	Repairs/Maint Buildings	REPLACE KEYPAD LOCK ON SH		233.10
11/16/2011	A18954	E 602-49490-401	Repairs/Maint Buildings	REPLACE KEYPAD LOCK ON SH		233.10
						\$932.42
<b>SKORDAHL, RICHARD</b>						
		E 101-41910-110	Commission Pay	2011 PLANNING COMMISSION		120.00
						\$120.00
<b>SOUTH SIDE SEWER SERVICE INC</b>						
10/26/2011	12411	E 101-42110-401	Repairs/Maint Buildings	CLEANED FLOOR DRAIN		108.00
						\$108.00
<b>STEINKE, RAY</b>						
		E 101-41910-110	Commission Pay	2011 PLANNING COMMISSION		90.00
						\$90.00
<b>TELECIDE (TWIN CITIES EMEDIA)</b>						
11/15/2011	20041048	E 101-43100-441	Miscellaneous	BRACKET		23.33
						\$23.33
<b>THE AMERICAN BOTTLING COMPANY</b>						
11/18/2011	2449909493	E 609-49751-254	Miscellaneous Merchandise	MISC		145.50
						\$145.50
<b>THORPE DISTRIBUTING COMPANY</b>						
11/18/2011	664836	E 609-49751-252	Beer For Resale	BEER		198.00
						\$198.00
<b>UNIVERSITY OF MINNESOTA</b>						
11/10/2011	EM110911	E 101-43100-208	Training and Instruction	AARON SCHROEDER		70.00
						\$70.00
<b>VINOCOPIA, INC.</b>						
11/18/2011	0047671-IN	E 609-49751-206	Freight and Fuel Charges	WINE		19.50
11/18/2011	0047671-IN	E 609-49751-253	Wine For Resale	WINE		1,064.00
						\$1,083.50

WIRTZ BEVERAGE MN

11/22/2011	664558	E 609-49751-206	Freight and Fuel Charges	LIQUOR	13.05
11/22/2011	664558	E 609-49751-251	Liquor For Resale	LIQUOR	232.85
					<u>\$245.90</u>

ZUTZ, GREG

E 101-41910-110	Commission Pay	2011 PLANNING COMMISSION	90.00
			<u>\$90.00</u>

\$83,377.04

FUND SUMMARY

101 GENERAL FUND	\$40,312.50
208 POLICE FORFEITURE	\$8.00
225 PARK FUND	\$2.00
226 PEDERSON PATH FUND	\$263.75
230 PIONEER DAYS	\$18.00
402 CAPITAL EQUIPMENT	\$194.75
601 WATER FUND	\$9,110.63
602 SEWER FUND	\$12,132.20
609 MUNICIPAL LIQUOR FUND	\$21,335.21
Total	<u>83,377.04</u>

CITY OF ST. FRANCIS  
12/5/2011

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>
11/22/2011	U.S. Treasurer	Federal Payroll Tax	1,316.72
11/22/2011	P.E.R.A.	P.E.R.A	320.16
11/22/2011	MN State Treasurer	State Payroll Tax	171.24
11/23/11	U.S. Treasurer	Federal Payroll Tax	15,467.41
11/23/11	P.E.R.A.	P.E.R.A	12,428.39
11/23/11	ING	Deferred Comp	770.00
11/23/11	ICMA	Deferred Comp	790.00
11/23/11	MN State Treasurer	State Payroll Tax	3,553.71
	TOTAL		<u>34,817.63</u>



DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

December 1, 2011

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

Attention: Matt Hylen, P.E., City Administrator

Subject: Police and Public Works Facility – Recommendation to award contracts for construction

Dear Mr. Hylen:

Please find attached the Bid Tabulation and updated Project Budget. The bid tabulation is for the "re-bid" of the asphalt paving contract that took place at City Hall yesterday. Based upon the information included therein, we are recommending that the City Council take action on the following items:

1. Award the C-03 contracts for Asphalt Paving to Northland Paving in the amount of \$448,200. This amount reflects the base bid of \$456,000 and a deduct amount of \$7,800 for alternate A-2. The Council previously accepted alternate A-2 to make the warm storage area of public works larger.

### **Background**

We had a bid opening on Wednesday 11/30 at City Hall which was organized by BMI, Amcon, and City Staff. Seven bids were received, one more than on the initial bid. The low bid amount from Northland was right in line with our expectations after issuing some bid clarifications with the re-bid instructions.

There remain a four contracts that are not yet awarded after the 11/7 Council meeting. These contracts and their status are listed below:

- |         |                            |  |
|---------|----------------------------|--|
| a. C-04 | Landscaping and Irrigation | low bidder has stated they will withdraw bid         |
| b. C-23 | Fabric Covered Structures  | award on hold pending final County agreement on salt |
| c. C-25 | Signs                      | No bids received – Amcon will solicit proposals      |
| d. C-29 | Fencing and Gates          | Value Engineering and possible re-bid                |

I will be at your Council meeting to answer any questions related to the project or the recommendations herein. Please call me if you need additional information prior to the meeting. Thank you for the opportunity to present this information.

Sincerely,  
Amcon

**Todd J Christopherson**

Todd Christopherson, P.E., LEED AP  
Partner and Project Manager

Digitally signed by Todd J Christopherson  
DN: cn=Todd J Christopherson, o=Amcon Construction Company, ou,  
email=tchris@amconconstruction.com, c=US  
Date: 2011.12.01 11:43:25 -06'00'







# **2012 PROPOSED PROPERTY TAXES**

**DECEMBER 5, 2011**

## Sample of three properties and their change in Property Taxes for 2012

Estimating Effects of Homestead Market Value Exclusion: An Interactive Tool Created by the League of Minnesota Cities

Select City (drop down list)	2011	2012		
<b>St. Francis</b>	Actual	W/Exclusion	Change	% Change
Certified City Levy	2,873,169	2,873,160	- 9	- 0.00%
Fiscal Disparties Portion of City Levy	677,893	652,153	- 25,740	- 3.80%
Local Portion of City Levy	2,195,276	2,221,007	+ 25,731	+ 1.17%
City Tax Base	4,657,029	4,163,931	- 493,098	- 10.59%
City Tax Rate	47.14%	53.34%	+ 6.20%	N/A
Average County Rate (enter proposed 2012 rate)	40.39%	41.52%	+ 1.13%	
Average School Rate (enter proposed 2012 rate)	28.79%	32.19%	+ 3.40%	
Average Other Rates (enter proposed 2012 rates)	4.48%	3.90%	- 0.58%	
Total Rate	120.81%	144.25%	+ 23.45%	
Fiscal Disparities Area Wide Rate	129.327%	129.327%		
Percent Taxed at Area Wide Rate	41.249%	41.249%		
State business property tax Rate	49.043%	49.043%		

	Homestead	Homestead	Homestead
<b>Sample Property Market Value 2011</b>	\$193,200	\$224,000	\$234,900
<b>Sample Property Market Value 2012</b>	\$187,300	\$219,400	\$232,200
<b>Previous Law</b>			
Net Tax Capacity	\$1,932	\$2,240	\$2,349
Gross Local Tax	\$2,532	\$2,942	\$3,079
Current MVHC	\$199	\$171	\$161
City Share of MVHC	\$77	\$67	\$63
City Net Tax	\$833	\$989	\$1,044
State business property tax	N/A	N/A	N/A
Total Net Tax	\$2,334	\$2,771	\$2,918
<b>New Law</b>			
Market Value Exclusion	\$20,383	\$17,494	\$16,342
MV after exclusion	\$166,917	\$201,906	\$215,858
Net Tax Capacity	\$1,669	\$2,019	\$2,159
MVHC Credit	\$0	\$0	\$0
City Net Tax	\$890	\$1,077	\$1,151
State business property tax	N/A	N/A	N/A
Total Net Tax	\$2,347	\$2,833	\$3,027

Dollar Change in City Taxes	+ \$57	+ \$88	+ \$107
Percent Change in City Taxes	+ 6.85%	+ 8.86%	+ 10.23%
Dollar Change in Total Taxes	+ \$13	+ \$62	+ \$109
Percent Change in Total Taxes	+ 0.54%	+ 2.22%	+ 3.73%

## TAX LEVY FOR 2011-2012

	2010 Levy	2011 Levy	Proposed 2012 Levy	Change	
				Amount	Percent
<b><u>Operations:</u></b>					
General Fund (Includes PERA and LGA Special Levies)	\$2,852,260	\$2,852,260	\$2,852,260	\$0	0%
<b><u>Capital Improvements:</u></b>					
None	\$0	\$0	\$0	\$0	N/A
<b><u>Debt Service:</u></b>					
GO Improvement Bond – 2007A	\$20,900	\$20,900	\$20,900	\$0	0%
<b>Totals-All Funds</b>	<b>\$2,873,160</b>	<b>\$2,873,160</b>	<b>\$2,873,160</b>	<b>\$0</b>	<b>0%</b>

<b>ESTIMATED 2012 CITY PROPERTY TAX CHANGES</b>			
<b>TAX RATE CHANGES</b>			
	<u>Payable 2011 Local Tax Rate</u>	<u>Estimated Payable 2012 Local Tax Rate</u>	<u>Change</u>
Tax rate on tax capacity	47.139%	53.34%	6.201%

The \$0 levy increase does not mean that the tax rate will not go up. Elimination of the Market Value Credit program and implementation of the Market Value Exclusion have affected the rates and created the effect of the tax rate going up. To see the tax rate stay at the 47.139%, the city would have had to lower the levy by over \$250,000.

# ST. FRANCIS HOMEOWNER COSTS FOR SERVICES – 2012

Service	Monthly Bill
Rubbish removal (65 gallon service)	\$25.56
Cell phone service	\$40.00 & up
Cable television & internet	\$50.00 & up
Daily morning coffee (\$1.69 per coffee)	\$50.70
City property taxes on median value home	\$48.00*

\*Breakdown of 2011 city taxes on median value home:

General Government	\$8.81
Public Safety	\$20.09
Streets & Recycling	\$7.21
Parks & Trails	\$4.84
Community Development	\$1.76
All other services	\$1.76

\*Median value home for 2012 is \$133,200

# **PROPERTY TAX RELIEF**

The legislature provides several different types of property tax relief. The homeowner's and renter's rebates are given to taxpayers whose property taxes are disproportionate to their income. More importantly, a targeting refund is available for homeowners whose taxes increase by more than 12% and at least \$100 from the prior year. No income limits apply to this refund. Property owners file for the refunds using state form M1-PR which is sent out with state income tax instructions. The M1-PR form can also be obtained several ways as follows:

- at post offices, libraries, and most banks;
- by calling the Minnesota Department of Revenue at 651-296-3781;
- on the internet at <http://www.taxes.state.mn.us>; or
- by writing to:

Minnesota Tax Forms  
Mail Station 5510  
St. Paul, MN 55146-5510

### Cities in Anoka County Tax Rates and Differences 2011 to 2012

	2011 Final Tax Rate	2012 TNT Rate	Tax Rate Difference	2011 Levy	2012 Levy	Levy Difference
Andover	38.748	43.579	4.831	\$ 10,682,120.00	\$ 10,633,741.00	\$ (48,379.00)
Anoka	43.02	49.953	6.933	\$ 5,899,105.00	\$ 5,899,105.00	\$ -
Bethel	61.544	74.2	12.656	\$ 248,267.00	\$ 248,267.00	\$ -
Blaine	32.798	33.482	0.684	\$ 19,667,460.00	\$ 18,724,390.00	\$ (943,070.00)
Centerville	58.654	66.692	8.038	\$ 2,268,800.00	\$ 2,268,600.00	\$ (200.00)
Circle Pines	51.505	63.899	12.394	\$ 2,120,730.00	\$ 2,120,730.00	\$ -
Columbia Heights	61.804	66.228	4.424	\$ 9,426,760.00	\$ 9,136,706.00	\$ (290,054.00)
Columbus	37.899	43.448	5.549	\$ 2,086,162.00	\$ 1,992,802.00	\$ (93,360.00)
Coon Rapids	38.951	42.707	3.756	\$ 22,001,321.00	\$ 21,469,353.00	\$ (531,968.00)
East Bethel	43.908	43.89	(0.018)	\$ 4,790,845.00	\$ 4,350,170.00	\$ (440,675.00)
Fridley	37.027	39.478	2.451	\$ 10,188,717.00	\$ 10,383,539.00	\$ 194,822.00
Ham Lake	25.797	26.677	0.880	\$ 4,390,507.16	\$ 4,227,438.44	\$ (163,068.72)
Hilltop	98.531	110.555	12.024	\$ 575,412.00	\$ 581,600.00	\$ 6,188.00
Lexington	56.161	67.453	11.292	\$ 952,469.00	\$ 990,568.00	\$ 38,099.00
Lino Lakes	42.041	42.779	0.738	\$ 8,660,000.00	\$ 8,227,259.00	\$ (432,741.00)
Linwood	30.149	33.28	3.131	\$ 1,484,000.00	\$ 1,484,000.00	\$ -
Nowthen	22.172	30.435	8.263	\$ 1,075,733.00	\$ 1,367,745.00	\$ 292,012.00
Oak Grove	36.328	36.004	(0.324)	\$ 3,106,165.00	\$ 2,702,364.00	\$ (403,801.00)
Ramsey	39.801	44.321	4.520	\$ 8,128,609.00	\$ 8,445,483.00	\$ 316,874.00
Spring Lake Park	54.49	62.599	8.109	\$ 3,383,157.00	\$ 3,326,770.00	\$ (56,387.00)
St. Francis	47.139	53.34	6.201	\$ 2,873,160.00	\$ 2,873,160.00	\$ -

Average  
Difference                      5.549    \$ (121,700.42)

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

RESOLUTION 2009-31

**RESOLUTION CERTIFYING TAXES PAYABLE IN 2010**

**BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2010, upon the taxable property in said City of St. Francis, for the following purposes:

General Fund	\$2,740,731
General Fund – PERA special levy	22,011
General Fund – LGA/MVHC levy	89,518
Debt Service	20,900
<b>TOTAL LEVY</b>	<b>\$2,873,160</b>

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7<sup>TH</sup> DAY OF DECEMBER, 2009.

APPROVED:

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

ATTEST:

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

CITY OF ST. FRANCIS  
ST. FRANCIS, MN

RESOLUTION 2010-44

RESOLUTION CERTIFYING TAXES PAYABLE IN 2011

**BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2011, upon the taxable property in said City of St. Francis, for the following purposes:

General Fund	\$2,806,844
General Fund – PERA special levy	24,555
General Fund – LGA/MVHC levy	20,861
Debt Service	20,900
TOTAL LEVY	<u>\$2,873,160</u>

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20<sup>TH</sup> DAY OF DECEMBER, 2010.

APPROVED:

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

ATTEST:

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

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

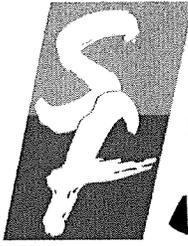
ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>TH</sup>  
DAY OF SEPTEMBER, 2011.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor

ATTEST:

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

 City of  
*St. Francis*



**2012 PROPOSED BUDGET**

## CITY OF ST. FRANCIS, MINNESOTA

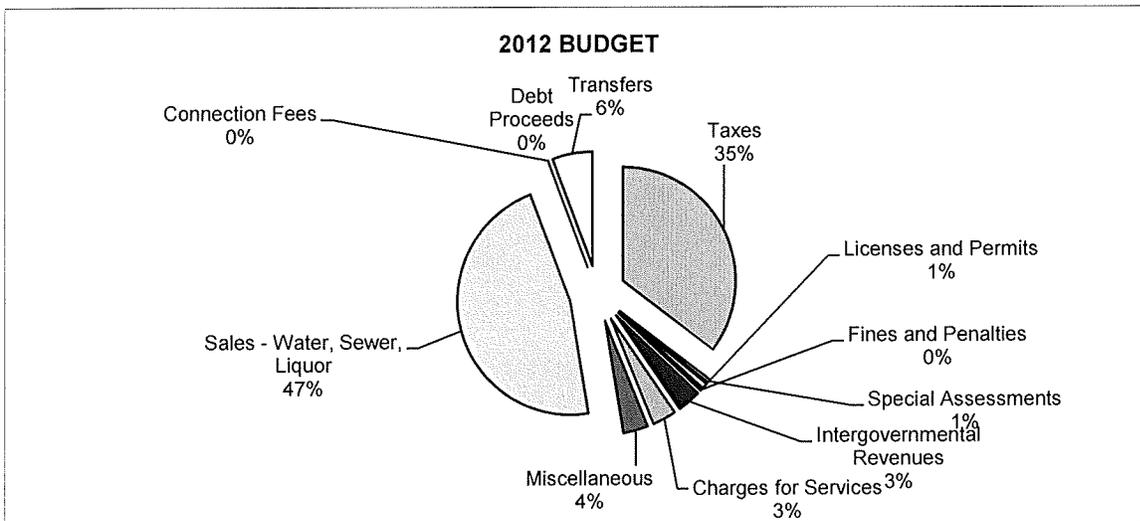
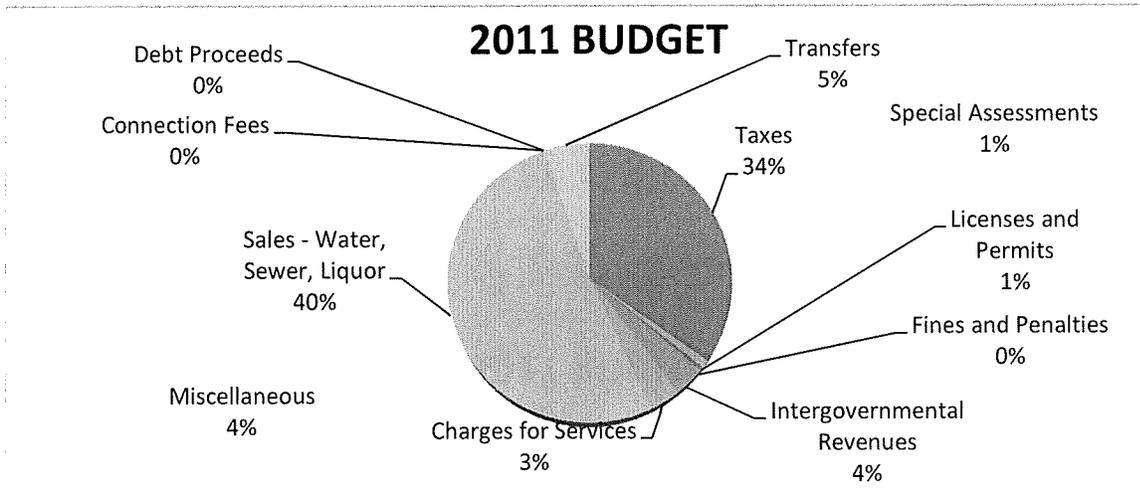
**ALL FUNDS**

## REVENUE SUMMARY

<u>Total by Source</u>	2010 ACTUAL	2011 BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Taxes	\$2,757,948	\$2,905,240	\$3,006,803	3.5%
Special Assessments	174,638	50,060	49,250	-1.6%
Licenses and Permits	78,242	71,350	66,330	-7.0%
Fines and Penalties	30,537	37,550	31,260	-16.8%
Intergovernmental Revenues	380,978	292,500	289,080	-1.2%
Charges for Services	290,573	286,860	288,179	0.5%
Miscellaneous	449,790	304,040	305,865	0.6%
Sales - Water, Sewer, Liquor	3,919,628	4,064,470	3,982,180	-2.0%
Connection Fees	68,000	-	-	N/A
Debt Proceeds	150,000	-	-	N/A
Capital Contributions	2,144,660	-	-	N/A
Transfers and Contributions	1,479,413	449,780	490,000	8.9%
<b>Totals</b>	<b>11,924,407</b>	<b>8,461,850</b>	<b>8,508,947</b>	<b>0.6%</b>
<u>Total By Fund</u>				
Operating Budget:				
General Fund	3,776,287	3,740,260	3,830,137	2.4%
Bicentennial Fund	143	100	100	0.0%
Community Dev Block Grant	-	-	-	N/A
Park Improvements	6,600	2,500	2,500	0.0%
Pioneer Days	26,926	28,000	27,500	-1.8%
Police Forfeiture Fund	11,093	-	-	N/A
Turtle Ridge TIF Fund	18,617	18,290	15,380	-15.9%
Water Fund	2,075,610	1,193,470	1,179,500	-1.2%
Sanitary Sewer Fund	3,064,764	824,210	861,000	4.5%
Municipal Liquor Fund	2,084,766	2,175,800	2,069,180	-4.9%
<b>Total Operating Budget</b>	<b>11,064,806</b>	<b>7,982,630</b>	<b>7,985,297</b>	<b>0.0%</b>
Capital Improvements Budget:				
Capital Equipment	301,578	302,780	346,000	14.3%
Fire Truck Replacement	104,915	103,200	105,000	1.7%
235th Avenue Improvements	-	-	-	N/A
Creekview Estates	13,672	11,000	11,000	0.0%
Ivywood Street & 230th Lane	336,980	14,250	14,250	0.0%
Poppy Street Improvements	-	-	-	N/A
Rum River Blvd Improvements	-	-	-	N/A
Street Construction State Aid	-	-	-	N/A
Trunk Utilities Rivers Edge	-	-	-	N/A
Utility Trunk	-	-	-	N/A
Waste Water Treatment Facility	-	-	-	N/A
Watermain Looping	1	-	-	N/A
Well #4	-	-	-	N/A
Woodbury Park Parking Lot	-	-	-	N/A
<b>Total Capital Budget</b>	<b>757,146</b>	<b>431,230</b>	<b>476,250</b>	<b>10.4%</b>
Debt Service Budget:				
Debt Service Fund	102,455	47,990	47,400	-1.2%
<b>Totals</b>	<b>\$11,924,407</b>	<b>\$8,461,850</b>	<b>\$8,508,947</b>	<b>0.6%</b>

