

CITY OF ST. FRANCIS CITY  
COUNCIL AGENDA

August 15, 2016

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)  
4115 Ambassador Blvd. NW  
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
  - a. City Council Minutes –August 1, 2016
  - b. Pay Request No. 8 to LaTour Construction Co. of for the Bridge Street Utility Improvement
  - c. Pay Request No. 13 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
  - d. Resolution 2016-39 (Revised Legal Description): Declaring Surplus Property & Authorizing the Disposal of Said Property ( 32-34-24-22-0002)
  - e. Accept the Resignation of Police Officer Matt Schlenker
  - f. Approving the hiring of Police Officer Applicants Kurtis Greene and Amanda Hanson
  - g. Acknowledge the LG220 Application for Exempt Permit for the St. Francis Hockey Association 01/01/17
  - h. Appoint Julie Morin to the St. Francis Planning Commission
  - i. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
  - a.
7. Ordinances & Resolution
  - a. Ordinance 221, Second Series: Establishing a Moratorium Regulating the Residency location of Predatory Offenders within the City (Second Reading)
  - b. Ordinance 222, Second Series: Temporary Family Health Care Dwellings Amendment (Second Reading)
  - c. Ordinance 223, Second Series: Amending the Zoning Ordinance Regarding Accessory Solar Energy Systems (Second Reading)
  - d. Ordinance 224, Second Series: Authorizing the Sale of City Surplus Property to NSK Properties, LLC (32-34-24-22-0002) (First Reading)
  - e. Resolution 2016-40: Declaring Surplus Property & Authorizing the Disposal of Said Property ( 32-34-24-22-0002) has no Relationship to the City’s Comprehensive Plan
  - f. Resolution 2016-41: Identifying the Need for Funding to Complete its 2040 Comprehensive Plan Update and Authorizing an Application for Planning Assistance Grant Funds
8. Reports of Consultants & Staff Members
  - a. Engineer: Trail Maintenance
  - b. Attorney:
  - c. Staff:
    - Community Economic Development: Report-Month end and Year to Date
    - Public Works:
    - Police: Second Quarter Update
    - City Administrator: Mayor’s Proclamation
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

Aug 20: ~~Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm~~ CANCELLED  
Sept 6 (Tues): City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Sept 6: First day of School for ISD #15 Students

# MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – August 15<sup>th</sup>, 2016 Council Meeting

---

## Agenda Items:

### 4. Consent Agenda:

- a. City Council Minutes – August 1<sup>st</sup>, 2016
- b. Pay Request No. 8 to LaTour Construction Co. – Bridge Street Utility
- c. Pay Request No. 13 to Gridor Construction, Inc. – WWTF
- d. Resolution 2016-39 – (Revised Legal Description): Declaring surplus property and authorizing disposal of said property (small parcel adjacent to Hwy 47) – \$700.
- e. Accept Resignation of Police Officer Matt Schlenker
- f. Approving the hiring of Police Officer Applicants – Kurtis Greene and Amanda Hanson were identified as the top two candidates. These Officers are replacing Officer Algiers who left for Anoka in June and Officer Schlenker who is leaving for the City of Fridley.
- g. Acknowledge the LG220 Application for Exempt Permit for the St. Francis Hockey Association – 1/1/17
- h. Appoint Julie Morin to the St. Francis Planning Commission – Councilmember Skordahl and Community Development Director Thunstrom met with Julie Morin and are recommending her appointment to the Planning Commission.
- i. Payment of Claims -

### 6. Petitions, Requests, Applications:

- a. None

### 7. Ordinances & Resolutions:

- a. Ordinance 221, SS, Establishing a Moratorium Regulating the Residency location of Predatory Offenders within the City - (Second Reading)
- b. Ordinance 222, SS, Temporary Family Health Care Dwellings Amendment (Second Reading)
- c. Ordinance 223, SS, Amending the Ordinance Regarding Accessory Solar Energy Systems – (Second Reading)
- d. Ordinance 224, SS, Authorizing the Sale of City Surplus Property to NSK

Properties, LLC (32-34-24-22-0002) (First Reading) – Same surplus property located on the Consent Agenda off of Highway 47.