**CITY OF ST. FRANCIS, MINNESOTA**  
**ALL FUNDS**  
 REVENUE SOURCES AS A PERCENT OF TOTAL

<u>Total by Source</u>	<u>2011 BUDGET</u>	<u>PERCENT OF TOTAL</u>	<u>2012 BUDGET</u>	<u>PERCENT OF TOTAL</u>
Taxes	\$2,905,240	34.3%	\$3,006,803	35.3%
Special Assessments	50,060	0.6%	49,250	0.6%
Licenses and Permits	71,350	0.8%	66,330	0.8%
Fines and Penalties	37,550	0.4%	31,260	0.4%
Intergovernmental Revenues	292,500	3.5%	289,080	3.4%
Charges for Services	286,860	3.4%	288,179	3.4%
Miscellaneous	304,040	3.6%	305,865	3.6%
Sales - Water, Sewer, Liquor	4,064,470	48.0%	3,982,180	46.8%
Connection Fees	-	0.0%	-	0.0%
Debt Proceeds	-	0.0%	-	0.0%
Transfers	449,780	5.3%	490,000	5.8%
<b>Totals</b>	<b>\$8,461,850</b>	<b>100.0%</b>	<b>\$8,508,947</b>	<b>100.0%</b>



## CITY OF ST. FRANCIS, MINNESOTA

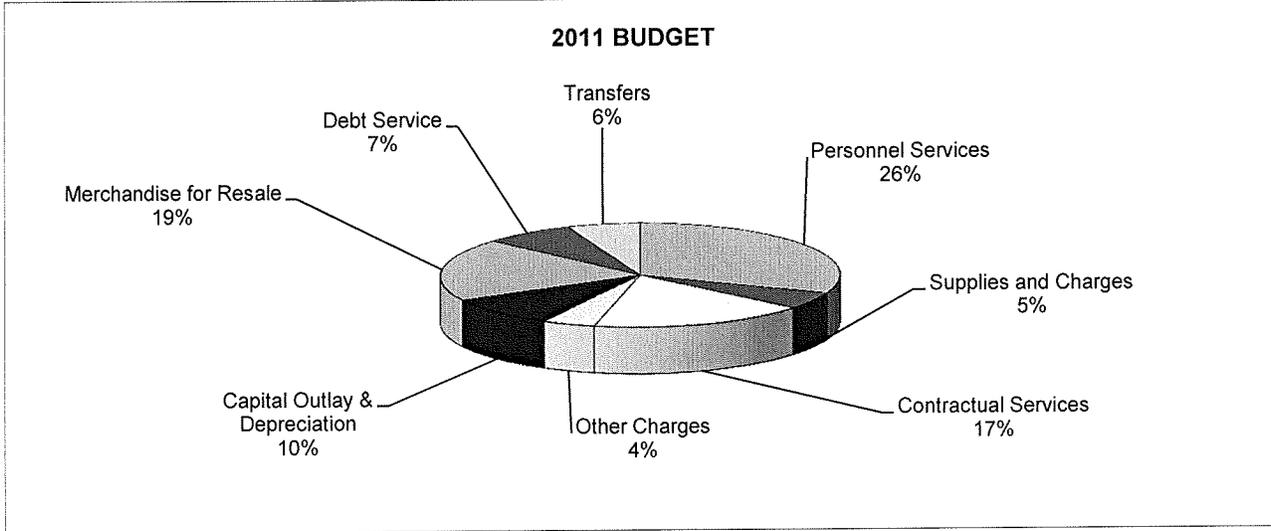
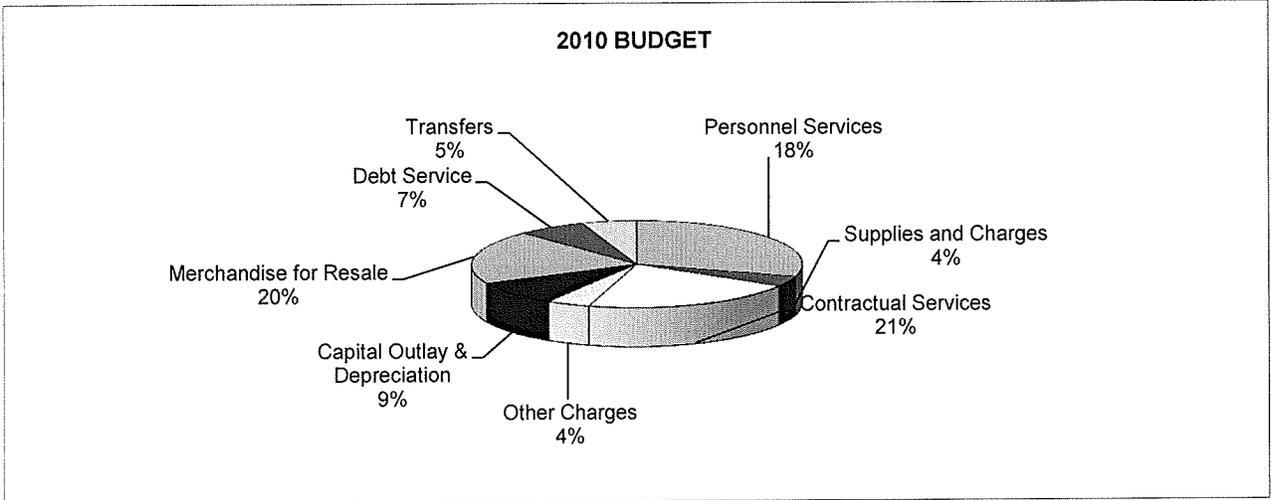
## ALL FUNDS

## EXPENDITURE SUMMARY

	2010	2011	2012	% OVER/ (UNDER)
	ACTUAL	BUDGET	BUDGET	2011 BUDGET
<b>Total by Department</b>				
City Council	\$ 26,673	\$ 34,090	\$ 34,090	0.0%
Charter	58	1,510	1,510	0.0%
Administration	391,752	417,470	407,750	-2.3%
Elections	4,412	10,040	16,090	60.3%
Finance	112,983	119,165	121,050	1.6%
Legal	88,701	120,080	120,100	0.0%
Government Buildings	98,843	127,095	152,095	19.7%
Police	1,290,913	1,419,878	1,481,735	4.4%
Fire	429,163	534,410	492,042	-7.9%
Streets	1,111,227	776,440	547,630	-29.5%
Landfill Abatement (Recycling)	36,335	46,120	48,310	4.7%
Community Center	308	3,370	3,370	0.0%
Parks	322,311	546,180	396,800	-27.3%
Planning & Zoning	77,297	94,800	94,800	0.0%
Economic Development	-	-	-	N/A
Building Inspections	22,315	50,570	50,570	0.0%
Unallocated/Contingency	252,556	9,900	13,200	33.3%
Pioneer Days	32,537	30,400	30,800	1.3%
Tax Increment Financing	16,920	16,920	15,450	-8.7%
Debt Service	588,447	500,683	556,040	11.1%
Capital Equipment	226,787	29,340	38,990	32.9%
Water & Sewer Improvements	12,468	-	-	N/A
Water	871,353	800,230	920,924	15.1%
Sanitary Sewer	774,269	687,880	719,070	4.5%
Municipal Liquor	1,960,572	2,121,150	2,041,325	-3.8%
Totals	\$ 8,749,200	\$ 8,497,721	\$ 8,303,741	-2.3%
<b>Total By Classification</b>				
Personnel Services	\$ 2,404,049	\$ 2,526,270	\$ 2,568,305	1.7%
Supplies and Charges	242,660	337,670	438,840	30.0%
Contractual Services	1,790,185	1,782,498	1,451,169	-18.6%
Other Charges	387,088	359,080	354,235	-1.3%
Capital Outlay & Depreciation	906,455	778,490	782,930	0.6%
Merchandise for Resale	1,535,157	1,690,500	1,607,000	-4.9%
Debt Service	690,079	573,433	611,262	6.6%
Transfers	793,527	449,780	490,000	8.9%
Totals	\$ 8,749,200	\$ 8,497,721	\$ 8,303,741	-2.3%
<b>Total By Fund</b>				
Operating Budget:				
General Fund	\$ 3,812,759	\$ 4,027,208	\$ 3,965,337	-1.5%
Community Dev Block Grant	-	-	-	N/A
Park Improvements	40,614	269,000	-	-100.0%
Pioneer Days	34,605	30,400	30,800	1.3%
Police Forfeiture	-	11,110	8,705	-21.6%
Turtle Ridge TIF Fund	16,920	16,920	15,450	-8.7%
Water Fund	1,206,547	1,016,730	1,219,628	20.0%
Sanitary Sewer Fund	929,390	871,363	873,198	0.2%
Municipal Liquor Fund	1,960,572	2,121,150	2,041,325	-3.8%
Total Operating Budget	\$ 8,001,407	\$ 8,363,881	\$ 8,154,443	-2.5%
Capital Improvements Budget:				
Capital Equipment	\$ 226,787	\$ 29,340	\$ 38,990	32.9%
235th Avenue Improvements	-	-	-	N/A
Creekview Estates	2,250	3,800	3,800	0.0%
Ivywood Street & 230th Lane	408,157	-	3,300	N/A
Trunk Utilities Rivers Edge	7,847	-	-	N/A
Watermain Looping	4,620	-	-	N/A
Total Capital Budget	\$ 649,661	\$ 33,140	\$ 46,090	39.1%
Debt Service Budget:				
Debt Service Fund	\$ 98,132	\$ 100,700	\$ 103,208	2.5%
Totals	\$ 8,749,200	\$ 8,497,721	\$ 8,303,741	-2.3%

CITY OF ST. FRANCIS, MINNESOTA  
**ALL FUNDS**  
 EXPENDITURE CLASSIFICATIONS AS A PERCENT OF TOTAL

<u>Total By Classification</u>	2011 BUDGET	PERCENT OF TOTAL	2012 BUDGET	PERCENT OF TOTAL
Personnel Services	\$2,526,270	29.7%	\$2,568,305	30.9%
Supplies and Charges	337,670	4.0%	438,840	5.3%
Contractual Services	1,782,498	21.0%	1,451,169	17.5%
Other Charges	359,080	4.2%	354,235	4.3%
Capital Outlay & Depreciation	778,490	9.2%	782,930	9.4%
Merchandise for Resale	1,690,500	19.9%	1,607,000	19.4%
Debt Service	573,433	6.7%	611,262	7.4%
Transfers	449,780	5.3%	490,000	5.9%
<b>Totals</b>	<b>\$8,497,721</b>	<b>100.0%</b>	<b>\$8,303,741</b>	<b>100.0%</b>



CITY OF ST. FRANCIS, MINNESOTA  
**GENERAL FUND (101)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<b>Revenues:</b>				
Taxes - current	\$2,633,886	\$2,789,460	\$2,789,460	\$2,880,783
Taxes - other	86,466	76,590	79,400	89,740
Licenses and permits	78,242	71,350	74,506	66,330
Fines and forfeits	30,537	37,550	29,485	31,260
Intergovernmental	380,978	292,500	363,547	289,080
Charges for services	289,148	285,860	286,773	287,179
Miscellaneous	161,731	136,950	161,186	135,765
<b>Total revenues</b>	<b>3,660,989</b>	<b>3,690,260</b>	<b>3,784,357</b>	<b>3,780,137</b>
<b>Expenditures:</b>				
General Government	648,423	729,450	656,876	727,685
Public Safety	1,558,228	1,653,398	1,572,375	1,660,072
Public Works	739,406	822,560	776,405	595,940
Culture and Recreation	282,004	280,550	280,315	400,170
Community Development	99,612	145,370	97,820	145,370
Miscellaneous	6,340	6,100	5,100	6,100
<b>Total expenditures</b>	<b>3,334,012</b>	<b>3,637,428</b>	<b>3,388,891</b>	<b>3,535,337</b>
<b>Excess (deficit) of revenues over expenditures</b>	<b>326,977</b>	<b>52,832</b>	<b>395,466</b>	<b>244,800</b>
<b>Other financing sources (uses):</b>				
Operating transfers in (out):				
Municipal Liquor Operations	115,299	50,000	50,000	50,000
Capital Projects Fund	(134,780)	(289,780)	(289,780)	(330,000)
Fire Truck Replacement Fund	(100,000)	(100,000)	(100,000)	(100,000)
CDBG Grant Fund	0	0	0	0
Park Projects - Pederson Path	0	0	0	0
Public Improvement Projects	(243,966)	0	0	0
<b>Total other financing sources (uses)</b>	<b>(363,447)</b>	<b>(339,780)</b>	<b>(339,780)</b>	<b>(380,000)</b>
<b>Net change in fund balance</b>	<b>(36,471)</b>	<b>(286,948)</b>	<b>55,686</b>	<b>(135,200)</b>
<b>Fund balance - January 1</b>	<b>2,086,873</b>	<b>2,046,644</b>	<b>2,050,402</b>	<b>2,106,088</b>
<b>Fund balance - December 31</b>	<b>\$2,050,402</b>	<b>\$1,759,696</b>	<b>\$2,106,088</b>	<b>\$1,970,888</b>
Fund balance/revenues	56.0%	47.7%	55.7%	52.1%
Fund balance/expenditures	61.5%	48.4%	62.1%	55.7%
Fund balance/# of mths of expenditures	7.4	5.8	7.5	6.7
Fund balance/revenues	State auditor recommends 35% - 50%			52.1%
Fund balance/# of mths of expenditures	State auditor recommends 5 months			6.7

CITY OF ST. FRANCIS, MINNESOTA  
GENERAL FUND  
STATEMENT OF REVENUES

ACCT. NO.		2010 ACTUAL	2011 BUDGET	2011 RE-EST.	2012 BUDGET
<u>Taxes</u>					
31010	Current	\$2,633,886	\$2,789,460	\$2,789,460	\$2,880,783
31020	Delinquent	81,170	73,590	73,590	84,680
31910	Penalties & interest	5,296	3,000	5,810	5,060
		<u>2,720,352</u>	<u>2,866,050</u>	<u>2,868,860</u>	<u>2,970,523</u>
<u>Licenses and Permits</u>					
<u>Business:</u>					
32110	Liquor	21,400	21,720	21,400	21,720
32170	Amusements	820	800	820	730
32180	Cigarette, Refuse, etc.	2,100	870	2,100	1,917
<u>Non-business:</u>					
32210	Building	45,001	42,420	44,000	35,730
32212	Plumbing	2,090	1,420	1,785	1,458
32213	Mechanical	3,005	1,850	1,905	2,265
36241	Surcharge - Permits	425	630	50	490
32214	Fireplace	2,403	670	1,600	1,200
32215	Septic	680	700	545	700
32240	Animal Licenses	210	110	220	0
32250	Misc Permits - Snowmobiles	108	160	81	120
		<u>78,242</u>	<u>71,350</u>	<u>74,506</u>	<u>66,330</u>
<u>Fines and Penalties</u>					
35100	Court fines	28,167	34,440	28,000	28,500
35104	Animal impound fees	2,370	3,110	1,485	2,760
		<u>30,537</u>	<u>37,550</u>	<u>29,485</u>	<u>31,260</u>
<u>Intergovernmental Revenue</u>					
33000	PERA rate increase	1,971	1,970	1,971	1,971
33401	Local government aid	80,929	80,930	80,929	80,929
33402	Homestead credit	51,638	0	50,654	0
33403	Manufactured home homestead credit	16,129	16,790	16,000	0
33416	Police grants	12,458	13,760	19,442	15,840
33418	Street maintenance aid	94,291	97,380	99,660	104,920
33420	Fire aid	20,619	16,970	16,970	19,240
33421	Police aid	66,183	64,700	68,521	66,180
33422	DNR state aid	0	0	0	0
33500	Other Fire grants/aid	13,525	0	9,400	0
33610	Local government grants and aid	3,184	0	0	0
		<u>20,051</u>			
		<u>380,978</u>	<u>292,500</u>	<u>363,547</u>	<u>289,080</u>

Charges for Service

General Government:

34105	Maps, fax, copies, notary fees	94	150	100	150
34107	Assessment search fees	240	40	140	110
34403	Refuse collection charges	4,276	4,610	5,204	4,430
34800	Administrative charges	132,830	134,030	134,030	137,479

Public Safety:

34201	Bethel contract	0	0	0	0
34202	ISD #15 contract	116,379	116,380	120,442	116,380
34203	Accident reports	270	130	160	160
34205	D.A.R.E. program	60	0	0	0
34206	Special event pay	4,758	6,790	4,000	4,760
34207	Lock out fees	1,200	900	987	900
34209	Fire Department charges	3,740	0	0	0

Public Works:

34108	WCA Block Grant	815	0	0	0
34300	Highways and street charges	0	20	0	0

Community Development:

34103	Zoning and subdivision fees	3,510	0	3,710	0
34104	Plan check fees	20,976	22,810	18,000	22,810
34109	Economic development	0	0	0	0

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289,148	285,860	286,773	287,179
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Miscellaneous Revenue

32260	Rentals, leases	42,089	42,290	45,000	43,692
34408	Landfill abatement	22,605	15,000	23,080	12,833
36200	Miscellaneous revenues	16,950	22,420	11,146	5,000
36210	Interest on investments	27,446	40,820	30,000	29,420
36225	Community Center rental	420	0	560	300
36230	Donations & contributions	3,150	0	5,400	0
38050	Cable TV revenues	19,107	16,420	19,000	17,720
39101	Sale of property	29,965	0	27,000	26,800

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161,732	136,950	161,186	135,765
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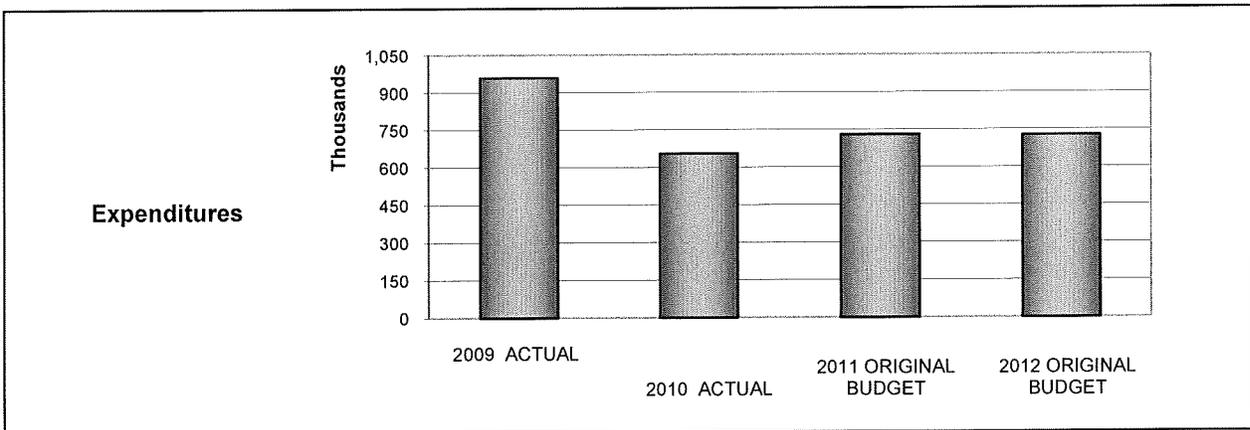
TOTAL REVENUES	\$3,660,989	\$3,690,260	\$3,784,357	\$3,780,137
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CITY OF ST. FRANCIS, MINNESOTA  
**GENERAL GOVERNMENT SUMMARY**  
 EXPENDITURE ANALYSIS

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
City Council	\$25,883	\$31,341	\$34,160	\$34,090	-0.2%
Charter	30	58	1,510	1,510	0.0%
City Administration	322,491	333,974	359,660	349,810	-2.7%
Elections	32	4,412	10,040	16,090	60.3%
Finance	113,102	112,982	119,165	121,050	1.6%
Auditing & Accounting	20,244	20,244	18,010	18,010	0.0%
Assessing	32,126	39,802	39,800	39,930	0.3%
Legal	91,484	88,701	120,080	120,100	0.0%
Government Buildings	353,789	23,843	27,095	27,095	0.0%
<b>Totals</b>	<b>959,181</b>	<b>655,357</b>	<b>729,520</b>	<b>727,685</b>	<b>-0.3%</b>

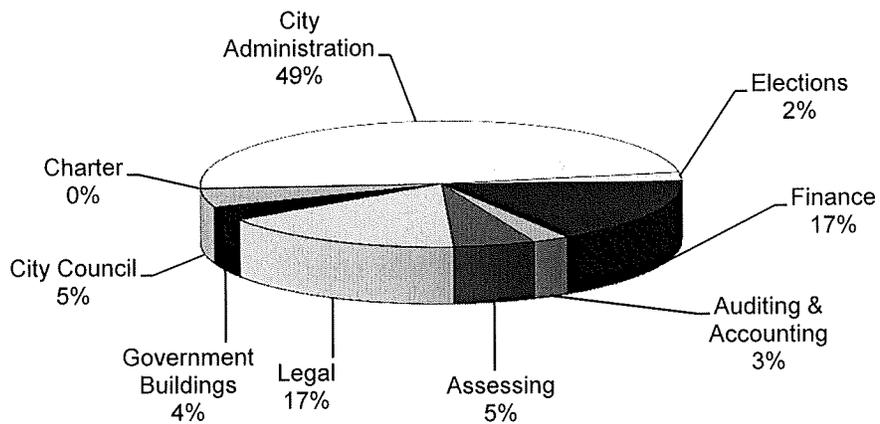
Total By Classification	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	416,960	424,732	449,450	441,590	-1.7%
Commodities	12,659	14,580	15,400	15,500	0.6%
Contractual Services	177,629	184,734	220,260	220,960	0.3%
Capital Outlay	330,823	0	10,000	10,000	0.0%
Other Charges	21,110	31,311	34,410	39,635	15.2%
<b>Totals</b>	<b>959,181</b>	<b>655,357</b>	<b>729,520</b>	<b>727,685</b>	<b>-0.3%</b>

Staffing	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET
Full-time equivalents	5.00	5.00	5.00	5.00

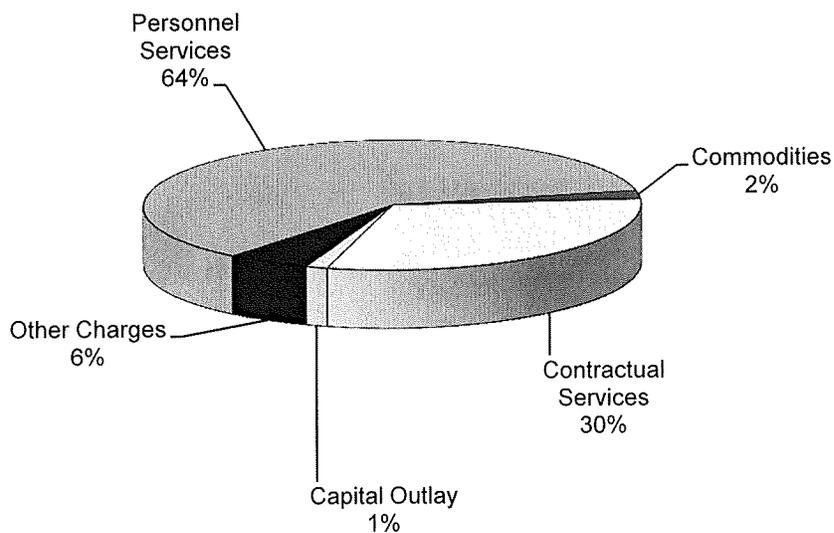


# GENERAL GOVERNMENT 2012 BUDGET

## Total By Program



## Total By Classification



**Department:** General Government  
**Program:** City Council

**Fund:** 101  
**Cost Center:** 41110

**Program Description**

The Council provides the legislative and policy making activities of the City for the health, safety and welfare of the community. It exercises budgetary control through the adoption of the annual budget, and approval of claims against the City treasury. The Council also annually adopts a five year capital improvement plan identifying the City's infrastructure needs, appoints various citizen committees to render advice on legislative and city issues, and responds to constituent concerns and question by working with City administration to address community service issues.

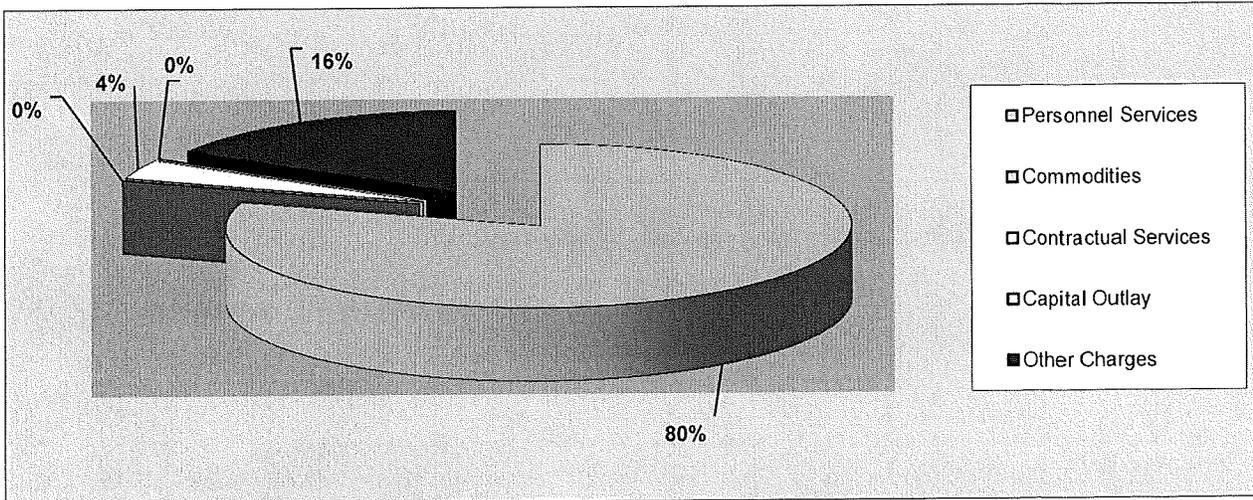
**Program Expenditure Highlights**

A large portion of Other Charges is allocated to training and travel.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ 23,295	\$ 27,360	\$ 27,360	\$ 27,290	-0.3%
Commodities	-	-	-	-	N/A
Contractual Services	524.00	217	1,250	1,250	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	2,064.00	3,764	5,550	5,550	0.0%
<b>Total</b>	<b>\$ 25,883</b>	<b>\$ 31,341</b>	<b>\$ 34,160</b>	<b>\$ 34,090</b>	<b>-0.2%</b>

Full-Time Equivalent positions Council consists of one Mayor and four Council Members.

**Program Expenditures by Classification**



**Performance Measures**

	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 BUDGET</u></b>	<b><u>2011 BUDGET</u></b>
Council meetings	24	24	24	24
Special meetings	0	0	0	0
Special workshops	1	1	5	5
Town Hall meetings	0	1	1	1

Department: General Government  
 Program: Charter Commission

Fund: 101  
 Cost Center: 41120

**Program Description**

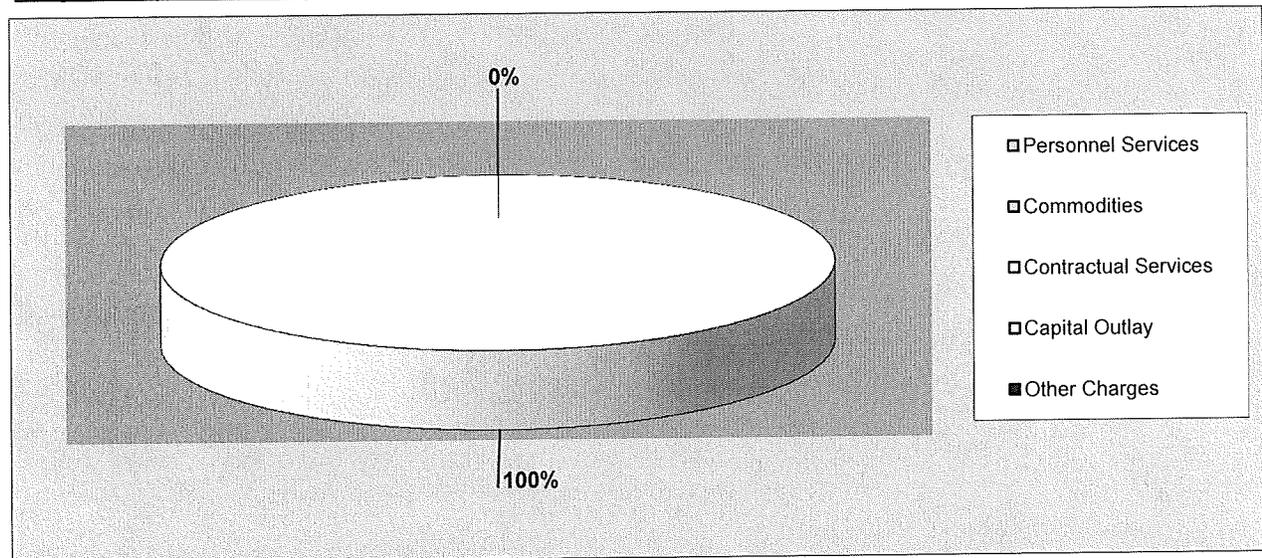
The City operates under a Home Rule Charter. This budget, when used, is mainly for legal advice and publishing requirements.

**Program Expenditure Highlights**

Charter amendments were made in 2008 and more are anticipated in 2011

<u>Program Expenditures</u>	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>2012 BUDGET</u>	<u>PERCENT OVER(UNDER) 2011 BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	30	58	1,510	1,510	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 30</b>	<b>\$ 58</b>	<b>\$ 1,510</b>	<b>\$ 1,510</b>	<b>0.0%</b>

**Program Expenditures by Classification**



**Department:** General Government **Fund:** 101  
**Program:** City Administration **Cost Center:** 41400

**Program Description**

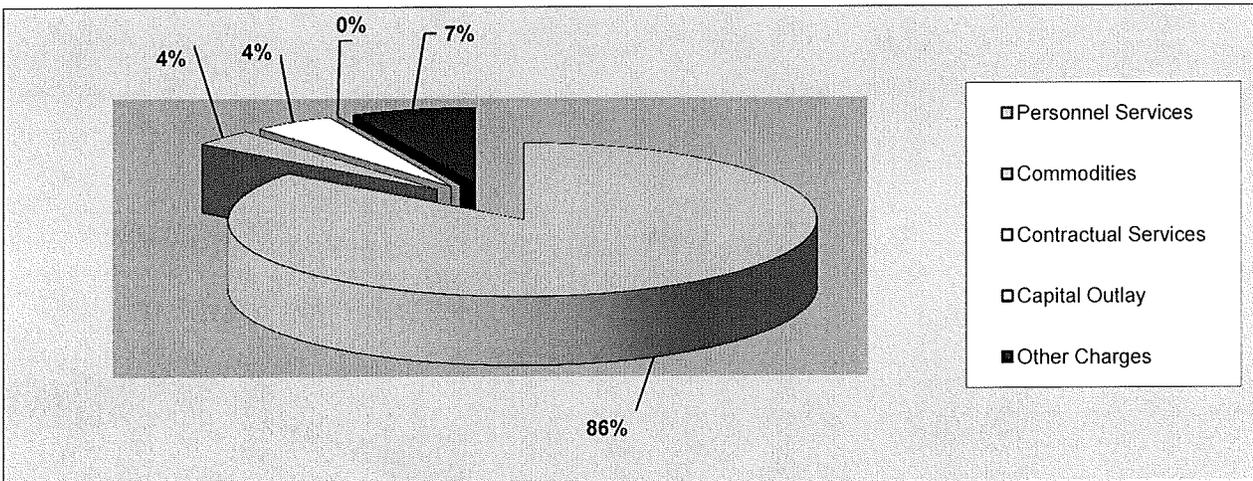
This program provides for the administration of City Government within the guidelines and policies established by the City Council. Responsibilities include directing the administration of City affairs and enforcing laws, City ordinances and resolutions as adopted by the governing body. The City Administrator and City Clerk are accounted for in this program.

**Program Expenditure Highlights**

The increase in Personnel Services represents step increases and the annual required deposit into the state's health savings account. A computer may also need replacement in 2011.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ 284,123	\$ 291,159	\$ 307,600	\$ 298,500	-3.0%
Commodities	10,270	8,632	12,100	12,100	0.0%
Contractual Services	11,966	14,336	15,400	15,400	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	16,132	19,847	24,560	23,810	-3.1%
<b>Total</b>	<b>\$ 322,491</b>	<b>\$ 333,974</b>	<b>\$ 359,660</b>	<b>\$ 349,810</b>	<b>-2.7%</b>
Full-Time Equivalent positions	4.00	4.00	3.50	3.50	0.0%

**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 BUDGET</u></b>	<b><u>2011 BUDGET</u></b>
Staff meetings held	50	52	52	52
Number of resolutions	30	38	40	40
Number of ordinances	12	13	12	12
Licenses issued	41	28	40	30
Dog licenses	286	309	300	330

**Department:** General Government  
**Program:** Elections

**Fund:** 101  
**Cost Center:** 41410

**Program Description**

Conduct national, state and local elections in accordance with statutory requirements. The City does not provide for elections associated with Independent School District #15.

**Program Expenditure Highlights**

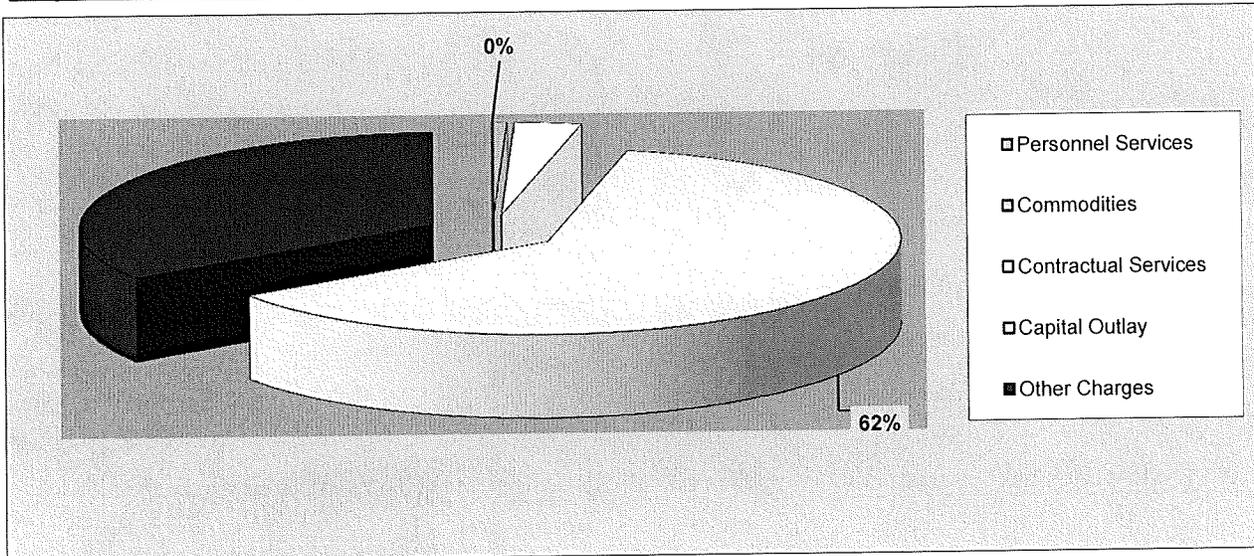
Elections are normally held on even numbered years. New election equipment is anticipated in 2011.

<u>Program Expenditures</u>	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>2012 BUDGET</u>	<u>PERCENT OVER(UNDER) 2011 BUDGET</u>
Personnel Services	\$ -	\$ 50	\$ -	\$ -	N/A
Commodities	-	52	-	100	N/A
Contractual Services	32	465	40	490	1125.0%
Capital Outlay	-	-	10,000	10,000	0.0%
Other Charges	-	3,845	-	5,500	N/A
<b>Total</b>	<b>\$ 32</b>	<b>\$ 4,412</b>	<b>\$ 10,040</b>	<b>\$ 16,090</b>	<b>60.3%</b>

Full-Time Equivalent positions

Election judges are paid based on the number of hours they work.

**Program Expenditures by Classification**



<u>Performance Measures</u>	<u>2008 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>2010 BUDGET</u>	<u>2011 BUDGET</u>
Number of registered voters	4,425	N/A	4,500	N/A
Number of votes cast	3,652	N/A	3,700	N/A
Number of precincts	3	N/A	3	N/A
Number of voting locations	2	N/A	2	N/A

**Department:** General Government **Fund:** 101  
**Program:** Finance **Cost Center:** 41500

**Program Description**

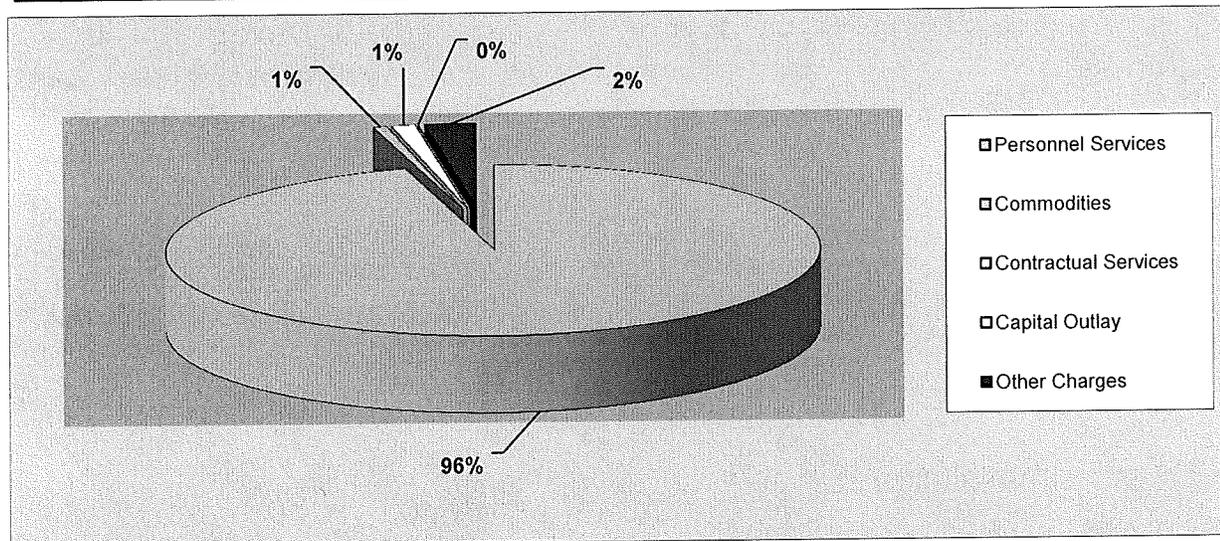
This program is responsible for administration of the City's financial affairs. This includes maintaining accounting records for all operations, investment of funds, supervision of revenue collection, disbursements of city monies, debt administration, payroll, audit and budget preparation, and risk management.

**Program Expenditure Highlights**

The increase in Commodities in 2010 was mainly due to the need for replacement of a computer.

<b><u>Program Expenditures</u></b>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	\$ 109,542	\$ 106,163	\$ 114,490	\$ 115,800	1.1%
Commodities	581	3,321	800	800	0.0%
Contractual Services	1,346	1,677	1,300	1,400	7.7%
Capital Outlay	-	-	-	-	N/A
Other Charges	1,633	1,821	2,575	3,050	18.4%
<b>Total</b>	<b>\$ 113,102</b>	<b>\$ 112,982</b>	<b>\$ 119,165</b>	<b>\$ 121,050</b>	<b>1.6%</b>
Full-Time Equivalent positions	0.83	1.00	1.50	1.50	0.0%

**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>
Number of invoices paid	5,105	5,394	5,250	5,300
Number of payroll direct deposits	1,217	1,229	1,240	1,240
Number of receipts processed	988	944	1,000	950
Number of wires/ACH transactions	245	289	260	290

**Department: General Government**  
**Program: Auditing and Accounting**

**Fund: 101**  
**Cost Center: 41540**

**Program Description**

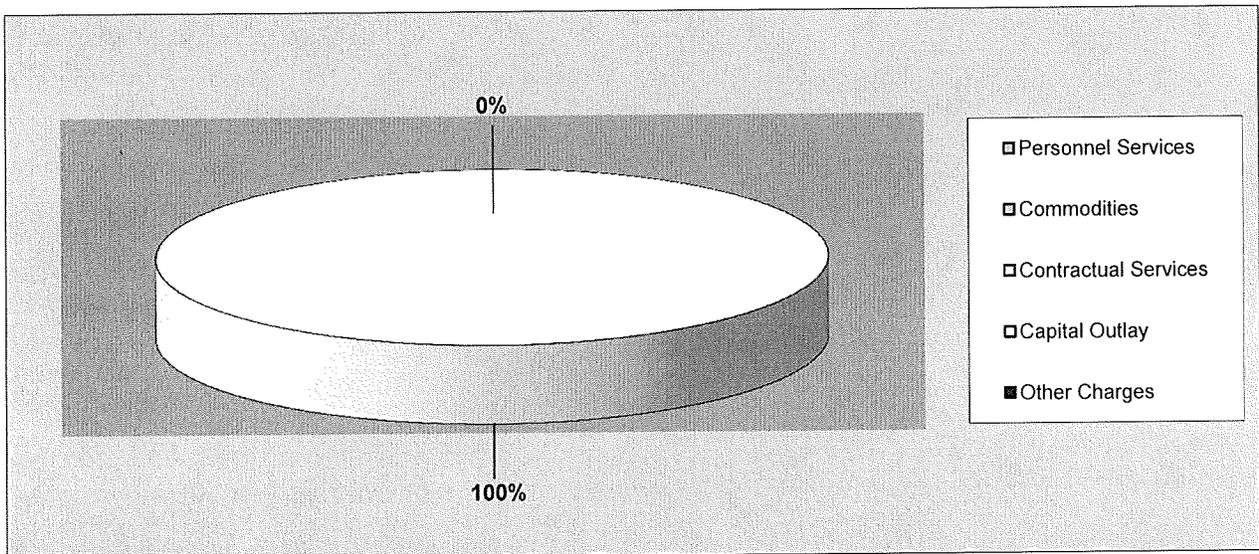
This program accounts for costs associated with the annual audit of the City, our financial accounting software, and administration of our benefit services.