- e. Resolution 2016-40 – Declaring Surplus Property and Authorizing the disposal of said property (32-34-24-22-0002) Same property, per MN Statutes the Planning Commission shall review the sale of the property to determine compliance with the Comprehensive Plan, unless the City Council determines that disposal of said property has no relationship to the Comprehensive Plan. This is Resolution makes the determination that the property is not related to the Comprehensive Plan.
- f. Resolution 2016-41 – Identifying the Need for Funding to Complete its 2040 Comprehensive Plan Update and Authorizing an Application for Planning Assistance Grant Funds. Authorizing Community Development Director to submit application for grant funds and execute an agreement with the Met Council for those funds.

8. **Reports:**

- a. **Engineer:** Trail Maintenance – application of RePlay on 50% of trails. Approximately 50% received application last year.
  - 1) Motion to Accept the quotes
  - 2) Motion to approve quote by Borgen, Inc. in the amount of \$57,940.50 and use Park Dedication Funds.
- b. **Staff:**
  - Community Development:** Report- month end and YTD
  - Finance:**
  - Fire:**
  - Public Works:** Monthly Streets/Parks and Water/Sewer Reports (June)
  - Liquor Store:**
  - Police:** Second Quarter Update

**City Administrator:**

9. **Reports from Councilmembers**

10. **Report from Mayor:** The City and community organizations are working together to recognize Kiana Eide on Friday August 26<sup>th</sup> at 6:00 p.m. at Woodbury Park. Details of the event are being worked on.

- 1) Approve the attached Proclamation declaring August 26, 2016 “Kiana Eide Day”

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

August 1, 2016

1. **Call to Order:** The regular City Council meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl, and Tim Brown. Council member Chris McClish excused. Also present were City Engineer Cody Holmes (Bolton & Menk, Inc.), Consulting City Planner Nate Sparks (Northwest Associated Consultants), Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Police Sgt. Todd Schwieger, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and Administrative Assistant Anna Anderson.
3. **Adopt Agenda:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT THE AUGUST 1, 2016 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND BROWN TO APPROVE THE AUGUST 1, 2016, CITY COUNCIL CONSENT AGENDA A-D AS FOLLOWS:
  - a. City Council Minutes – July 18, 2016
  - b. Pay Request No. 2 to Park Construction Co. of Minneapolis for the Pederson Drive Improvement
  - c. Cable TV Extension Request for 739-229<sup>th</sup> Avenue NW
  - d. Payment of Claims \$459,766.23 (Check #071093-071167) Motion carried 4-0.
5. **Meeting Open to the Public:** Sarah Hunt, 23246 Kerry Street NW, thanks Council for the temporary no outlet sign at Kerry Street. She asks that something permanent be put in that location.
6. **Petitions, Requests, Applications:**
  - a. **2017-2021 Capital Improvement Plan: Public Hearing:** Finance Director, Darcy Mulvihill, says this plan was distributed to Council back in June and is also available on the website. City Charter requires that this plan be approved by August 15. Since the plan was first proposed, a couple changes were requested. Changes include the rotation of the police chief's vehicle and the Tahoe from a ten year rotation to an eight year rotation. The fire department is looking at replacing their SCBAs due to issues with them. Chief Kohout will be looking at that and bringing it back so we can figure out how to pay for that. She noted that back in 2015, we did change how we account for capital equipment. The money is now put into the capital equipment fund and reserved for those purchases. Public Works Director, Paul Teicher, is working on a street plan right now and that will hopefully be done for next years' CIP. With that said, funding the capital equipment part of this, the tax levy is going to be \$223,150, which is the same amount that's in the 2016 levy so there is going to be a 0% increase to the tax levy because of this plan. As of June 21, there is \$761,465 in that fund for purchases coming up. Mayor Kane opened the Public Hearing at 6:06 pm. No one was in the audience to address the 2017-2021 Capital Improvement Plan.  
Mayor Kane closed the Public Hearing at 6:07 pm.

MOTION BY ORPEN SECOND BROWN TO ADOPT THE 2017-2021 CAPITAL IMPROVEMENT PLAN. Brown wants to make the public aware that this is a plan. All purchases need to come before Council before it is actually purchased. This is just a road map into the future. Kane states that this does not automatically get purchased at this point. This is just the plan. Each purchase needs to be Okayed on its own. Motion carried 4-0.

**b. Johnson/Lee: Minor Subdivision along Tamarack Street – Resolution 2016-36:**

The Planning Commission recommended approval with the following conditions:

1. The subdivision shall be recorded with Anoka County within 90 days of approval in a manner acceptable to the City Attorney.
2. All recommendations by the City Engineer shall be addressed.
3. The wetland delineation and related easement is subject to review and approval of the City Engineer.
4. Park dedication shall be paid in the amount of \$2500.
5. Drainage and utility and right-of-way easements shall be recorded in a manner acceptable to the City Attorney.

City Engineer Voge has reviewed the Minor Subdivision with the following comments:

1. Approval shall be subject to the review and approval of the submitted wetland delineation report by the Technical Evaluation Panel (TEP).
2. Wetlands and the required wetland buffers shall be contained within easements.
3. The applicant shall identify secondary septic sites for each of the parcels complete with soil boring information. Additional borings will be required at the time of building permit for the parcels.
4. Culverts will be required beneath the proposed driveway entrances. Additional topography based on elevations obtained on-site shall be provided with the building permit applications. MN DNR LIDAR will not be accepted. The Planning Commission recommended approval contingent on the above-referenced comments.

MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-36 A RESOLUTION APPROVING A MINOR SUBDIVISION FOR STACY LEE TO SUBDIVIDE A 39 ACRE PARCEL ON TAMARACK STREET. Motion carried 4-0.

**c. Cathy Lauseng: Private Solar Energy System at 2660-239<sup>th</sup>**

**1) Ordinance 223, Second Series: Amending the Zoning Ordinance Regarding Accessory Solar Energy Systems (First Reading):** Daniel & Catherine Lauseng have made an application for a conditional use permit to place a private ground-mounted solar energy system on rural residential property located at 2660 239<sup>th</sup> Avenue NW. The requested conditional use requires an ordinance amendment to be permitted. The applicant is seeking to install approximately 888 square feet of ground mounted solar panels on their property. This is intended as a 15.8 kilowatt solar array. The panels are proposed to be nine feet in height. The property in question is zoned RR, Rural Residential. Current zoning ordinance does not make mention of solar energy systems. Uses not expressly permitted by the ordinance are not permitted. Building mounted or building integrated solar panels could be considered to be mechanical equipment and permitted in that fashion. However, there is no allowance in the ordinance for ground mounted solar panels. The applicant's contractor has stated that building mounted solar panels will not work for this property. The only manner in which this proposal could be accommodated is with

an ordinance amendment that permits ground mounted solar panels in excess of the structural size limitations. The Planning Commission recommended the Council adopt the attached ordinance and approve the requested conditional use permit. Skordahl says this is probably not the perfect ordinance to catch everything that may come up when it comes to solar power, but I think the Planning and Zoning Commission agreed that this is a good place to start. Staff should come back to the Planning & Zoning Commission with something more comprehensive. MOTION BY SKORDAHL SECOND BROWN APPROVING THE FIRST READING OF ORDINANCE 223, SECOND SERIES AMENDING THE ZONING ORDINANCE REGARDING ACCESSORY SOLAR ENERGY SYSTEMS. Roll Call: Ayes: Orpen, Skordahl, Brown, Kane Nays: None. Motion carried 4-0.

**2) Conditional Use Permit (CUP) or an Accessory Solar Energy System- Resolution 2016-37:** MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2016-37 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN ACCESSORY SOLAR ENERGY SYSTEM AT 2660 239<sup>TH</sup> AVENUE. Motion carried 4-0.

**d. Rum River Bluffs 2<sup>nd</sup> Addition:**

**1) Assignment of Development Contract:** Semler Development LLC is seeking to transfer all remaining obligations to BL Holdings. MOTION BY BROWN SECOND ORPEN TO THE ASSIGNMENT OF DEVELOPMENT CONTRACT TO BL HOLDINGS LLC. Motion carried 4-0.