**Program Expenditure Highlights**

Audit costs are expected to stay relatively the same.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	20,244	20,244	18,010	18,010	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 20,244</b>	<b>\$ 20,244</b>	<b>\$ 18,010</b>	<b>\$ 18,010</b>	<b>0.0%</b>

**Program Expenditures by Classification**



**Department: General Government**  
**Program: Assessing**

**Fund: 101**  
**Cost Center: 41550**

**Program Description**

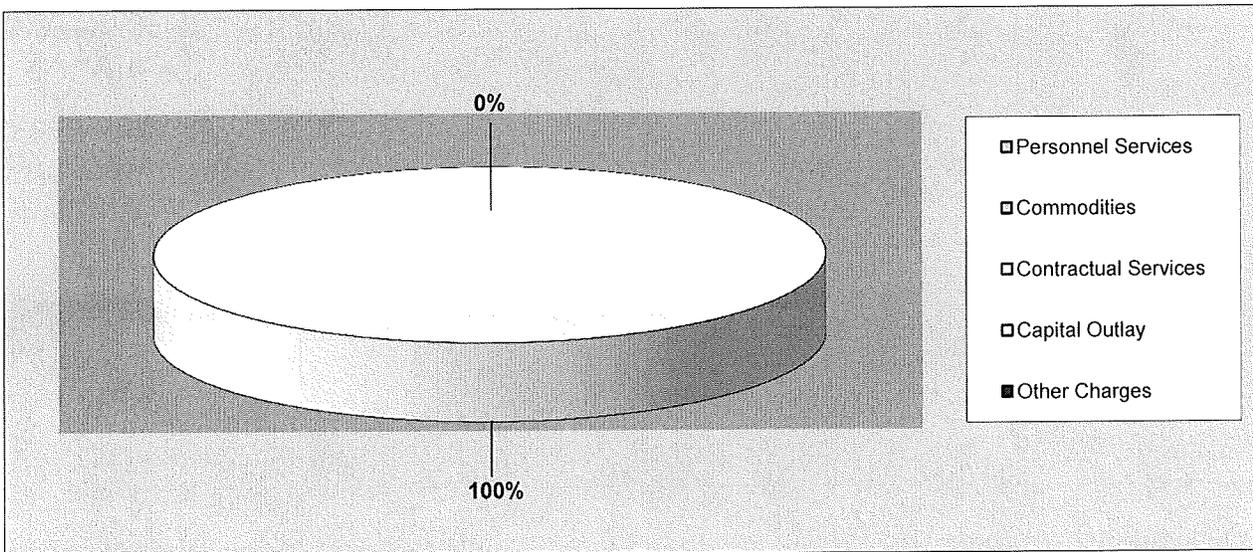
Assessing is responsible for classifying, valuing and equalizing all taxable and exempt property within City limits. The City contracts with Anoka County for this service.

**Program Expenditure Highlights**

The costs for this program remain fairly flat.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	32,126	39,802	39,800	39,930	0.3%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 32,126</b>	<b>\$ 39,802</b>	<b>\$ 39,800</b>	<b>\$ 39,930</b>	<b>0.3%</b>

**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>
Number of residential parcels assessed	2,807	2,812	2,825	2,820
Number of commercial parcels assessed	126	109	108	110
Number of apartments assessed	11	11	11	11
Number of agricultural assessed	195	204	205	205

**Department: General Government**  
**Program: Legal**

**Fund: 101**  
**Cost Center: 41600**

**Program Description**

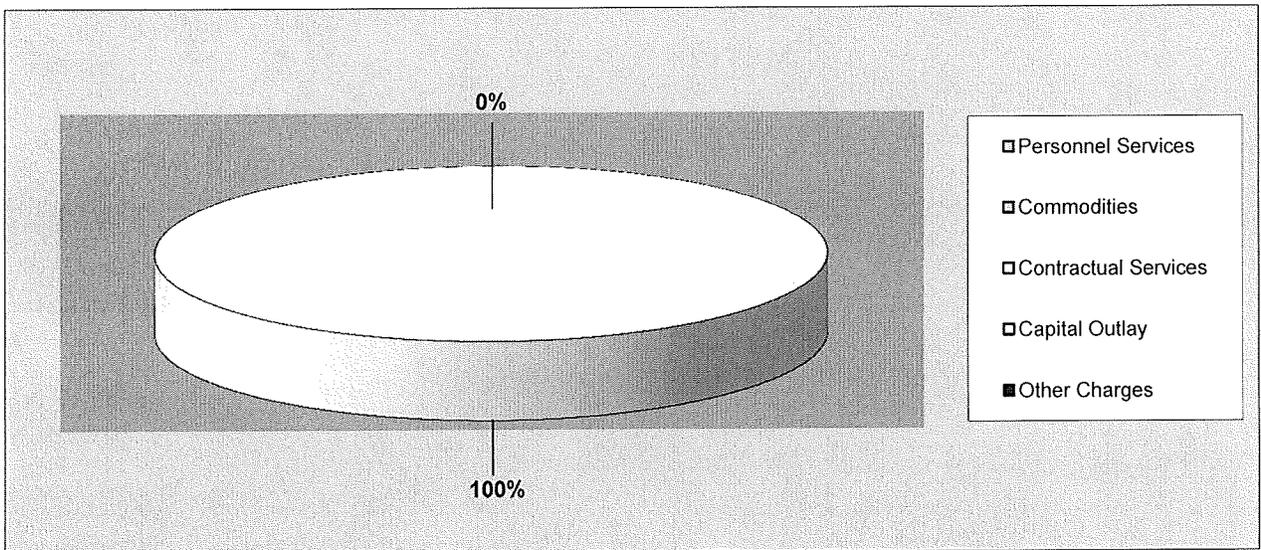
The City Attorney provides City Council and staff with research and support on issues of a legal matter. The City Attorney also serves as the chief prosecuting attorney for the City, attends Council meetings, and serves in an advisory capacity to all City departments on matters coming before the City Council.

**Program Expenditure Highlights**

Do not anticipate an increase from 2010 to 2011.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	91,484	88,701	120,080	120,100	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 91,484</b>	<b>\$ 88,701</b>	<b>\$ 120,080</b>	<b>\$ 120,100</b>	<b>0.0%</b>

**Program Expenditures by Classification**



**Department:** General Government  
**Program:** Government Buildings

**Fund:** 101  
**Cost Center:** 41940

**Program Description**

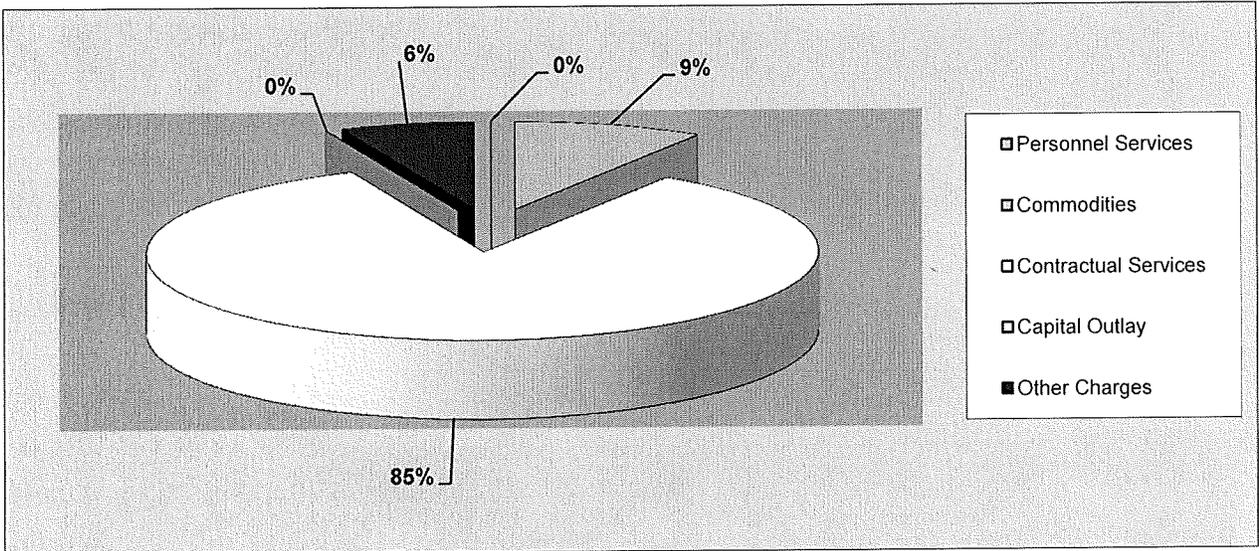
Provide for a clean, well-maintained and comfortable environment for building users of City Hall.

**Program Expenditure Highlights**

The costs for this program are anticipated to remain fairly flat.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	1,808	2,575	2,500	2,500	0.0%
Contractual Services	19,877	19,234	22,870	22,870	0.0%
Capital Outlay	330,823	-	-	-	N/A
Other Charges	1,281	2,034	1,725	1,725	0.0%
<b>Total</b>	<b>\$ 353,789</b>	<b>\$ 23,843</b>	<b>\$ 27,095</b>	<b>\$ 27,095</b>	<b>0.0%</b>

**Program Expenditures by Classification**



CITY OF ST. FRANCIS, MINNESOTA  
**PUBLIC SAFETY SUMMARY**

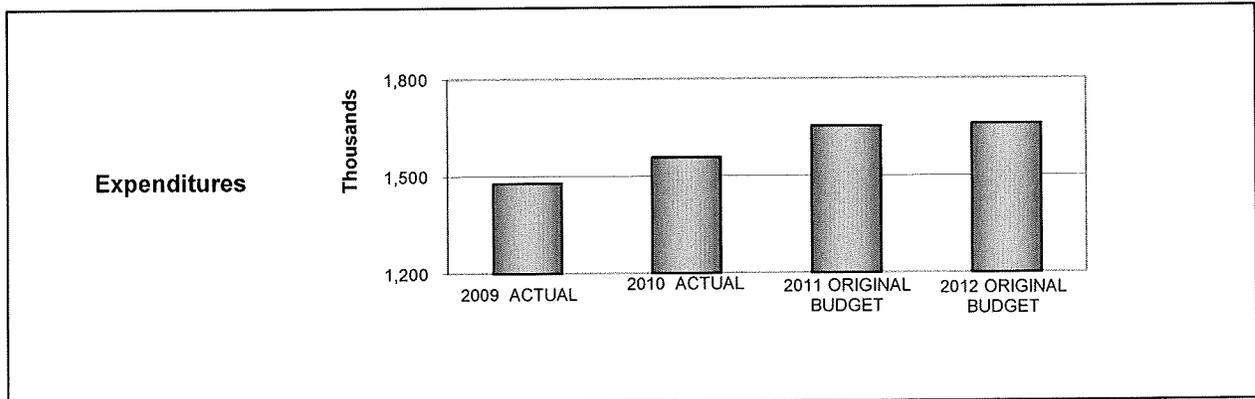
Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Police	\$1,167,439	\$1,229,065	\$1,323,988	\$1,373,030	3.7%
Fire	311,319	329,163	329,410	287,042	-12.9%
<b>Totals</b>	<b>1,478,758</b>	<b>1,558,228</b>	<b>1,653,398</b>	<b>1,660,072</b>	<b>0.4%</b>

Total By Classification	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	1,105,040	1,151,968	1,210,670	1,232,470	1.8%
Commodities	60,160	71,544	94,110	107,500	14.2%
Contractual Services	165,121	177,028	207,908	203,740	-2.0%
Capital Outlay	117,468	104,682	98,540	72,112	-26.8%
Other Charges	30,969	53,006	42,170	44,250	4.9%
<b>Totals</b>	<b>1,478,758</b>	<b>1,558,228</b>	<b>1,653,398</b>	<b>1,660,072</b>	<b>0.4%</b>

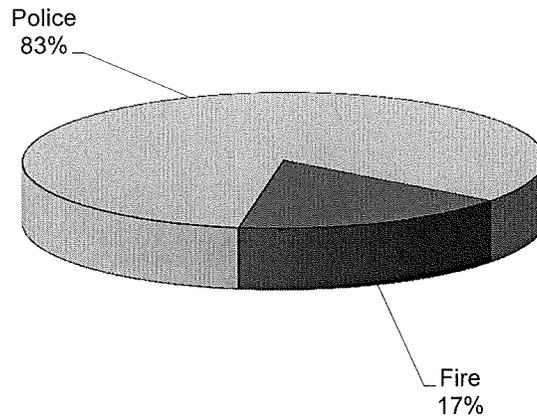
  

Staffing	2009	2010	2011	2012
Full-time equivalents	13.00	12.00	12.00	12.00

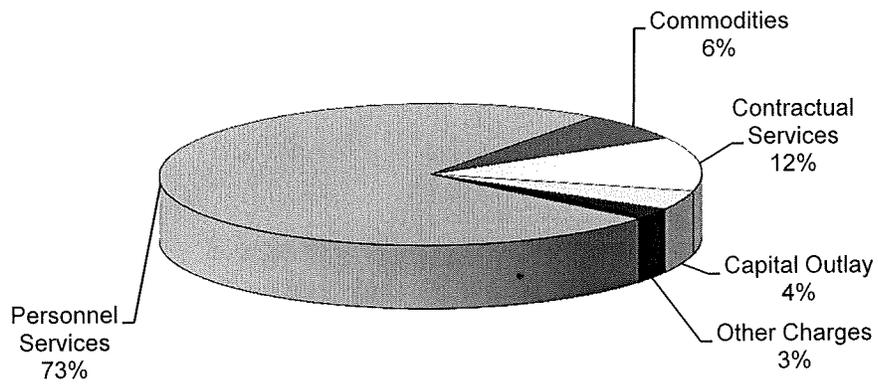


# PUBLIC SAFETY 2012 BUDGET

## Total By Program



## Total By Classification



**Department:** Public Safety **Fund:** 101  
**Program:** Police **Cost Center:** 42110

**Program Description**

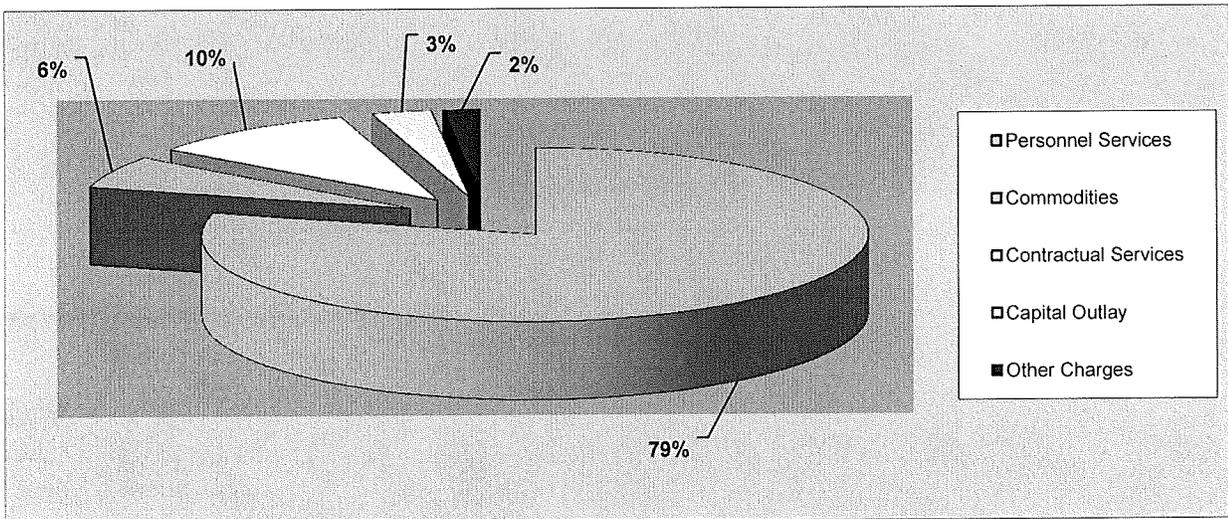
Enforce state laws and city ordinances as directed to provide the public with law enforcement services in the areas of patrol, investigation, school liaison, crime prevention and traffic control. Animal control is also accounted for in this program.

**Program Expenditure Highlights**

The increase in Personnel Services represents step increases. Contractual Services is increasing due to an increase in insurance and maintenance of building costs.

<b><u>Program Expenditures</u></b>	<b>2009 ACTUAL</b>	<b>2010 ACTUAL</b>	<b>2011 BUDGET</b>	<b>2012 BUDGET</b>	<b>PERCENT OVER(UNDER) 2011 BUDGET</b>
Personnel Services	\$ 969,185	\$1,020,384	\$1,055,690	\$1,088,500	3.1%
Commodities	38,824	43,714	68,610	82,000	19.5%
Contractual Services	117,458	112,972	143,208	139,040	-2.9%
Capital Outlay	29,101	32,848	34,060	38,990	14.5%
Other Charges	12,871	19,147	22,420	24,500	9.3%
<b>Total</b>	<b>\$1,167,439</b>	<b>\$1,229,065</b>	<b>\$1,323,988</b>	<b>\$1,373,030</b>	<b>3.7%</b>
Full-Time Equivalent positions	12.00	12.00	12.00	12.00	0.0%

**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	<b>2008 ACTUAL</b>	<b>2009 ACTUAL</b>	<b>2010 BUDGET</b>	<b>2011 BUDGET</b>
Total calls for service	6,776	5,995	7,000	6,500
Citations issued	1,076	960	1,200	1,100
Chargeable offenses (Parts 1 & 2)	1,073	1,042	1,200	1,200
Miscellaneous offenses (Parts 3 & 4)	4,627	3,993	4,600	4,600

**Department:** Public Safety **Fund:** 101  
**Program:** Fire **Cost Center:** 42210

**Program Description**

Responds to all fire and emergency medical incidents in the City. Paid on-call firefighters are alerted to an incident via a pager dispatched through the Anoka County Central Communications System. The fire department is responsible for performing new building plan reviews and existing building inspections to ensure compliance with State and Federal Fire Codes and Standards.

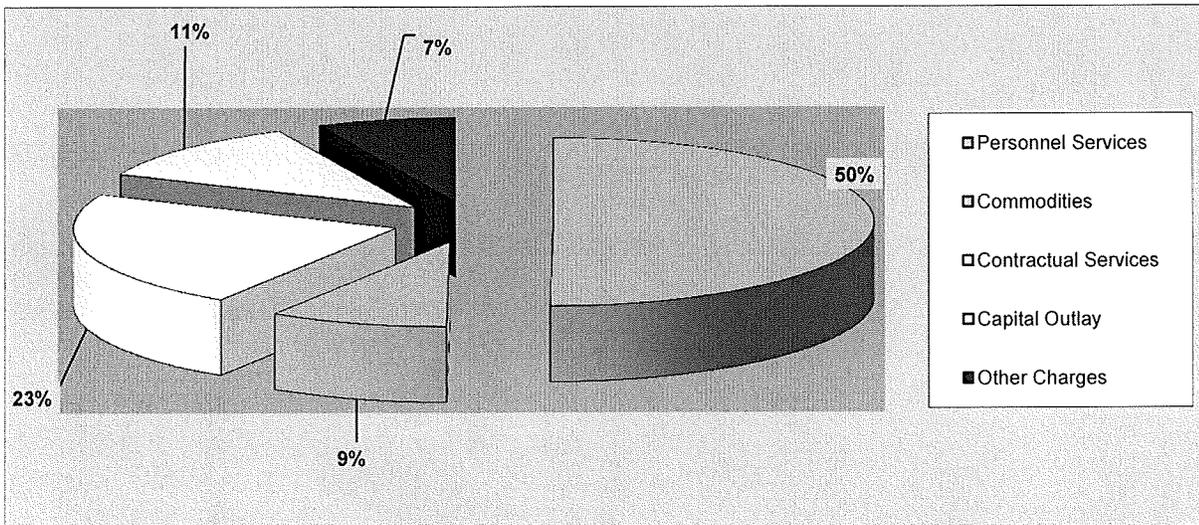
**Program Expenditure Highlights**

Personnel Services are tied to the number of calls the volunteer firefighters respond to.

<b><u>Program Expenditures</u></b>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	\$ 135,855	\$ 131,584	\$ 154,980	\$ 143,970	-7.1%
Commodities	21,336	27,830	25,500	25,500	0.0%
Contractual Services	47,663	64,056	64,700	64,700	0.0%
Capital Outlay	88,367	71,834	64,480	33,122	-48.6%
Other Charges	18,098	33,859	19,750	19,750	0.0%
<b>Total</b>	<b>\$ 311,319</b>	<b>\$ 329,163</b>	<b>\$ 329,410</b>	<b>\$ 287,042</b>	<b>-12.9%</b>

Full-Time Equivalent positions     Paid on-call fire department.