**2) Approving the Assignment of the Rum River Bluffs Development Agreement & All Related Responsibilities to BL Holdings LLC – Resolution 2016-38:** MOTION BY SKORDAHL SECOND BROWN TO ADOPT RESOLUTION 2016-38 A RESOLUTION APPROVING THE ASSIGNMENT OF THE RUM RIVER BLUFFS DEVELOPMENT AGREEMENT & ALL RELATED RESPONSIBILITIES TO BL HOLDINGS LLC. Motion carried 4-0.

**7. Ordinances & Resolution:**

**a. Ordinance 221, Second Series: Establishing a Moratorium Regulating the Residency location of Predatory Offenders within the City (First Reading):** MOTION BY ORPEN SECOND BROWN APPROVING THE FIRST READING OF ORDINANCE 221, SECOND SERIES: ESTABLISHING A MORATORIUM REGULATING THE RESIDENCY LOCATION OF PREDATORY OFFENDERS WITHIN THE CITY. Roll Call: Ayes: Brown, Orpen, Skordahl, Kane. Nays: None. Motion carried 4-0.

**b. Ordinance 222, Second Series: Temporary Family Health Care Dwellings Amendment (First Reading):** MOTION BY KANE SECOND SKORDAHL APPROVING THE FIRST READING OF ORDINANCE 222, SECOND SERIES: TEMPORARY FAMILY HEALTH CARE DWELLINGS AMENDMENT. Roll Call: Ayes: Brown, Skordahl, Orpen, Kane. Nays: None. Motion carried 4-0.

**c. Resolution 2016-39: Declaring Surplus Property & Authorizing the Disposal of Said Property (32-34-24-22-0002):** MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2016-39 A RESOLUTION DECLARING SURPLUS PROPERTY & AUTHORIZING THE DISPOSAL OF SAID PROPERTY 32-34-24-22-0002. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

**Community Economic Development:**

**Public Works: Department Update:** Teicher states that the City Administrator, myself and Public Works staff are excited to give you stats to explain exactly what we do and where we're spending our time. There is a list that will be changing over time here as we develop it and learn what's important and as we have different activities throughout the year. We will be giving this report monthly. In our parks for the month of June, we had 42 events that we prepped for and follow-up afterwards to clean up. It's nice to see that our parks are being used by the public. In our water and sewer, you can see that we are inspecting our facilities often. Visiting our lift stations, water treatment plant and wastewater treatment plant daily is very important. Skordahl says good job, this is the kind of stuff I like to see. We've got to take credit for the stuff that we do. I think your department and other departments would probably benefit from taking credit for the good things we do. Teicher thanks Council and gives an update on Pederson Drive. Next week there will be another closure that will affect County Road 9 and Bridge Street for water main and sewer main installation and the construction of the actual roundabout. Having this closed will save a substantial amount of time. Kane added that him and his crew are doing an absolutely fantastic job at keeping the city updated. Teicher thanks Council.

**Police:**

**City Administrator: Setting Special Meeting for August 12<sup>th</sup> to Canvass Election**

**Results:** McClish will not be able to attend. We need at least three council members present to canvass the election results. Brown, Skordahl and Orpen should be able to attend. Kane proposes 4:00 pm as a meeting time. MOTION BY BROWN SECOND SKORDAHL TO SET SPECIAL MEETING FOR 4:00 PM ON AUGUST 12TH TO CANVASS ELECTION RESULTS. Motion carried 4-0.

9. **Report from Councilmembers:** Skordahl says don't forget it's Night to Unite in the park tomorrow. The Star Tribune says our Olympian will be performing the 20<sup>th</sup> or 21<sup>st</sup> so pay attention to that. Orpen says he attended the St. Francis Community Drug Awareness (SFCDA) Lions Club meeting and presented the mock crash to the public. They will do this every two years. They also have their prime fundraiser, which is a 5k, this fall in September.

10. **Report from Mayor:** I spoke with Commission Look over the weekend. A month or two ago Community Development Director Kate Thunstrom brought forth a development plan to take the plan we have to the next level; it was going to be about \$90,000 as I believe. Anoka County, last Tuesday I believe it was, passed our request in HRA Funds to pay for that study and program. That study will be ready to give to businesses; that's what we can use to put out there to businesses to try to get them to come to our city. It's going to have everything laid out for them and we have County HRA funds to pay for that. Nice job.

Regarding our Olympian, first round of competition is slated to stream live on NBCOlympics.com at 9 AM Eastern, August 20. This is really an exciting time for us. Tomorrow night, the St. Francis Ambassadors will be at Night to Unite with a bake sale and they're selling Heggie's pizza as a fundraiser as they need to do some work on their float. They

need to raise \$5,000. They are now a 501(c)(3), which means any donation is tax deductible. I want to remind everyone that the state primary is next week. This is very important. It's the future of your government. If you don't go out and vote, you don't have a right to complain. Get out there and vote.

11. **Old Business**: Orpen asks if we have any updates on the speed limit sign on 235<sup>th</sup>. Teicher says we are planning on calling in the locates at the end of this week so that we are able to post the signs on the 8<sup>th</sup>, which is next Monday. From that time, we should be cleared from the time the engineer sent that to the state.

12. **New Business**: None.

13. **Adjournment**: Mayor Kane adjourned the regular city council meeting at 6:30 pm.

---

Anna Anderson, Administrative Assistant



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

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

www.bolton-menk.com

August 10, 2016

Mr. Paul Teicher, Public Works Director  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

RE: 2015 – Bridge Street Utility Improvements  
St. Francis, Minnesota  
BMI Project No: R18.107257

Dear Paul,

Enclosed please find three signed copies of Payment Estimate No. 8 for the above referenced project. The estimate includes all work completed through July 22, 2016. We have reviewed the estimate and recommend approval as submitted. Please review the estimate, and if acceptable, sign and date all copies of the pay estimate and forward one copy to LaTour Construction, Inc. with payment, one copy to me, and keep one copy for your records.

If you have any questions, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.  
City Engineer

JAV/kg

Enclosures

CONTRACTOR'S PAY REQUEST  
 2015 BRIDGE STREET UTILITY IMPROVEMENTS  
 ST. FRANCIS, MINNESOTA  
 BMI PROJECT NO. R18.107257

CONTRACTOR  
 OWNER  
 ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$ 1,264,546.73
TOTAL, COMPLETED WORK TO DATE.....	\$ 937,840.99
TOTAL, STORED MATERIALS TO DATE.....	\$ 20,507.95
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$ 20,507.95
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$ 937,840.99
RETAINED PERCENTAGE ( 5% ).....	\$ 46,892.05
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$ -
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$ 890,948.94
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$ 761,998.88
PAY CONTRACTOR AS ESTIMATE NO. 8 .....	\$ 128,950.06

Certificate for Partial Payment

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

Contractor: LaTour Construction, Inc.  
 2134 County Road 8 NW  
 Maple Lake, MN 55358

By Jared Vogt PROJECT MANAGER 8/10/16  
 Name Title Date

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

By Jared Vogt City Engineer 8-10-2016  
 Jared Vogt, P.E. Title Date

APPROVED FOR PAYMENT:  
 Owner: ST. FRANCIS, MINNESOTA

By \_\_\_\_\_ City Administrator  
 Joe Kohlmann Title Date

**PARTIAL PAY ESTIMATE NO.**  
**2015 BRIDGE STREET UTILITY IMPROVEMENTS**  
**ST. FRANCIS, MINNESOTA**  
**BMI PROJECT NO. R18.107257**