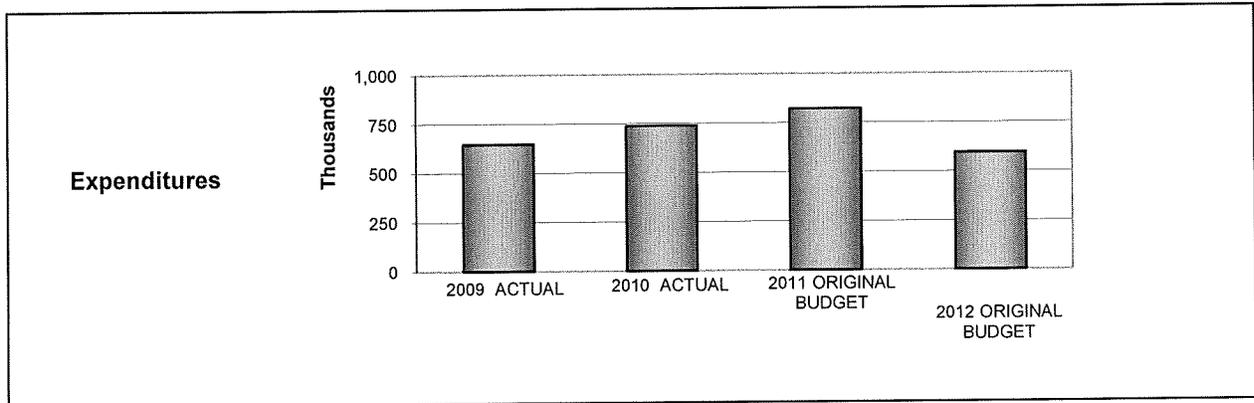
**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>
Total calls	371	462	400	400
Emergency medical responses	271	326	280	300
Fire inspection hours	73	153	140	500
Firefighter training hours	2188	2792	2500	2500

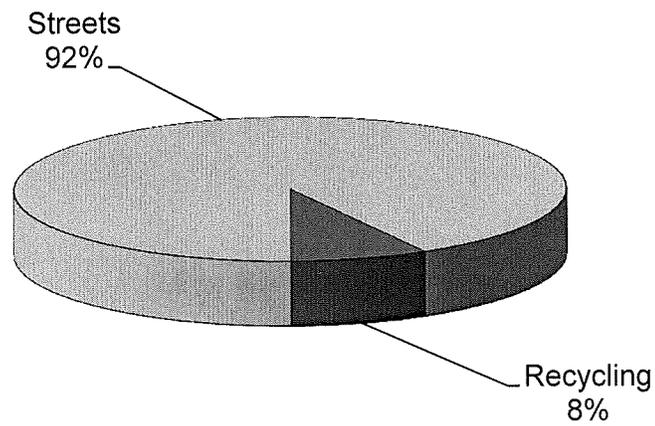
CITY OF ST. FRANCIS, MINNESOTA  
**PUBLIC WORKS SUMMARY**  
 EXPENDITURE ANALYSIS

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Streets	\$608,048	\$703,070	\$776,440	\$547,630	-29.5%
Recycling	39,619	36,335	46,120	48,310	4.7%
<b>Totals</b>	<b>647,667</b>	<b>739,405</b>	<b>822,560</b>	<b>595,940</b>	<b>-27.6%</b>
<b>Total By Classification</b>					
Personnel Services	198,112	204,222	207,200	214,240	3.4%
Commodities	15,084	22,991	30,050	33,760	12.3%
Contractual Services	368,446	453,578	434,360	250,350	-42.4%
Capital Outlay	44,098	39,151	129,700	74,540	-42.5%
Other Charges	21,927	19,463	21,250	23,050	8.5%
<b>Totals</b>	<b>647,667</b>	<b>739,405</b>	<b>822,560</b>	<b>595,940</b>	<b>-27.6%</b>
<b>Staffing</b>					
Full-time equivalents	2.95	3.03	2.87	3.04	

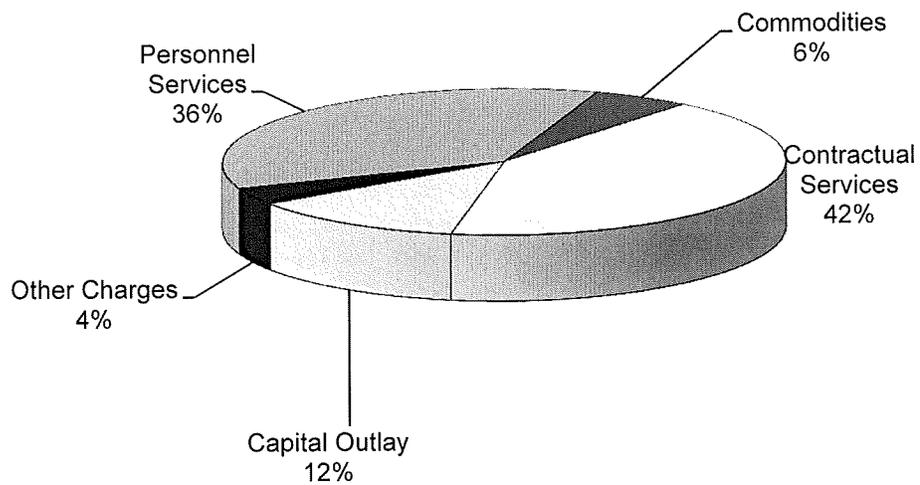


# PUBLIC WORKS 2012 BUDGET

## Total By Program



## Total By Classification



**Department: Public Works**  
**Program: Streets**

**Fund: 101**  
**Cost Center: 43100**

**Program Description**

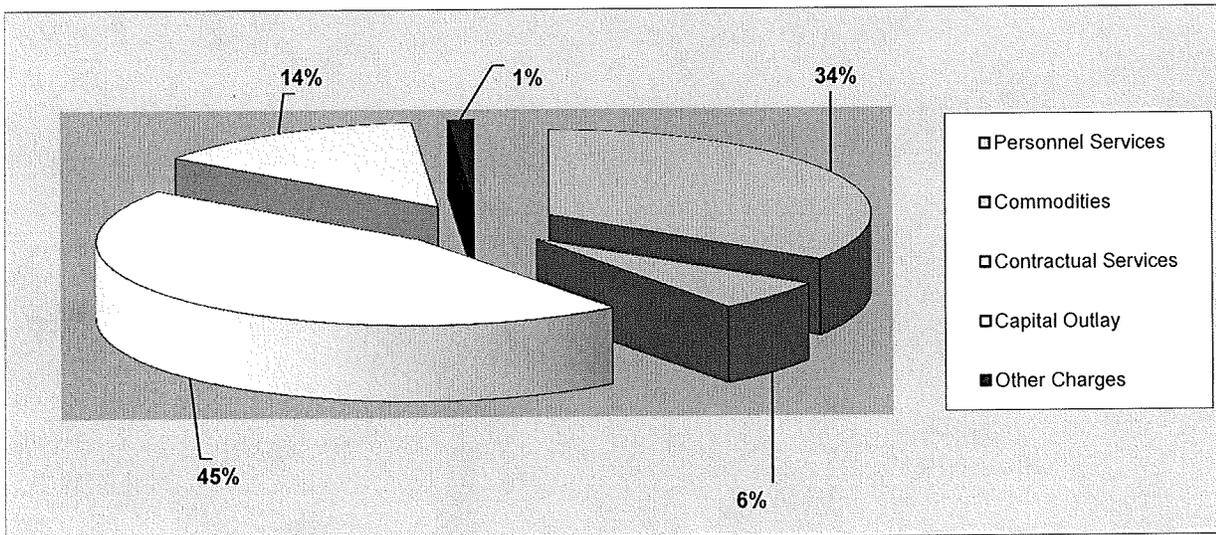
Maintains all City streets to minimize deterioration. Maintenance includes seal coating, crack sealing, pothole patching, sweeping, plowing, gravel road maintenance, and repairs of the storm drainage system. This program is also responsible for traffic control devices such as street signs, pavement markings, and guard rails on all City roadways.

**Program Expenditure Highlights**

Contractual Services are increasing to reflect the improvements needed to our paved and gravel roads. FTE's are adjusted annually to more accurately reflect where employees are spending their time.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ 177,297	\$ 181,096	\$ 180,780	\$ 186,880	3.4%
Commodities	14,272	21,092	27,700	31,660	14.3%
Contractual Services	362,698	450,533	430,610	247,400	-42.5%
Capital Outlay	44,098	39,151	129,700	74,540	-42.5%
Other Charges	9,683	11,198	7,650	7,150	-6.5%
<b>Total</b>	<b>\$ 608,048</b>	<b>\$ 703,070</b>	<b>\$ 776,440</b>	<b>\$ 547,630</b>	<b>-29.5%</b>
Full-Time Equivalent positions	2.55	2.55	2.76	2.60	-5.9%

**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 BUDGET</u></b>	<b><u>2011 BUDGET</u></b>
Asphalt street miles maintained	36	36	36	36
Gravel road miles maintained	11	11	11	11
Street sweeping hours	68	64	60	60
Gravel usage (tons)	3899	7465	6500	7000
Sand/salt usage (tons)	190	129	175	180

**Department:** Public Works  
**Program:** Recycling

**Fund:** 101  
**Cost Center:** 43210

**Program Description**

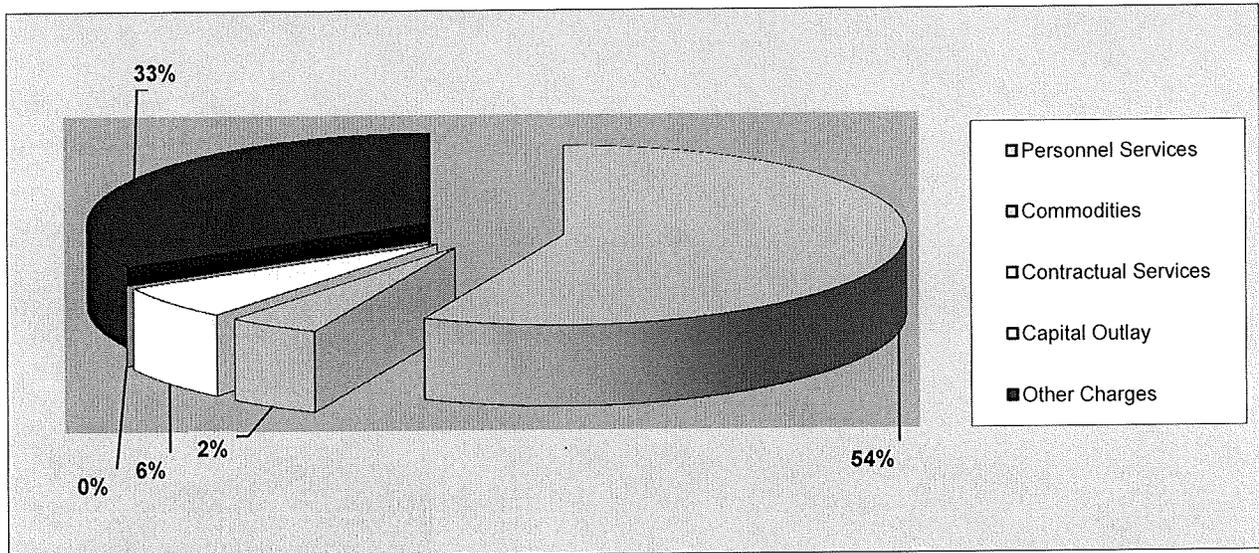
This program provides recycling opportunities to all city residents and surrounding areas. The goal is to provide this service in a cost effective manner while ensuring compliance with state rules and regulations.

**Program Expenditure Highlights**

Other Charges reflects a line item for equipment rentals.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ 20,815	\$ 23,126	\$ 26,420	\$ 27,360	3.6%
Commodities	812	1,899	2,350	2,100	-10.6%
Contractual Services	5,748	3,045	3,750	2,950	-21.3%
Capital Outlay	-	-	-	-	N/A
Other Charges	12,244	8,265	13,600	15,900	16.9%
<b>Total</b>	<b>\$ 39,619</b>	<b>\$ 36,335</b>	<b>\$ 46,120</b>	<b>\$ 48,310</b>	<b>4.7%</b>
Full-Time Equivalent positions	0.40	0.40	0.27	0.27	0.0%

**Program Expenditures by Classification**

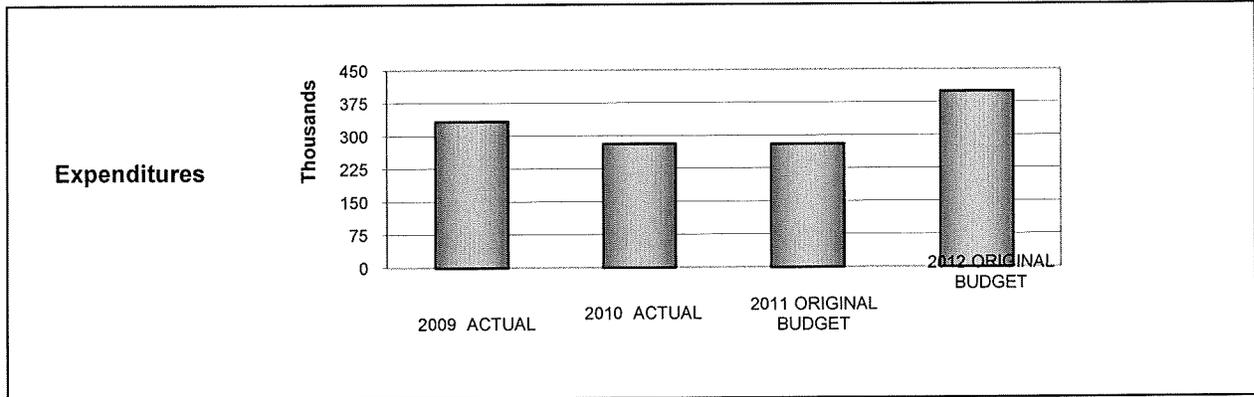


**Performance Measures**

	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 BUDGET</u></b>	<b><u>2011 BUDGET</u></b>
Recycling days	2	2	2	3
Recycling collection tonnage	546		500	

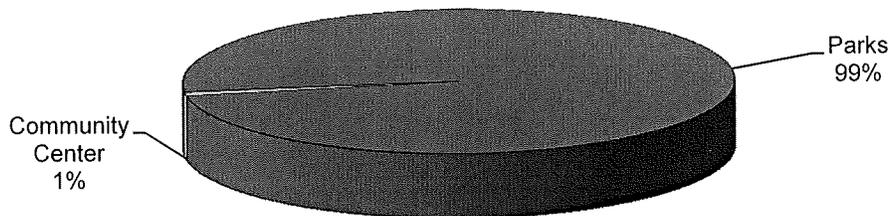
CITY OF ST. FRANCIS, MINNESOTA  
**CULTURE & RECREATION SUMMARY**  
 EXPENDITURE ANALYSIS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
<b>Total By Program</b>					
Community Center	\$357	\$308	\$3,370	\$3,370	0.0%
Parks	333,272	281,697	277,180	396,800	43.2%
<b>Totals</b>	<b>333,629</b>	<b>282,005</b>	<b>280,550</b>	<b>400,170</b>	<b>42.6%</b>
<b>Total By Classification</b>					
Personnel Services	144,094	141,751	147,770	151,140	2.3%
Commodities	10,670	13,241	14,700	15,600	6.1%
Contractual Services	79,705	88,086	81,720	145,720	78.3%
Capital Outlay	89,558	31,863	30,110	80,410	167.1%
Other Charges	9,602	7,064	6,250	7,300	16.8%
<b>Totals</b>	<b>333,629</b>	<b>282,005</b>	<b>280,550</b>	<b>400,170</b>	<b>42.6%</b>
<b>Staffing</b>					
Full-time equivalents	2.55	2.78	2.85	2.52	

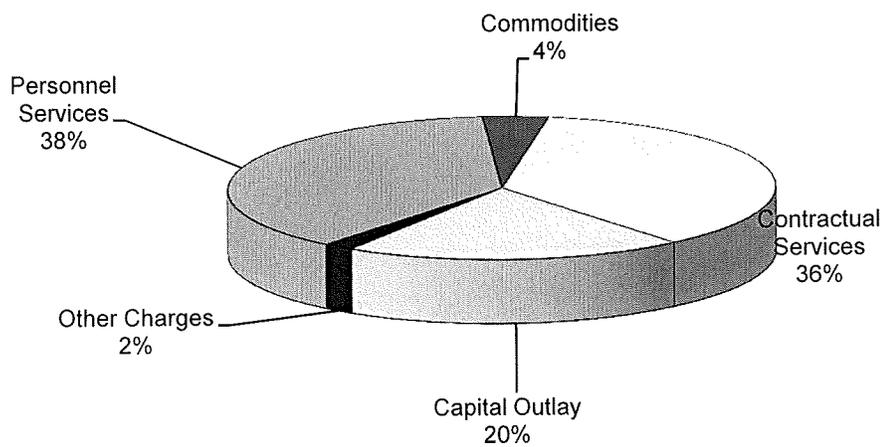


# CULTURE & RECREATION 2012 BUDGET

## Total By Program



## Total By Classification



Department: Culture and Recreation  
 Program: Community Center

Fund: 101  
 Cost Center: 45000

**Program Description**

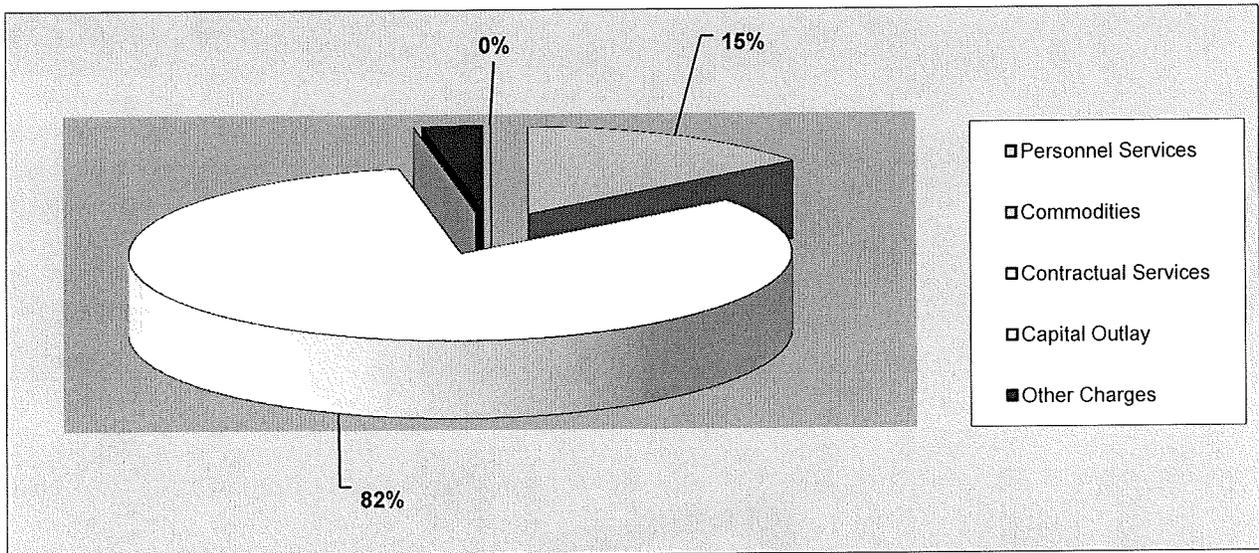
Provides for the operation and maintenance of the Community Center on Cree Street NW.

**Program Expenditure Highlights**

Increase in Contractual Services reflects a portion of the utilities and janitorial bills allocated here.

<u>Program Expenditures</u>	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>2012 BUDGET</u>	<u>PERCENT OVER(UNDER) 2011 BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	500	500	0.0%
Contractual Services	357	308	2,770	2,770	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	100	100	0.0%
<b>Total</b>	<b>\$ 357</b>	<b>\$ 308</b>	<b>\$ 3,370</b>	<b>\$ 3,370</b>	<b>0.0%</b>

**Program Expenditures by Classification**



<u>Performance Measures</u>	<u>2008 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>2010 BUDGET</u>	<u>2011 BUDGET</u>
Number of uses	134	245	135	240

**Department:** Culture and Recreation  
**Program:** Parks

**Fund:** 101  
**Cost Center:** 45200

**Program Description**

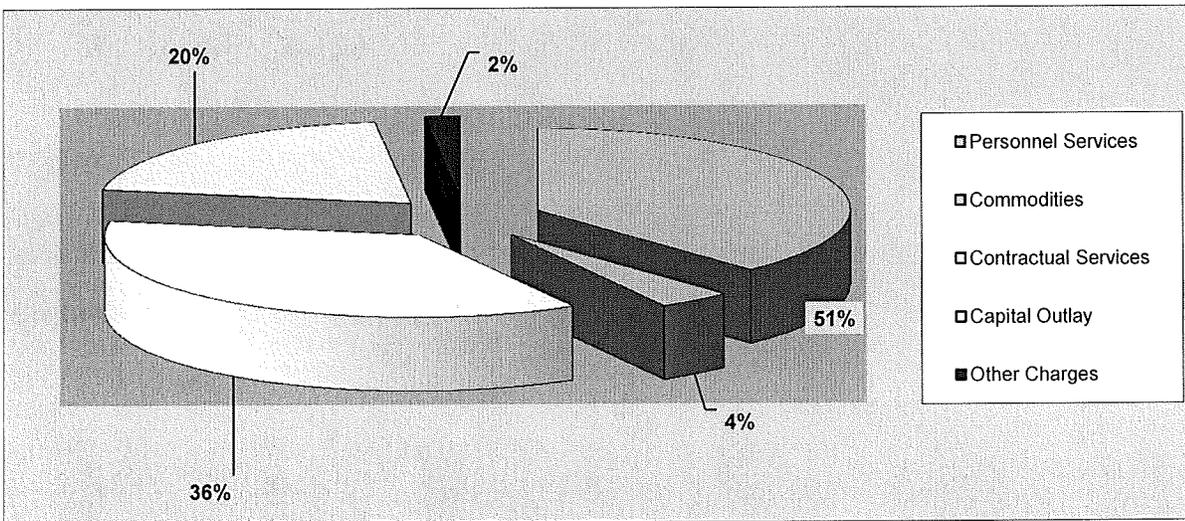
Provides for the overall planning, management and administrative activities of the park facilities and for the maintenance and improvement of park and recreational facilities, including skating rinks, athletic fields and neighborhood parks.

**Program Expenditure Highlights**

Capital Outlay is decreased in 2010 due to the maturity of a note in 2009. FTE's are adjusted annually to more accurately reflect where employees are spending their time.