WORK COMPLETED THROUGH JULY 22, 2016

ITEM NO.	DESCRIPTION	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
1	MOBILIZATION	LUMP SUM \$ 172,000.00	1	\$ 172,000.00	0.90	\$ 154,800.00	1.00	\$ 172,000.00
2	CLEARING AND GRUBBING	LUMP SUM \$ 16,000.00	1	\$ 16,000.00	1.00	\$ 16,000.00	1.00	\$ 16,000.00
3	REMOVE CONCRETE CURB & GUTTER	LIN FT \$ 4.00	580	\$ 2,320.00	78	\$ 312.00	488	\$ 1,952.00
4	REMOVE BITUMINOUS PAVEMENT	SQ YD \$ 3.25	4001	\$ 13,003.25	2672	\$ 8,684.00	3393	\$ 11,027.25
5	REMOVE CONCRETE PAVEMENT	SQ YD \$ 6.40	200	\$ 1,280.00	140	\$ 896.00	160	\$ 1,024.00
6	REMOVE SANITARY SEWER PIPE	LIN FT \$ 4.50	2025	\$ 9,112.50	1446	\$ 6,507.00	1494	\$ 6,723.00
7	REMOVE SANITARY SEWER STRUCTURE	EACH \$ 420.00	13	\$ 5,460.00	\$ -	\$ -	3	\$ 1,260.00
8	ABANDON SANITARY SEWER PIPE	LIN FT \$ 3.45	708	\$ 2,435.70	\$ -	\$ -	\$ -	\$ -
9	REMOVE LIFT STATION	LUMP SUM \$ 8,600.00	1	\$ 8,600.00	\$ -	\$ -	1	\$ 8,600.00
10	COMMON EXCAVATION (P) (EV)	CU YD \$ 9.75	2675	\$ 26,081.25	1531	\$ 14,927.25	2100	\$ 20,475.00
11	SELECT GRANULAR BORROW	CU YD \$ 16.45	1735	\$ 28,540.75	535	\$ 8,800.75	691	\$ 11,366.95
12	AGGREGATE SURFACING CLASS 5	TON \$ 20.00	50	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
13	AGGREGATE BASE CLASS 5 (CV)	CU YD \$ 29.65	875	\$ 25,943.75	409	\$ 12,126.85	584	\$ 17,315.60
14	TYPE SP 12.5 WEARING COURSE (3,C) (SPWEB340C) (2360)	TON \$ 97.15	645	\$ 62,661.75	392	\$ 38,082.80	392	\$ 38,082.80
15	TYPE SP 12.5 NON-WEARING COURSE (3,B) (SPNWB330B) (2360)	TON \$ 86.35	670	\$ 57,854.50	392	\$ 33,849.20	392	\$ 33,849.20
16	8" X 8" PVC SDR 26 WYE	EACH \$ 725.00	7	\$ 5,075.00	\$ -	\$ -	3	\$ 2,175.00
17	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH \$ 140.00	7	\$ 980.00	\$ -	\$ -	3	\$ 420.00
18	AIR RELIEF MANHOLE	EACH \$ 3,830.00	4	\$ 15,320.00	4	\$ 15,320.00	4	\$ 15,320.00
19	AIR RELIEF VALVE ASSEMBLY	EACH \$ 2,845.00	4	\$ 11,380.00	4	\$ 11,380.00	4	\$ 11,380.00
20	CONNECT TO EXISTING FORCEMAIN	EACH \$ 1,630.00	4	\$ 6,520.00	4	\$ 6,520.00	4	\$ 6,520.00
21	20" STEEL CASING PIPE (JACKED)	LIN FT \$ 754.00	38	\$ 28,652.00	42	\$ 31,668.00	42	\$ 31,668.00
22	30" STEEL CASING PIPE (JACKED)	LIN FT \$ 709.00	65	\$ 46,085.00	\$ -	\$ -	\$ -	\$ -
23	8" PVC SANITARY SEWER PIPE SDR 35	LIN FT \$ 42.60	784	\$ 33,398.40	\$ -	\$ -	548.00	\$ 23,344.80
24	12" PVC SANITARY SEWER PIPE SDR 26	LIN FT \$ 57.00	29	\$ 1,653.00	\$ -	\$ -	\$ -	\$ -
25	18" PVC SANITARY SEWER PIPE SDR 26	LIN FT \$ 82.65	2303	\$ 190,342.95	1446	\$ 119,511.90	1446	\$ 119,511.90
26	10" ID FORCEMAIN TRENCHLESS INSTALLATION	LIN FT \$ 65.00	2512	\$ 163,280.00	2340	\$ 152,100.00	2340	\$ 152,100.00
27	10" ID HDPE DR 11 FORCEMAIN TRENCHLESS INSTALLATION	LIN FT \$ 79.00	700	\$ 55,300.00	577	\$ 45,583.00	577	\$ 45,583.00
28	6" PVC SANITARY SEWER PIPE SDR 26	LIN FT \$ 29.75	110	\$ 3,272.50	\$ -	\$ -	64	\$ 1,904.00
29	CASTING ASSEMBLY (SANITARY)	EACH \$ 761.00	11	\$ 8,371.00	6.0	\$ 4,566.00	6	\$ 4,566.00
30	CONNECT TO EXISTING WATERMAIN	EACH \$ 1,300.00	1	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -
31	6" GATE VALVE & BOX	EACH \$ 1,525.00	2	\$ 3,050.00	1	\$ 1,525.00	1	\$ 1,525.00
32	8" GATE VALVE & BOX	EACH \$ 2,020.00	1	\$ 2,020.00	\$ -	\$ -	\$ -	\$ -
33	10" GATE VALVE & BOX	EACH \$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00
34	HYDRANT	EACH \$ 3,950.00	1	\$ 3,950.00	\$ -	\$ -	\$ -	\$ -
35	6" PVC C-900 DR 18 WATERMAIN	LIN FT \$ 37.00	5	\$ 185.00	\$ -	\$ -	\$ -	\$ -
36	8" PVC C-900 DR 18 WATERMAIN	LIN FT \$ 24.50	240	\$ 5,880.00	\$ -	\$ -	\$ -	\$ -
37	CONNECT TO EXISTING SANITARY SEWER	EACH \$ 2,700.00	5	\$ 13,500.00	2	\$ 5,400.00	3	\$ 8,100.00
38	CONSTRUCT SANITARY MANHOLE, DES. 4007	LIN FT \$ 178.00	154	\$ 27,412.00	87	\$ 15,494.90	110.27	\$ 19,628.06
39	SANITARY SEWER BYPASS	LUMP SUM \$ 13,900.00	1	\$ 13,900.00	\$ -	\$ -	\$ -	\$ -
40	PIPE FITTINGS	POUND \$ 7.25	367	\$ 2,660.75	848	\$ 6,148.00	848	\$ 6,148.00