<b><u>Program Expenditures</u></b>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	\$ 144,094	\$ 141,751	\$ 147,770	\$ 151,140	2.3%
Commodities	10,670	13,241	14,200	15,100	6.3%
Contractual Services	79,348	87,778	78,950	142,950	81.1%
Capital Outlay	89,558	31,863	30,110	80,410	167.1%
Other Charges	9,602	7,064	6,150	7,200	17.1%
<b>Total</b>	<b>\$ 333,272</b>	<b>\$ 281,697</b>	<b>\$ 277,180</b>	<b>\$ 396,800</b>	<b>43.2%</b>
Full-Time Equivalent positions	2.55	2.55	2.78	2.85	2.2%

**Program Expenditures by Classification**



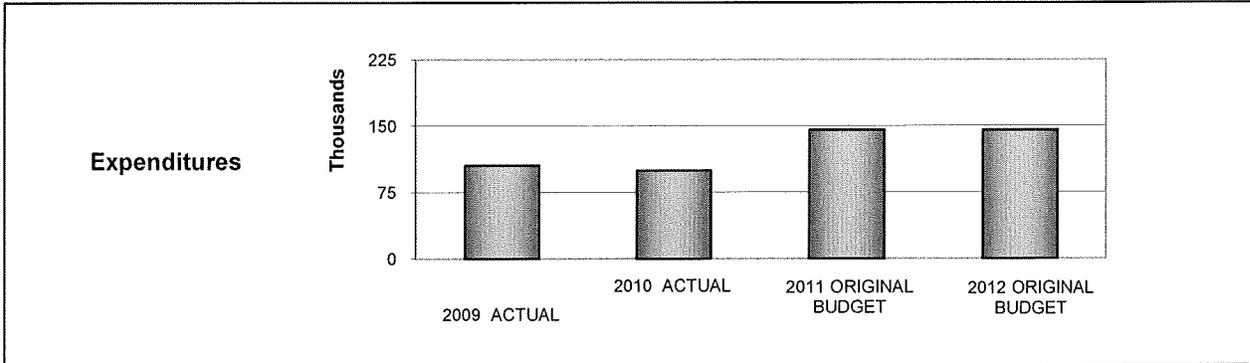
<b><u>Performance Measures</u></b>	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>
Number of parks maintained	14	14	14	14
Total acreage mowed	58	58	58	58
Ballfields maintained	2	2	2	2
Number of playgrounds	8	8	8	8
Miles of trail maintained	7	7	7	7

CITY OF ST. FRANCIS, MINNESOTA  
**COMMUNITY DEVELOPMENT SUMMARY**  
 EXPENDITURE ANALYSIS

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Planning & Zoning	\$86,632	\$77,297	\$94,800	\$94,800	0.0%
Building Inspections	18,879	22,315	50,570	50,570	0.0%
<b>Totals</b>	<b>105,511</b>	<b>99,612</b>	<b>145,370</b>	<b>145,370</b>	<b>0.0%</b>

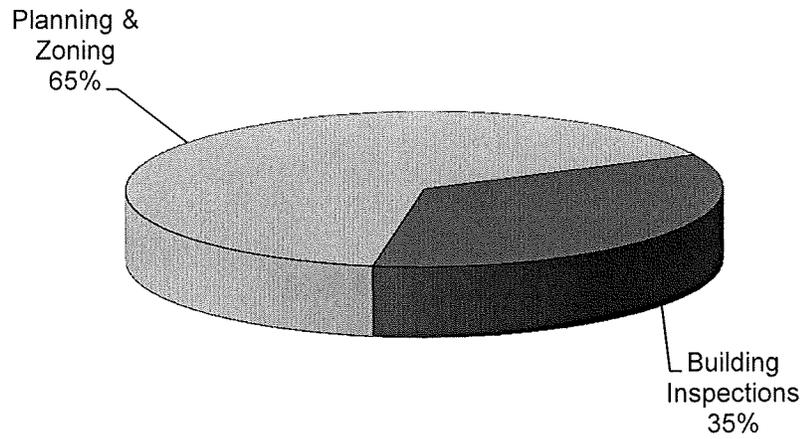
Total By Classification	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	740	575	1,000	1,000	0.0%
Commodities	0	49	600	600	0.0%
Contractual Services	103,708	98,543	141,720	141,720	0.0%
Capital Outlay	0	0	0	0	N/A
Other Charges	1,063	445	2,050	2,050	0.0%
<b>Totals</b>	<b>105,511</b>	<b>99,612</b>	<b>145,370</b>	<b>145,370</b>	<b>0.0%</b>

Staffing	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET
Full-time equivalents	0.00	0.00	0.00	0.00

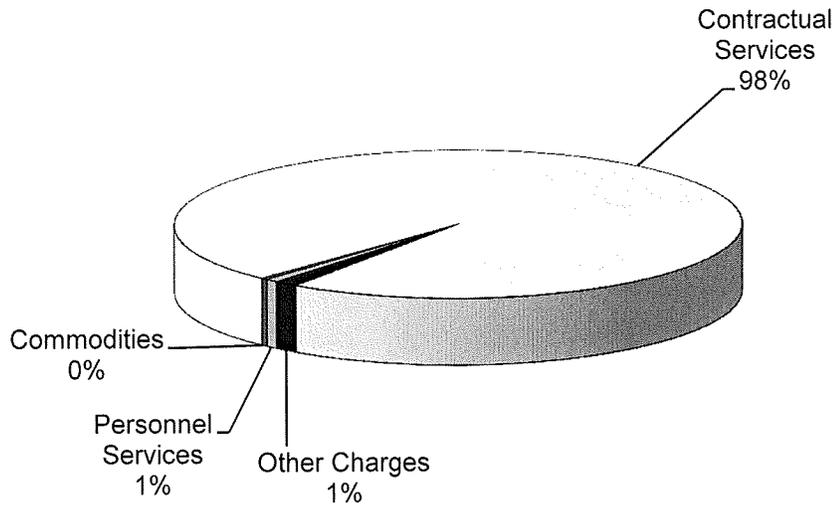


# COMMUNITY DEVELOPMENT 2012 BUDGET

## Total By Program



## Total By Classification



**Department:** Community Development **Fund:** 101  
**Program:** Planning and Zoning **Cost Center:** 41910

**Program Description**

Performs long range planning, develops and implements zoning and subdivision ordinances, and reviews development proposals.

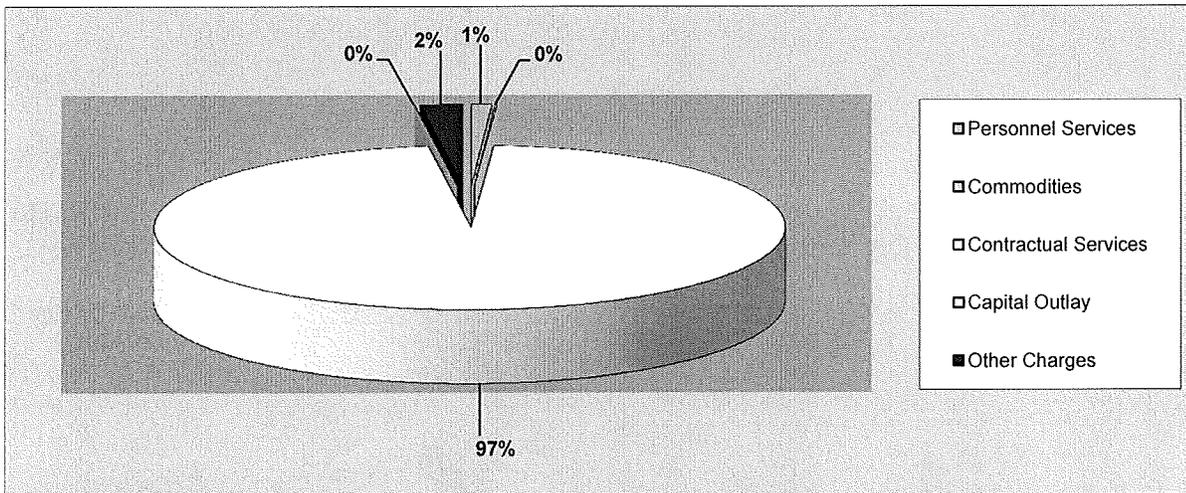
**Program Expenditure Highlights**

The 2008 amounts included costs associated with the update of the City's Comprehensive Plan and related zoning and subdivision ordinances.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ 740	\$ 575	\$ 1,000	\$ 1,000	0.0%
Commodities	-	49	100	100	0.0%
Contractual Services	84,829	76,228	91,650	91,650	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	1,063	445	2,050	2,050	0.0%
<b>Total</b>	<b>\$ 86,632</b>	<b>\$ 77,297</b>	<b>\$ 94,800</b>	<b>\$ 94,800</b>	<b>0.0%</b>

Full-Time Equivalent positions Commission members are paid based on number of meetings attended.

**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 BUDGET</u></b>	<b><u>2011 BUDGET</u></b>
Special use permits	2		3	
Ordinance amendments	8		2	
Rezoning	0		1	
Comp Plan amendments	0		0	
Subdivisions processed	1		0	
Concept plan review	0		0	
Site plan review	1		1	
Variances	1		0	

**Department:** Community Development  
**Program:** Building Inspections

**Fund:** 101  
**Cost Center:** 42400

**Program Description**

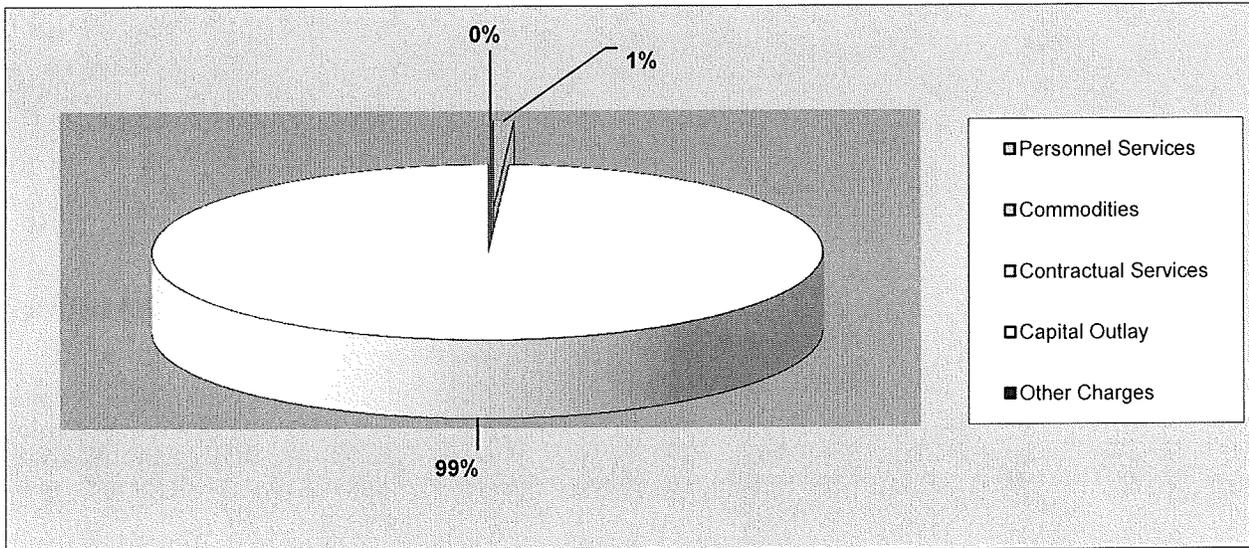
Provide for the administration of the Uniform Building Code requirements and related ordinances to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all building and structures within the City of St. Francis. These services are currently contracted through Metro West Inspections.

**Program Expenditure Highlights**

Costs have been adjusted to reflect the down turn in the building industry.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	500	500	0.0%
Contractual Services	18,879	22,315	50,070	50,070	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 18,879</b>	<b>\$ 22,315</b>	<b>\$ 50,570</b>	<b>\$ 50,570</b>	<b>0.0%</b>

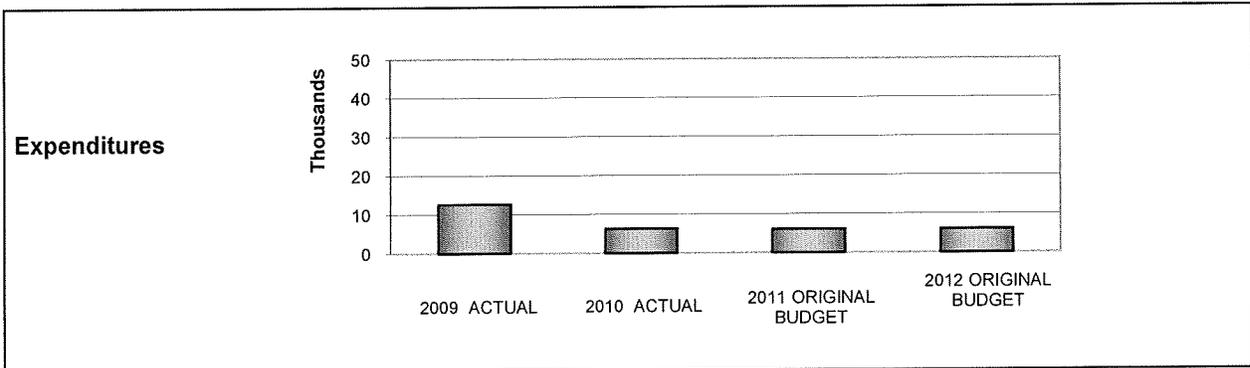
**Program Expenditures by Classification**



<b><u>Performance Measures</u></b>	<b><u>2008 ACTUAL</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 BUDGET</u></b>	<b><u>2011 BUDGET</u></b>
Single family	4	10	10	10
Townhomes/Manufactured homes	0	0	0	0
Commercial/Industrial	0	0	1	1
Miscellaneous building permits	446	254	440	300

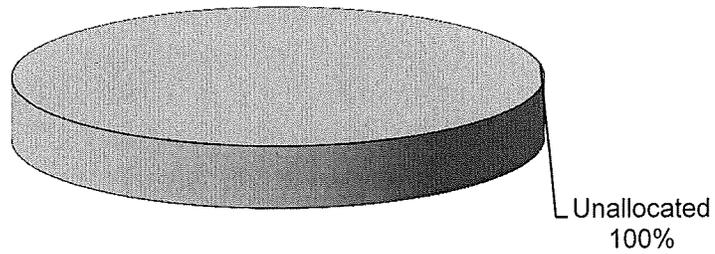
CITY OF ST. FRANCIS, MINNESOTA  
**MISCELLANEOUS SUMMARY**  
 EXPENDITURE ANALYSIS

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Unallocated	\$12,704	\$6,340	\$6,100	\$6,100	0.0%
<b>Totals</b>	<b>12,704</b>	<b>6,340</b>	<b>6,100</b>	<b>6,100</b>	<b>0.0%</b>
<b>Total By Classification</b>					
Personnel Services	0	0	0	0	N/A
Commodities	0	0	0	0	N/A
Contractual Services	102	662	100	100	0.0%
Capital Outlay	0	0	0	0	N/A
Other Charges	12,602	5,678	6,000	6,000	0.0%
<b>Totals</b>	<b>12,704</b>	<b>6,340</b>	<b>6,100</b>	<b>6,100</b>	<b>0.0%</b>
<b>Staffing</b>					
Full-time equivalents	0.00	0.00	0.00	0.00	

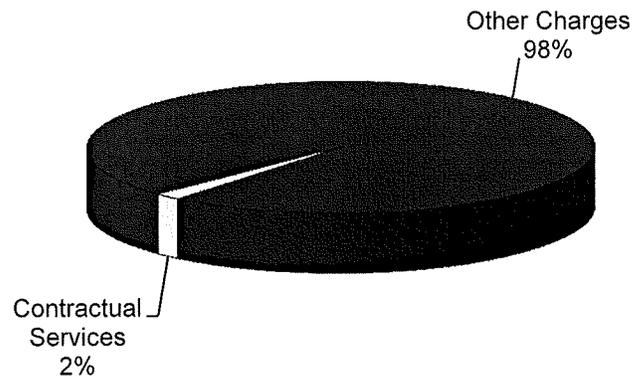


# MISCELLANEOUS 2012 BUDGET

## Total By Program



## Total By Classification



**Department: Miscellaneous**  
**Program: Unallocated**

**Fund: 101**  
**Cost Center: 49200**

**Program Description**

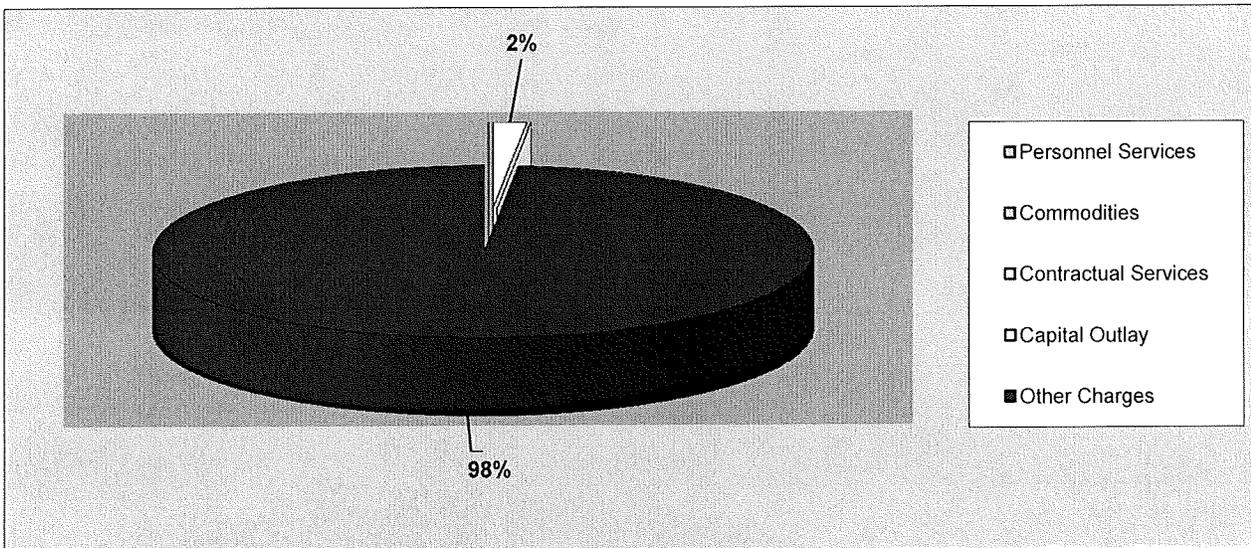
Contains funding for the unexpected and miscellaneous items not directly associated with a specific program.

**Program Expenditure Highlights**

The costs for this program are anticipated to remain stable.

<b><u>Program Expenditures</u></b>	<b><u>2009 ACTUAL</u></b>	<b><u>2010 ACTUAL</u></b>	<b><u>2011 BUDGET</u></b>	<b><u>2012 BUDGET</u></b>	<b><u>PERCENT OVER(UNDER) 2011 BUDGET</u></b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	102	662	100	100	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	12,602	5,678	6,000	6,000	0.0%
<b>Total</b>	<b>\$ 12,704</b>	<b>\$ 6,340</b>	<b>\$ 6,100</b>	<b>\$ 6,100</b>	<b>0.0%</b>

**Program Expenditures by Classification**



CITY OF ST. FRANCIS, MINNESOTA  
**BI-CENTENNIAL FUND (851)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
36210 Investment earnings	\$187	\$143	\$100	\$122	\$100
Total revenues	187	143	100	122	100
<u>Expenditures:</u>					
Program supplies	0	0	0	0	0
Total expenditures	0	0	0	0	0
Excess (deficit) of revenues over expenditures	187	143	100	122	100
Fund balance - January 1	7,628	7,815	7,728	7,958	8,080
Fund balance - December 31	\$7,815	\$7,958	\$7,828	\$8,080	\$8,180

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This fund was established to account for donations received for a future City celebration.

CITY OF ST. FRANCIS, MINNESOTA  
**FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT FUND (202)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Intergovernmental Revenue:</u>					
33130 CDBG grant	\$0	\$0	\$0	\$0	\$0
<u>Miscellaneous:</u>					
39101 Sale of property	0	0	0	0	0
Total revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Expenditures:</u>					
Economic development	0	0	0	0	0
Total expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess (deficit) of revenues over expenditures	0	0	0	0	0
<u>Other financing sources (uses):</u>					
Transfers in (out):					
Stark Drive	0	0	0	0	0
General Fund	0	0	0	0	0
Net increase (decrease) in fund balance	0	0	0	0	0
Fund balance - January 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund balance - December 31	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

This fund accounts for grant money received through the Community Development Block Grant (CDBG) program.

The CDBG program is the federal government's primary program for promoting community revitalization for low and moderate income persons.

CDBG funds are used for a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services. Activities that can be funded with CDBG dollars include, but are not limited to, acquisition of real property, acquisition and construction of public works and facilities, code enforcement, reconstruction and rehabilitation of residential and nonresidential properties, homeownership assistance, micro enterprise assistance, and public services that address issues such as employment, crime prevention, childcare, physical and mental health, drug abuse, education and fair housing counseling.

In 2007, the City received \$252,144 for the Stark Drive road relocation and raw watermain project.

CITY OF ST. FRANCIS, MINNESOTA  
**PARK DEVELOPMENT FUND (225)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
34730 Park rental fees	\$1,555	\$1,425	\$1,000	\$1,200	\$1,000
Other Grants	-	-	-	352,801	-
34780 Park dedication fees	0	0	0	0	0
36210 Investment earnings	4,319	4,472	1,000	2,775	1,000
36230 Contributions and donations	243	703	500	5,436	500
Total revenues	6,117	6,600	2,500	362,212	2,500
 <u>Expenditures:</u>					
Park development projects	3,883	40,614	269,000	378,026	0
Total expenditures	3,883	40,614	269,000	378,026	0
Excess (deficit) of revenues over expenditures	2,234	(34,014)	(266,500)	(15,814)	2,500
Other financing sources (uses):					
Transfers in (out):					
General Fund	150,000	0	0	0	0
Net increase (decrease) in fund balance	152,234	(34,014)	(266,500)	(15,814)	2,500
Fund balance - January 1	117,119	269,353	272,428	235,339	219,525
Fund balance - December 31	\$269,353	\$235,339	\$5,928	\$219,525	\$222,025

This fund accounts for the use of park availability charges, grants and tax revenues that are dedicated for the acquisition and improvement of City parks. Park availability charges are levied against all new buildings constructed.