ITEM NO.	DESCRIPTION	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
41	5" CONCRETE SIDEWALK	SQ FT \$ 7.00	755	\$ 5,285.00	300	\$ 2,100.00	300	\$ 2,100.00
42	B618 CONCRETE CURB & GUTTER	LIN FT \$ 24.55	580	\$ 14,239.00	\$ -	\$ -	\$ -	\$ -
43	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD \$ 72.25	165	\$ 11,921.25	\$ -	\$ -	\$ -	\$ -
44	TRAFFIC CONTROL	LUMP SUM \$ 11,700.00	1	\$ 11,700.00	0.75	\$ 8,775.00	0.85	\$ 9,945.00
45	SILT FENCE, TYPE MACHINE SLICED	LIN FT \$ 1.95	2630	\$ 5,128.50	196	\$ 382.20	196	\$ 382.20
46	STORM DRAIN INLET PROTECTION	EACH \$ 100.00	13	\$ 1,300.00	6.0	\$ 600.00	6	\$ 600.00
47	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT \$ 4.50	850	\$ 3,825.00	852	\$ 3,834.00	852	\$ 3,834.00
48	STABILIZED CONSTRUCTION ENTRANCE	LUMP SUM \$ 850.00	1	\$ 850.00	1	\$ 850.00	1	\$ 850.00
49	EROSION CONTROL BLANKET CATEGORY 3, SEED MIX 25-131, FERTILIZER TYPE 3 (22-5-10)	SQ YD \$ 2.65	760	\$ 2,014.00	552	\$ 1,462.80	552	\$ 1,462.80
50	HYDRAULIC MATRIX TYPE BONDED FIBER, SEED MIX 25-131, FERTILIZER TYPE 3 (22-5-10)	SQ YD \$ 1.05	8180	\$ 8,589.00	6800	\$ 7,140.00	6800	\$ 7,140.00
51	4" SOLID LINE WHITE - EPOXY	LIN FT \$ 0.70	2175	\$ 1,522.50	1120	\$ 784.00	1120	\$ 784.00
52	4" SOLID DOUBLE LINE YELLOW - EPOXY	LIN FT \$ 1.40	2540	\$ 3,556.00	1670	\$ 2,338.00	1670	\$ 2,338.00
53	FLOW METER REPLACEMENT	EACH \$ 27,600.00	2	\$ 55,200.00	\$ -	\$ -	2	\$ 55,200.00
			SUBTOTAL = \$ 1,203,611.30		\$ 741,168.65		\$ 876,905.56	
<b>CHANGE ORDER NO. 1</b>								
1	RIVERS EDGE LIFT STATION CONNECTION/RUM RIVER FORCEMAIN CROSSING	LUMP SUM \$ 60,935.43	1	\$ 60,935.43	1	\$ 60,935.43	1	\$ 60,935.43
			SUBTOTAL = \$ 60,935.43		\$ 60,935.43		\$ 60,935.43	