The \$269,000 budgeted in 2011 is for the construction of Pederson Path along Pederson Drive. The City continues its efforts to secure grant funding to help with the financing of this project. This was also budget for in 2010 but was not authorized by the council to be completed.

CITY OF ST. FRANCIS, MINNESOTA  
**PIONEER DAYS FUND (230)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
36210	\$0	\$0	\$0	\$0	\$0
36230	19,297	16,926	18,000	17,747	17,500
Total revenues	19,297	16,926	18,000	17,747	17,500
<u>Expenditures:</u>					
Program supplies	29,706	32,537	30,400	31,963	30,800
Total expenditures	29,706	32,537	30,400	31,963	30,800
Excess (deficit) of revenues over expenditures	(10,409)	(15,611)	(12,400)	(14,216)	(13,300)
Other financing sources (uses):					
Transfers in (out):					
Municipal Liquor Operations Fund	7,500	10,000	10,000	10,000	10,000
Net increase (decrease) in fund balance	(2,909)	(5,611)	(2,400)	(4,216)	(3,300)
Fund balance - January 1	4,046	(1,106)	6,606	(6,717)	(10,933)
Fund balance - December 31	\$1,137	(\$6,717)	\$4,206	(\$10,933)	(\$14,233)

This fund accounts for the costs associated with the City's annual Pioneer Days celebration which is held in June each year. Revenue is primarily from donations and a transfer from the Liquor Store Fund.

CITY OF ST. FRANCIS, MINNESOTA  
**POLICE FORFEITURE FUND (208)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Fines and Forfeits:</u>					
34208 Confiscated property	\$723	\$11,093	\$0	\$651	\$0
<u>Miscellaneous:</u>					
36200 Miscellaneous	203	0	0	0	0
Total revenues	926	11,093	0	651	0
<u>Expenditures:</u>					
Commodities	1,134	0	11,110	0	8,705
Contractual services	488	1,768	0	2,677	0
Other charges	1,564	300	0	0	0
Total expenditures	3,186	2,068	11,110	2,677	8,705
Excess (deficit) of revenues over expenditures	(2,260)	9,025	(11,110)	(2,026)	(8,705)
Fund balance - January 1	3,966	1,706	11,110	10,731	8,705
Fund balance - December 31	\$1,706	\$10,731	\$0	\$8,705	\$0

This fund was established to account for money that is legally restricted for police services. Most of the revenues for this fund are from confiscated money that is split between the city, county and state based on a statutory formula. The city's share is 70%. The balance in this fund will fluctuate greatly.

CITY OF ST. FRANCIS, MINNESOTA  
**TAX INCREMENT TURTLE RIDGE FUND (250)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
31050 Tax increments	\$15,317	\$18,285	\$18,290	\$15,381	\$15,380
36210 Investment earnings	361	332	0	248	0
Total revenues	<u>15,678</u>	<u>18,617</u>	<u>18,290</u>	<u>15,629</u>	<u>15,380</u>
<u>Expenditures:</u>					
Miscellaneous	428	464	450	900	450
Interest payments	13,785	16,456	16,470	19,097	15,000
Total expenditures	<u>14,213</u>	<u>16,920</u>	<u>16,920</u>	<u>19,997</u>	<u>15,450</u>
Excess (deficit) of revenues over expenditures	1,465	1,697	1,370	(4,368)	(70)
Fund balance - January 1	<u>12,806</u>	<u>14,271</u>	<u>15,896</u>	<u>15,968</u>	<u>11,600</u>
Fund balance - December 31	<u>\$14,271</u>	<u>\$15,968</u>	<u>\$17,266</u>	<u>\$11,600</u>	<u>\$11,530</u>

This fund is used to account for activity associated with the City's only Tax Increment Financing District which was established for the Turtle Ridge Townhome project.

CITY OF ST. FRANCIS, MINNESOTA  
**DEBT SERVICE BUDGET**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Revenues:					
Property taxes	\$12,394	\$19,311	\$20,900	\$20,900	\$20,900
Special assessments	50,956	40,766	24,810	24,800	24,000
36210 Investment earnings	3,825	2,498	2,280	6,880	2,500
<b>Total revenues</b>	<b>67,175</b>	<b>62,575</b>	<b>47,990</b>	<b>52,580</b>	<b>47,400</b>
Expenditures:					
<u>Debt Service:</u>					
Purchased services	0	0	0	0	0
Principal:					
Regular	45,000	55,000	60,000	60,000	65,000
Called bonds	0	0	0	0	0
Interest	44,582	42,707	40,280	40,282	37,783
Paying agent fees	425	425	420	425	425
Interest expense	0	0	0	0	0
<b>Total expenditures</b>	<b>90,007</b>	<b>98,132</b>	<b>100,700</b>	<b>100,707</b>	<b>103,208</b>
Excess (deficit) of revenues over expenditures	(22,832)	(35,557)	(52,710)	(48,127)	(55,808)
Other financing sources (uses):					
Bond proceeds (net)	0	0	0	0	0
Transfers in (out):					
Water Fund	39,880	39,880	0	0	0
Sanitary Sewer Fund	0	0	0	0	0
Net increase (decrease) in fund balance	17,048	4,323	(52,710)	(48,127)	(55,808)
Fund balance - January 1	188,627	205,675	209,998	209,998	161,871
Fund balance - December 31	<b>\$205,675</b>	<b>\$209,998</b>	<b>\$157,288</b>	<b>\$161,871</b>	<b>\$106,063</b>

CITY OF ST. FRANCIS, MINNESOTA  
**CAPITAL PROJECTS FUND (402)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
36210 Investment earnings	\$18,055	\$16,798	\$13,000	\$13,000	\$16,000
Miscellaneous	0	0	0	8,009	0
Total revenues	18,055	16,798	13,000	21,009	16,000
<u>Expenditures:</u>					
Building & Structures	0	226,787	0	735,594	0
Motor Vehicles	0	0	29,340	21,313	38,990
Total expenditures	0	226,787	29,340	756,907	38,990
Excess (deficit) of revenues over expenditures	18,055	(209,989)	(16,340)	(735,898)	(22,990)
<u>Other financing sources (uses):</u>					
Transfers in (out):					
Contract for Deed Issued		150,000			
Fire Truck Replacement Fund	(122,073)	0	0	0	0
General Fund	140,380	134,780	289,780	289,780	330,000
Net increase (decrease) in fund balance	36,362	74,791	273,440	(446,118)	307,010
Fund balance - January 1	836,499	872,861	872,862	947,652	501,534
Fund balance - December 31	\$872,861	\$947,652	\$1,146,302	\$501,534	\$808,544

Accounts for funds set aside for future purchases of equipment, vehicles, and facility replacements and improvements. Resources are currently provided by transfers from other funds.

CITY OF ST. FRANCIS, MINNESOTA  
**FIRE TRUCK REPLACEMENT FUND (403)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
36210 Investment earnings	\$4,549	\$4,915	\$3,200	\$4,088	\$5,000
<hr/>					
Total revenues	4,549	4,915	3,200	4,088	5,000
<hr/>					
<u>Expenditures:</u>					
Vehicles and equipment	0	0	0	0	0
<hr/>					
Total expenditures	0	0	0	0	0
<hr/>					
Excess (deficit) of revenues over expenditures	4,549	4,915	3,200	4,088	5,000
Other financing sources (uses):					
Transfers in (out):					
General Fund	70,000	100,000	100,000	100,000	100,000
Capital Projects Fund	122,073	0	0	0	0
<hr/>					
Net increase (decrease) in fund balance	196,622	104,915	103,200	104,088	105,000
Fund balance - January 1	0	196,622	299,623	301,537	405,625
<hr/>					
Fund balance - December 31	\$196,622	\$301,537	\$402,823	\$405,625	\$510,625
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Accounts for funds set aside for future purchases fire trucks. Resources are currently provided by transfers from other funds.

CITY OF ST. FRANCIS, MINNESOTA  
**TRUNK UTILITIES RIVER'S EDGE FUND (423)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
	\$0	\$0	\$0	\$0	\$0
36210 Developer costs	0	0	0	0	0
Investment earnings	0	0	0	0	0
	0	0	0	0	0
Total revenues	0	0	0	0	0
<u>Expenditures:</u>					
Miscellaneous	0	0	0	0	0
Engineering	853	0	0	0	0
Construction	0	212	0	0	0
Land	20,813	0	0	0	0
Interest expense	10,014	7,635	0	0	0
	31,680	7,847	0	0	0
Total expenditures	31,680	7,847	0	0	0
Excess (deficit) of revenues over expenditures	(31,679)	(7,847)	0	0	0
<u>Other financing sources (uses):</u>					
Bond proceeds	0	0	0	0	0
Transfers in (out):					
Water Fund	0	0	0	0	0
Net increase (decrease) in fund balance	(31,679)	(7,847)	0	0	0
Fund balance - January 1	(471,093)	(502,772)	(483,716)	(510,619)	(510,619)
Fund balance - December 31	(\$502,772)	(\$510,619)	(\$483,716)	(\$510,619)	(\$510,619)

Accounts for financial resources used to improve current city infrastructure and to finance construction of sanitary sewer and water mains to serve the new River's Edge development and Rum River Bluffs development.

CITY OF ST. FRANCIS, MINNESOTA  
**WATERMAIN LOOPING FUND (427)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
36210 Investment earnings	\$0	\$1	\$0	\$0	\$0
Total revenues	0	1	0	0	0
<u>Expenditures:</u>					
Miscellaneous	882	4,621	0	0	0
Engineering	63,062	0	0	0	0
Construction	297,742	0	0	0	0
Land easement	0	0	0	0	0
Interest expense	1,203	0	0	0	0
Total expenditures	362,889	4,621	0	0	0
Excess (deficit) of revenues over expenditures	(362,889)	(4,620)	0	0	0
Other financing sources (uses):					
Transfers in (out):					
Water Fund	80,358	0	0	0	0
Net increase (decrease) in fund balance	(282,531)	(4,620)	0	0	0
Fund balance - January 1	0	(282,531)	(282,530)	(287,151)	(287,151)
Fund balance - December 31	(\$282,531)	(\$287,151)	(\$282,530)	(\$287,151)	(\$287,151)

This fund was established to account for costs associated with completing a second river crossing vital for uninterrupted water service for those residents on the east side of the Rum River and necessary for efficient watermain system maintenance. The project also includes the demolition and abandonment of wellhouse and well number 2.

CITY OF ST. FRANCIS, MINNESOTA  
**CREEKVIEW ESTATES FUND (505)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
Special Assessments	\$43,361	\$13,672	\$11,000	\$12,503	\$11,000
Total revenues	<u>43,361</u>	<u>13,672</u>	<u>11,000</u>	<u>12,503</u>	<u>11,000</u>
<u>Expenditures:</u>					
Miscellaneous	61	58	0	0	0
Engineering	0	0	0	0	0
Interest expense	3,683	2,192	3,800	3,000	3,800
Total expenditures	<u>3,744</u>	<u>2,250</u>	<u>3,800</u>	<u>3,000</u>	<u>3,800</u>
Excess (deficit) of revenues over expenditures	39,617	11,422	7,200	9,503	7,200
Fund balance - January 1	<u>(185,559)</u>	<u>(145,942)</u>	<u>(136,082)</u>	<u>(134,520)</u>	<u>(125,017)</u>
Fund balance - December 31	<u><u>(\$145,942)</u></u>	<u><u>(\$134,520)</u></u>	<u><u>(\$128,882)</u></u>	<u><u>(\$125,017)</u></u>	<u><u>(\$117,817)</u></u>

Accounts for the accumulation of resources to finance the 2006 street reconstruction project. There was no debt taken out to finance this project. The deficit will be eliminated through future collections of special assessments.

CITY OF ST. FRANCIS, MINNESOTA  
**IVYWOOD STREET & 230TH LANE FUND (507)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
Special Assessments	\$0	\$0	\$14,250	\$12,673	\$14,250
Total revenues	0	0	14,250	12,673	14,250
<u>Expenditures:</u>					
Miscellaneous	82	404,642	0	0	0
Engineering	42,073	0	0	0	0
Construction	0	0	0	0	0
Interest expense	214	3,515	0	3,344	3,300
Total expenditures	42,369	408,157	0	3,344	3,300
Excess (deficit) of revenues over expenditures	(42,369)	(408,157)	14,250	9,329	10,950
Other financing sources (uses):					
Transfers in (out):					
Water Fund	0	0	0	0	0
Sewer Fund	0	0	0	0	0
General Fund	0	336,950	0	0	0
Net increase (decrease) in fund balance	(42,369)	(71,207)	14,250	9,329	10,950
Fund balance - January 1	(4,034)	(46,403)	(103,500)	(117,610)	(108,281)
Fund balance - December 31	(\$46,403)	(\$117,610)	(\$89,250)	(\$108,281)	(\$97,331)

Accounts for financial resources used to finance a future street reconstruction project. The Council is currently looking at approving this project with an estimated cost of \$440,180 in 2010. The budget will be established upon final approval.

CITY OF ST. FRANCIS, MINNESOTA  
**WATER FUND (601)**  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST	2012 BUDGET
<u>Operating revenues:</u>					
37100 Water sales	\$1,087,847	\$1,063,256	\$1,080,000	\$1,010,000	\$1,080,000
37160 Water penalty			29,190	29,000	28,000
37179 Meter deposits			0		
Total revenues	<u>1,087,847</u>	<u>1,063,256</u>	<u>1,109,190</u>	<u>1,039,000</u>	<u>1,108,000</u>
<u>Operating expenses:</u>					
Personnel services	135,161	148,361	152,450	148,820	159,105
Supplies	66,380	58,265	93,500	75,925	177,875
Professional services	70,756	69,721	78,780	71,793	82,194
Communications	8,640	7,675	7,000	7,000	7,500
Insurance	15,839	21,203	16,750	16,500	21,500
Utilities	87,685	68,962	88,000	76,500	79,450
Repairs and maintenance	22,668	54,796	50,450	63,710	78,650
Depreciation	300,377	301,900	302,000	302,000	304,000
Other	6,385	14,150	11,300	6,000	10,650
Total expenses	<u>713,891</u>	<u>745,033</u>	<u>800,230</u>	<u>768,248</u>	<u>920,924</u>
Operating income (loss)	373,956	318,223	308,960	270,752	187,076
<u>Nonoperating revenues (expenses):</u>					
36210 Investment earnings	100,657	71,288	83,000	77,000	70,000
Connection Fees	33,600	28,000	0	8,600	0
Interest expense	(333,009)	(335,194)	(216,500)	(286,930)	(298,704)
Special assessments		0	0	0	0
Miscellaneous revenues	1,569	76,944	1,280	3,500	1,500
Total nonoperating revenues (expenses)	<u>(197,183)</u>	<u>(158,962)</u>	<u>(132,220)</u>	<u>(197,830)</u>	<u>(227,204)</u>
Net income (loss) before contributions and transfers	176,773	159,261	176,740	72,922	(40,128)
<u>Transfers in (out):</u>					
Debt Service Fund	83,474	0	0	0	0
General Fund	0	0	0	0	0
Improvements	(98,938)	(126,320)	0	0	0
Capital contributions	0	836,122	0	0	0
Change in fund equity	161,309	869,063	176,740	72,922	(40,128)
Fund equity - January 1	<u>4,457,873</u>	<u>4,619,182</u>	<u>6,424,902</u>	<u>5,488,245</u>	<u>5,561,167</u>
Fund equity - December 31	<u>\$4,619,182</u>	<u>\$5,488,245</u>	<u>\$6,601,642</u>	<u>\$5,561,167</u>	<u>\$5,521,039</u>

CITY OF ST. FRANCIS, MINNESOTA  
**SANITARY SEWER FUND (602)**  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
37200 Sewer sales	\$784,671	\$805,969	\$780,000	\$820,000	\$800,000
37260 Sewer penalty			21,480	21,208	23,000
Total revenues	<u>784,671</u>	<u>805,969</u>	<u>801,480</u>	<u>841,208</u>	<u>823,000</u>
<u>Operating expenses:</u>					
Personnel services	132,934	145,389	151,750	149,910	158,430
Supplies	37,073	25,141	41,800	40,600	43,000
Professional services	89,867	81,131	105,780	86,480	108,840
Communications	2,672	2,548	3,500	2,800	3,500
Insurance	6,928	9,427	7,900	8,700	9,800
Utilities	110,513	95,062	107,600	95,800	103,100
Repairs and maintenance	32,062	76,488	54,250	65,700	74,250
Depreciation	204,660	204,745	207,000	205,000	209,000
Other	3,437	5,877	8,300	17,840	9,150
Total expenses	<u>620,146</u>	<u>645,808</u>	<u>687,880</u>	<u>672,830</u>	<u>719,070</u>
Operating income (loss)	164,525	160,161	113,600	168,378	103,930
<u>Nonoperating revenues (expenses):</u>					
36210 Investment earnings	27,975	33,998	21,400	30,000	35,000
37150 Connection charges	44,000	40,000	0	0	0
Interest Expense	(135,609)	(155,121)	(183,483)	(183,483)	(154,128)
Special assessments	0	120,200	0	0	0
Miscellaneous revenues	1,559	13,585	1,330	25,000	3,000
Total nonoperating revenues (expenses)	<u>(62,075)</u>	<u>52,662</u>	<u>(160,753)</u>	<u>(128,483)</u>	<u>(116,128)</u>
Net income (loss) before contributions and transfers	102,450	212,823	(47,153)	39,895	(12,198)
<u>Transfers in (out):</u>					
Debt Service Fund	102,026	742,474	0	0	0
General Fund	(58,406)	(128,461)	0	0	0
1997 W/S Improvement Fund	0	0	0	0	0
Utility Trunk Fund	0	0	0	0	0
Improvement Projects	0	0	0	0	0
Capital contributions	0	1,308,538	0	0	0
Change in fund equity	146,070	2,135,374	(47,153)	39,895	(12,198)
Fund equity - January 1	<u>5,202,113</u>	<u>5,348,183</u>	<u>7,483,557</u>	<u>7,483,557</u>	<u>7,523,452</u>
Fund equity - December 31	<u>\$5,348,183</u>	<u>\$7,483,557</u>	<u>\$7,436,404</u>	<u>\$7,523,452</u>	<u>\$7,511,254</u>

CITY OF ST. FRANCIS, MINNESOTA  
**MUNICIPAL LIQUOR OPERATIONS FUND (609)**  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
37811	\$627,540	\$630,405	\$638,570	\$630,000	\$635,920
37812	1,144,786	1,134,912	1,204,200	1,135,000	1,135,000
37813	173,921	175,411	193,390	166,000	178,000
37814	54,466	49,415	50,470	42,000	42,000
37815	5,411	4,410	5,780	4,000	4,410
37816	61,393	55,850	61,390	56,000	55,850
	<u>2,067,517</u>	<u>2,050,403</u>	<u>2,153,800</u>	<u>2,033,000</u>	<u>2,051,180</u>
<u>Cost of sales:</u>					
	(1,548,837)	(1,535,157)	(1,690,500)	(1,632,800)	(1,607,000)
	518,680	515,246	463,300	400,200	444,180
<u>Operating expenses:</u>					
	182,036	191,718	206,050	197,963	210,330
	6,263	4,312	6,000	4,300	5,500
	78,176	80,367	82,320	78,980	81,145
	2,496	2,465	2,500	2,400	2,500
	9,425	9,485	11,000	6,400	11,000
	16,988	16,226	18,000	16,800	18,800
	6,264	20,695	7,200	23,444	7,700
	23,951	28,547	24,280	28,000	27,000
	18,588	11,600	13,300	6,670	10,350
	<u>344,187</u>	<u>365,415</u>	<u>370,650</u>	<u>364,957</u>	<u>374,325</u>
	174,493	149,831	92,650	35,243	69,855
<u>Other revenues (expenses):</u>					
36210	21,999	17,580	22,000	20,000	18,000
	1,253	16,783	0	19,462	0
	<u>23,252</u>	<u>34,363</u>	<u>22,000</u>	<u>39,462</u>	<u>18,000</u>
	197,745	184,194	114,650	74,705	87,855
<u>Transfers in (out):</u>					
	(140,638)	(50,000)	(50,000)	(50,000)	(50,000)
	0	0	0	0	0
	0	0	0	0	0
	0	(10,000)	(10,000)	(10,000)	(10,000)
	57,107	124,194	54,650	14,705	27,855
	<u>1,307,993</u>	<u>1,365,100</u>	<u>1,358,356</u>	<u>1,489,294</u>	<u>1,503,999</u>
	<u>\$1,365,100</u>	<u>\$1,489,294</u>	<u>\$1,413,006</u>	<u>\$1,503,999</u>	<u>\$1,531,854</u>

CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

ORDINANCE 162, SECOND SERIES

AN ORDINANCE AMENDING SECTION 6-1-6. ENTITLED "FIXING LICENSE FEES"

THE CITY OF ST. FRANCIS ORDAINS:

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

SECTION 6-1-6. FIXING LICENSE FEES.

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

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

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF DECEMBER, 2011.

APPROVED:

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

ATTEST:

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

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**ANIMAL IMPOUND FEES**

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

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**ANIMAL LICENSE**

Dog License (May-April)	\$5/(1-2 year vaccinations) \$7/(3 year vaccinations)
Kennel	
First 10 dogs	\$75/year \$100/year
Each Additional dog	\$1/year \$10/year

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**AMUSEMENT & RECREATION**

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

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**BUSINESS & SERVICE LICENSE**

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

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**LIQUOR LICENSE**

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

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**TOBACCO LICENSE**

 \$150/YEAR
 

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**STREET DISRUPTION**

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

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**DOCUMENT SERVICES**

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

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**GENERAL & MISCELLANEOUS**

Lockouts	\$25
Mileage Reimbursement for Personal Vehicle	Current IRS Rate
Notary	\$2/document
Public Nuisance Violation Admin Fee (assessable)	\$75/occurrence
Certify delinquent invoices (except utilities)	Lesser of 10% of delinquency or \$75
Certify delinquent utilities	10% of delinquency
Fire Department charges	See Ordinance 138
Returned Checks	\$30/check
Snowmobile permit	0- <b>\$15.00</b>
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/each

**EQUIPMENT AND STAFF USE**

1 Ton Truck w/Plow	\$55/hour
Belos w/Attachment	\$55/hour
Crane Truck	\$45/hour
Electric Generator	\$60/hour
Grader	\$90/hour
Kubota/Attachments Mower	\$50/hour
Pick Up Truck	\$40/hour
Single Axle Truck	\$65/hour
Single Axle Truck w/Plow	\$85/hour
Skid Steer w/Attachments	\$60/hour
Tractor w/loader or Attachments	\$60/hour
Hourly equipment rates DO NOT include the cost of the operator.	
Staff Time	2 x's Step 8 of their Pay Grade

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## COUNCIL/COMMISSION PAY

City Council Per Diems per day	\$35/4 hours or less; \$70/more than 4 hours
Special City Council Meetings	
Council Retreats/Work Sessions	
<b>Economic Development Authority Meeting (EDA)</b>	
League of MN Cities functions	Prior approval required
Labor negotiations	Prior approval required
Employee interviews	Prior approval required
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.
School/County Liaison	
MN Mayor's Assn. functions	
Speaking Engagements at other Civic Organizations	
Closing of Property Acquisition	
<b>Fire District Study Group Meetings</b>	
Planning Commission	
Chairman	\$20/meeting – paid annually
Member	\$15/meeting – paid annually
Park Commission	
Chairman	\$20/meeting – paid annually
Member	\$15/meeting – paid annually

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## PARKS AND RECREATION

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$27/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour	\$50/hour
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$27/each
Warming House	\$50	\$100

St. Francis City Council has the authority to charge an annual fee of \$100 for Non-Profits.

St. Francis City Council has the authority to waive any fees for Non-Profits.

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## COMMUNITY CENTER

Resident	\$30/event
Non-Resident	\$55/event
Damage Deposit	\$100
Late Key Return	\$25 if not returned within two business days of event
City Purposes	Free
City Benefit	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed.
St. Francis Lions/Lioness	
St. Francis Senior Citizens Group	
St. Francis Area Jaycees	
St. Francis Youth Assn. (4-H, Scouts, Hockey, etc.)	
St. Francis Ambassador Program	
St. Francis Area Chamber of Commerce	
Other Governmental Agencies	
Local Church organizations	
Local Business/Non-Profit Organizations	Donations will be accepted for Use of Facility unless Council specifically determines that the fees should be imposed.
Priority for use in event of conflict	Based on earliest request if more than one applicant of the same class seeks conflicting dates.
City of St. Francis	
Non-Profit located within City limits	
Residents (individuals or groups)	
Non-Profit located outside City limits	
Non-Residents (individuals or groups)	

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

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

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## BUILDING PERMITS

Building Demolition	\$50 + \$.50 state surcharge	*(see below)
Building Demolition - Commercial	By Valuation	
Fence	\$40.00	
Fireplace	\$75 + 50 state surcharge	*(see below)
Fuel Tank Removal	\$50 + \$.50 state surcharge	*(see below)
Engineers Grading Review of Building Permit	\$100	
Hot Water Heater	\$15 + \$.50 state surcharge	*(see below)
HVAC	\$50/unit + \$.50 state surcharge	*(see below)
Irrigation	\$50 back flow preventer + \$	
Mobile Home Setup	By Valuation	
On-Site Septic		
Standard Trench	\$250	
Innovation Mound	\$250	
Soil Verification	\$100	
Plumbing	\$5/opening w/\$50 minimum charge	*(see below)
Pools	\$75 + state surcharge	*(see below)
	Letter must be submitted annually stating that the above ground pool will be placed in the same location each year as per the initial site plan.	
	By Valuation	
Pools - Inground		
Roofing		
Residential	\$75 + \$.50 state surcharge	*(see below)
Commercial	By Valuation + plan review + state surcharge	*(see below)
Siding		
Residential	\$75 + \$.50 state surcharge	*(see below)
Commercial	By Valuation + plan review	*(see below)
Signs	By Valuation + plan review + state surcharge	
Windows	\$50 + \$.50 state surcharge	*(see below)
Permit Card Replacements	\$30	
Commercial Buildings (Plbg, Mech, Fire Alarm, Etc.)	By Valuation + plan review + state surcharge	

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

Permit Extension – ½ Permit Fee and Building Inspector makes determination.

Refunds – City retains Plan Check Fee

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

## ESCROW DEPOSITS

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

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**UTILITY FEES**

Access Charge	
Sewer Equivalent Connection Charge	\$4,200
Water Equivalent Connection Charge	\$3,000
Tapping & Connection Permits	
Tapping & Water Connection	\$125
Tapping & Sewer Connection	\$125
Water Connection	\$50
Sewer Connection	\$50
Meter Deposit	
¾"	Cost
1" and larger	Cost + 10%
Water Shut Off (7:00 am to 3:30 pm)	\$35
Water Reconnect (7:00 am to 3:30 pm)	\$35
<b>*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.</b>	
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum
Curbstop Locate	
Summer	\$25 minimum
Winter	\$50 minimum
Curbstop Driveway Cover	\$70
Curbstop Repair	Time & material w/ \$50 minimum
Curbstop Box	Cost
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum
Hydrant Meter Deposit	\$800
Non-response to Tagging Notice	\$250 per month until resolved
Un-Metered Use of City Water	\$200

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**WATER RATES**

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

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**SEWER RATES**

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

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

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

**RESOLUTION 2011-40**

**RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF  
ORDINANCE 162, SECOND SERIES  
AMENDING SECTION 6-1-6 SUBDIVISION 2  
ENTITLED "FEE SCHEDULE"**

**WHEREAS**, the following is a summary of the types of fees included in Ordinance 162, Second Series, Subdivision 2; An Ordinance Adopting the Schedule of Fees for 2012, adopted by the St. Francis City Council at their December 5, 2011 regular meeting, which include Permits, Licensing, Water/Sewer Rates, Park Dedication, and planning and zoning, and administrative fees as examples.

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 162, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

**WHEREAS**, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance 162, Second Series is approved for publication:

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

**Ordinance 162, Second Series  
Amending Section 6-1-6 Subdivision 2 Entitled  
"Fee Schedule"**

The City of St. Francis 2012 Fee Schedule was adopted by the St. Francis City Council on December 5, 2011, which includes Permits, Licensing, Water/Sewer Rates, Park Dedication, planning/zoning, and administrative fees as examples. A printed copy of the Ordinance is available for inspection during

regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5<sup>th</sup>  
DAY OF DECEMBER, 2011.

APPROVED:

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Jerry Tveit, Mayor

ATTEST:

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Barbara I. Held, City Clerk



# BOLTON & MENK, INC.<sup>®</sup>

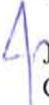
## Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

### MEMORANDUM

**To:** Honorable Mayor Tveit  
Members of the City Council  
City of St. Francis

**Date:** November 22, 2011

**From:**  Jared Voge, P.E.  
City Engineer

**Subject:** Mn/DOT Agreement No. 99993  
St. Francis, Minnesota  
BMI Project No. R13.103050

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Please find enclosed three copies of Mn/DOT Agreement No. 99993 as well as a Resolution authorizing the Mayor and City Administrator to execute and enter into the Agreement. The enclosed agreement authorizes the Minnesota Department of Transportation to act as the City's agent in accepting Federal Aid in connection with Federal Highway Administration (FHWA) funding. The enclosed agreement is not project specific and is intended to cover all FHWA funded projects now and in the future. The enclosed agreement also supersedes the agreement previously executed by the City in or about 2003. We recommend that the City Council of the City of St. Francis pass the enclosed Resolution and approve Mn/DOT Agreement No. 99993. Following approval of the agreement and passing of the Resolution by the City Council, a Certified Resolution will be inserted as the last page in each of the three copies of the agreement and will be forwarded to the Minnesota Department of Transportation for further processing.

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

JAV/jd

Enclosures

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

A general meeting of the City Council of the City of St. Francis, Minnesota was called to order by Mayor Jerry Tveit at 6:00 p.m. in the ISD #15 District Office, St. Francis, Minnesota, on Monday, December 5, 2011. The following Council Members were present: Tim Brown, Jeff Sandoval, Chris McClish, and Jerry Tveit. Council member Steve Kane absent. A motion to adopt the following resolution was made by Council Member and seconded by Council Member

**CITY OF ST. FRANCIS  
RESOLUTION 2011-41**

**A RESOLUTION AUTHORIZING STATE OF MINNESOTA AGENCY AGREEMENT  
BETWEEN THE DEPARTMENT OF TRANSPORTATION  
AND THE CITY OF ST. FRANCIS**

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of St. Francis, Minnesota, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of St. Francis to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED**, the Mayor and Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 99993", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Adopted by the St. Francis City Council this 5<sup>th</sup> day of December, 2011.

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**Jerry Tveit, Mayor**

Attest:

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**Barbara I. Held, City Clerk**



STATE OF MINNESOTA AGENCY AGREEMENT  
BETWEEN  
DEPARTMENT OF TRANSPORTATION  
AND  
THE CITY OF ST FRANCIS  
FOR FEDERAL PARTICIPATION IN CONSTRUCTION

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This agreement is entered into by and between the City of St. Francis and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT"),

Pursuant to Minnesota Statutes Section 161.36, the City desires MnDOT to act as the City agent in accepting federal funds on the City behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by federal funds, hereinafter referred to as the "Project(s)"; and

This agreement is intended to cover all federal aid projects initiated by the City and therefore has not specific State Project number tied to it, and

The Catalog of Federal Domestic Assistance number or CFDA number is 20.205, and

This agreement supersedes agreement number 97988 and;

MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

THE PARTIES AGREE AS FOLLOWS:

I. DUTIES OF THE CITY

- A. DESIGNATION. The City designates MnDOT to act as its agent in accepting federal funds in its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website
- B. STAFFING.
  - 1. The City will furnish and assign a publicly employed licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the City elects to use a private consultant for construction engineering services, the City will provide a qualified, full-time public employee of the City, to be in responsible charge of the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City

from its primary responsibility for performance of the work.

2. During the progress of the work on the Project(s), the City authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the City will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

C. LETTING. The City will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

1. The City will solicit bids after obtaining written notification from MnDOT that the Federal Highway Administration ("FHWA") has authorized the Project(s). Any Project(s) advertised prior to authorization will not be eligible for federal reimbursement.
2. The City will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by MnDOT.
3. The City will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The City will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the City will receive the sealed bids.
4. The City may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s).
5. The City will prepare and sell the plan and proposal packages and prepare and distribute any addendums, if needed.
6. The City will receive and open bids.
7. After the bids are opened, the City Council will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the City will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Equal Employment Opportunity Office.

D. CONTRACT ADMINISTRATION.

1. The City will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction and all amendments thereto.
2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the City Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
3. The City will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City from its primary responsibility for performance of the work.
4. The City will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that were in effect at the time the work was performed.
5. The City will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The City will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
6. The City may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into supplemental agreement(s) with the Contractor. The City will not be reimbursed for any costs of any work performed under a supplemental agreement unless MnDOT has notified the City that the subject work is eligible for federal funds and sufficient federal funds are available.
7. The City will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
8. The City will prepare reports, keep records, and perform work so as to enable MnDOT to collect the federal aid sought by the City. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The City will retain all records and reports in accordance with MnDOT's record retention schedule for federal aid projects.
9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

E. PAYMENTS.

1. The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the City. The City will pay any part of the cost or expense of the Project(s) that is not paid by federal funds.
2. The City will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the City will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
3. Following certification of the partial estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified partial estimate.
4. Upon completion of the Project(s), the City will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the City will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
5. Following certification of the final estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.

F. LIMITATIONS.

1. The City will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the City to carry out the above requirements.

3. Workers' Compensation. Any and all employees of the City or other persons while engaged in the performance of any work or services required or permitted by the City under this agreement will not be considered employees of MnDOT, and any and all claims that may arise under the Workers' Compensation Act of Minnesota on behalf of said employees, or other persons while so engaged, will in no way be the obligation or responsibility of MnDOT. The City will require proof of Workers' Compensation Insurance from any contractor and sub-contractor.
4. Utilities. The City will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

G. AUDIT.

1. The City will comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) circular A-133, which are incorporated herein by reference.
2. As provided under Minnesota Statutes Section 16C.05, subdivision 5, all books, records, documents, and accounting procedures and practices of the City are subject to examination by the United States Government, MnDOT, and either the Legislative Auditor or the State Auditor as appropriate, for a minimum of seven years. The City will be responsible for any costs associated with the performance of the audit.

H. MAINTENANCE. The City assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

I. CLAIMS. The City acknowledges that MnDOT is acting only as the City's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The City will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any ultra vires acts. The City will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The City's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

J. Federal Funding Accountability and Transparency Act (FFATA). This Agreement requires the City to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The City is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the City provides information to the MnDOT as required.

1. Reporting of Total Compensation of the City's Executives.

- a. The City shall report the names and total compensation of each of its five most highly compensated executives for the City's preceding completed fiscal year, if in the City's preceding fiscal year it received:
- i. 80 percent or more of the City's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

Executive means officers, managing partners, or any other employees in management positions.

- b. Total compensation means the cash and noncash dollar value earned by the executive during the City's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2. The City must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
3. The City will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
4. The City's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the City unless and until the City is in full compliance with the above requirements.

## II. DUTIES OF MnDOT.

A. ACCEPTANCE. MnDOT accepts designation as Agent of the City for the receipt and disbursement of federal funds and will act in accordance herewith.

### B. PROJECT ACTIVITIES.

1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.
2. MnDOT will provide to the City copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.
3. MnDOT will review and certify the DBE participation and notify the City when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then City must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the project becoming ineligible for federal assistance, and the City must make up any shortfall.
4. MnDOT will provide the required labor postings.

### C. PAYMENTS.

1. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2.
2. MnDOT will reimburse the City, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
3. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and

specifications, MnDOT will promptly release any remaining federal funds due the City for the Project(s).

4. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the City may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- D. **AUTHORITY.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.
  - E. **INSPECTION.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The City will make available all books, records, and documents pertaining to the work hereunder, for a minimum of seven years following the closing of the construction contract.
- III. **TORT LIABILITY.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
  - IV. **ASSIGNMENT.** Neither party will assign or transfer any rights or obligations under this agreement without prior written approval of the other party.
  - V. **AMENDMENTS.** Any amendments/supplements to this Agreement will be in writing and executed by the same parties who executed the original agreement, or their successors in office.
  - VI. **AGREEMENT EFFECTIVE DATE.** This agreement is effective upon execution by the appropriate State officials pursuant to Minnesota Statutes Section 16C.05.
  - VII. **CANCELLATION.** This agreement may be canceled by the City or MnDOT at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the City as set forth in this Agreement. In the event of such a cancellation the City will be entitled to reimbursement for MnDOT-approved federally eligible expenses incurred for work satisfactorily performed on the Project to the date of cancellation subject to the terms of this agreement.
  - VIII. **DATA PRACTICES ACT.** The parties will comply with the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) as it applies to all data gathered, collected, created, or disseminated related to this Agreement.

**Remainder of this page left intentionally blank**

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

**CITY OF ST FRANCIS**

City certifies that the appropriate person(s) have executed the contract on behalf of the City as required by applicable articles, bylaws, resolutions or ordinances

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Title: Director \_\_\_\_\_  
State Aid for Local Transportation

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_



# BOLTON & MENK, INC.<sup>®</sup>

Consulting Engineers & Surveyors

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## MEMORANDUM

**Date:** November 29, 2011  
**To:** Honorable Mayor Tveit and Members of the City Council  
City of St. Francis  
**From:**  Jared Voge, P.E.  
City Engineer  
**Subject:** 239<sup>th</sup> Avenue Improvements  
St. Francis, Minnesota  
BMI Project No: R13.104071

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### INTRODUCTION:

In keeping with the City Council's proactive approach to street maintenance, existing roadway conditions throughout the City are continually monitored. City Staff has identified 239<sup>th</sup> Avenue east of Rum River Boulevard as the highest priority deficient segment within in our system.

### BACKGROUND:

239<sup>th</sup> Avenue was originally scheduled for sealcoating when the sealcoating Capital Improvement Plan was developed. Upon review of the areas to be sealcoated during 2011, the condition of 239<sup>th</sup> Avenue was found to be unacceptable for sealcoating. The roadway exhibits multiple longitudinal, transverse, and alligator cracks and is in need of repair. 239<sup>th</sup> Avenue is identified in the City's Capital Improvement Plan for the year 2012.

### RECOMMENDATION:

We recommend that the City Council consider improvements to 239<sup>th</sup> Avenue. Should the City Council desire to investigate improvements to 239<sup>th</sup> Avenue, we recommend that the City Council direct staff to prepare a Preliminary Engineering Report defining the extent and nature of the improvements as well as the costs associated with those improvements. Upon Council direction, a formal Resolution authorizing the preparation of a Preliminary Engineering Report will be presented to Council for adoption in January 2012.

### BUDGET IMPACT:

The Preliminary Engineering Report will identify the costs associated with the proposed improvements as well as all applicable funding sources.

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

JAV/jd

Enclosure

## **AGENDA REPORT**

**TO:** City Administrator  
**FROM:** Jeff Harapat, Police Chief  
**SUBJECT:** 2012 Squad Purchase  
**DATE:** December 6, 2011

### **INTRODUCTION**

The police department would like to place the order for the budgeted 2012 Dodge Charger. By placing this order now the vehicle should arrive shortly after the first of the year.

### **BACKGROUND**

If we wait to order the vehicle after the first of the year it may not be delivered until April or May. With setup this means the vehicle would not be ready for use before late May or June. The City will be trading in the 2008 Dodge Charger which has over 100,000 miles.

### **RECOMMENDATION**

It is recommended that the City Council make the following motion: Authorizing the Police Department to order a 2012 Dodge Charger Police Interceptor with delivery not before January 1, 2012.

### **BUDGET IMPACT**

Cost of the vehicle is under \$23,000 on the State contract minus trade in allowance. Funding would come from the 2012 Capital Out Lay Proposed Budget. This does not include set up cost.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

## AGENDA REPORT

**TO:** City Administrator  
**FROM:** Barb Held, City Clerk *Barb H.*  
**SUBJECT:** Pioneer Days  
**DATE:** December 5, 2011

### INTRODUCTION

During Budget Discussions with the City Council the cost of Pioneer Days has been brought up a number of times. City celebrations are a good way for the City to come together and spend time with their families or meet old friends. However when looking at budget cuts you've mentioned we all have to look and want and needs. The City Council and staff are always looking to research the most efficient and effective way to provide the best service to our citizens at the lowest responsible cost. Unfortunately Pioneer Days falls under the want and does come with a cost. We currently have four contracts in hand that need to know as soon as possible if this event will take place in 2012.

### BACKGROUND

Staff has put together some preliminary numbers from the last four years. In 2008 the fund had a negative draw of (\$5,152); 2009 (2,909); 2010 (5,611) and in 2011 (4,216). These numbers include the \$10,000 transfer from the Liquor Store each year. What the negative balances do not include is staff time. There are numerous hours put in whether straight time, overtime or volunteer time that are not even calculated into these figures.

### RECOMMENDATION

This event started in 1962 and does bring people into our City. Pioneer Days was originally run by the business community and local organizations. It wasn't until the late 1980's and early 1990 that the City started being more involved and eventually took it over. It is a tough decision but maybe in economic times we are in, to turn it back over to the local business and organizations. Again due to the contracts that we are holding onto waiting to see if Pioneer Days will take place in 2012; a decision does need to be made by the City Council whether or not staff proceeds.

### BUDGET IMPACT

Currently the Pioneer Days Fund is a **negative** \$10,933, which will need to be brought back to zero with the end of the year transfers (from the General Fund – taxes). Again, this is only to pay for expenditures from 2011 and earlier years, not anything for the 2012 Pioneer Days celebration. One option may be to cancel the parade portion of the celebration to lessen the impact to this Fund. Last year the cost of putting on the parade was over \$4,600 alone. That amount does not include all the time for staff preparation and staffing before, during or after the parade. There are also a number of volunteers that are needed for the parade that could be utilized at different events that day.



# 4th Annual Santa & the Fire Truck



The St. Francis Fire Fighters,  
St. Francis Jaycees & St. Francis Ambassadors  
are going to be walking neighborhoods again to  
collect food donations for the North Anoka County  
Emergency Food Shelf & Hand out candy canes & suckers to  
the children. We hope you can come out and visit!!

Thursday December 15th we will be walking Kerry St, Ivywood, 235th  
And the Stone House Ridge neighborhood, then traveling  
South on Arrowhead starting at 6:00 pm.

Friday December 16th we will be walking the Deer Creek neighborhoods  
starting at 6:00 pm, starting on Guarani, traveling down 230th, 229th,  
stopping at the Deer Creek 2<sup>nd</sup> Park is located at 4138 232<sup>nd</sup> Ave NW park,  
and finishing up Navajo street.

If you are unable to come visit, or are not home during these times, please  
feel free to leave a bag of goods at the end of the driveway for us to pickup.

Donations may also be dropped off at City Hall.

(actual routes will be published in the Community Courier in the December issue)

Special thanks to the St. Francis Fire Fighters, the  
St. Francis Jaycees & the St. Francis Ambassadors, who make this event possible.

For More Information call the St. Francis Fire Department 763.753.2334