TOTAL = \$ 1,264,546.73 \$ 802,104.08 \$ 937,840.99



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

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

www.bolton-menk.com

August 5, 2016

City of St. Francis  
Attn: Joe Kohlmann  
City Administrator  
23340 Cree St. NW  
St. Francis, MN 55070-9390

RE: Pay Request No. 13  
Wastewater Treatment Improvements  
St. Francis, Minnesota  
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 13 for the above referenced project. This pay request is primarily for the tertiary treatment building, pumps, final clarifier covers, generator, and control work. The requested and certified amount is \$2,064,681.79.

If you have any questions do not hesitate to call me at 612-840-6068.

Sincerely,

BOLTON & MENK, INC.

Paul Saffert, P. E.  
Project Manager

PS/jo

cc: Paul Teicher, City of St. Francis

Enclosures (3 copies, signed Pay Request No. 13)

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of St. Francis  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

PROJECT: Wastewater Treatment Facility Improvements

APPLICATION NO.: 13

6/25/16 TO 7/28/16

ENGINEER: Gridor Constr., Inc.  
3990 27th Street SE  
Buffalo, MN 55313

ENGINEER: Bolton & Menk, Inc.  
7533 Sunwood Drive N.W.  
Ramsey, MN 55303

PERIOD TO: 13

R21.109015

CONTACT: Gregg Schreiner

CONTACT: Paul Saffert

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

CONTRACTOR'S APPLICATION FOR PAYMENT	CONTACT: Gregg Schreiner	CONTACT: Paul Saffert
1. ORIGINAL CONTRACT SUM.....	\$21,832,300.00	
2. Net change by Change Orders.....	\$0.00	
3. CONTRACT SUM TO DATE (Line 1 + Line 2).....	\$21,832,300.00	
4. TOTAL COMPLETED & STORED TO DATE.....	\$17,315,531.79	
5. RETAINAGE: Securities in Lieu of Retainage		
A. 0% of Completed to Date	\$0.00	
B. 0% of Stored Materials	\$0.00	
Total Retainage	\$0.00	
6. TOTAL EARNED LESS RETAINAGE.....	\$17,315,531.79	
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$15,250,850.00	
(Line 6 from prior payment)		
8. CURRENT PAYMENT DUE.....	\$2,064,681.79	
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$4,516,768.21	
(Line 3 less Line 6)		

## CHANGE ORDER SUMMARY

Total changes approved in previous months by Owner: COS  
Total approved this month:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
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 which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:   
State of Minnesota



Subscribed and sworn to before me this 29th day of July, 2016  
Notary Public:   
Commission Expiration: 1/31/2020

## ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$2,064,681.79  
ENGINEER: Bolton & Menk, Inc.

By:   
Date: 8/5/16

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.

Item No.	B Description of Work	C Scheduled Value	D From Previous Application		E Work Completed		F Material Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			Application	Percent	This Period	Amount				
<b>Division 1</b>										
1000.000	Mobilization Insurance & Bonds	\$360,000					\$0	\$360,000	100.0%	\$0
1020.001	General Construction - Allowance	\$250,000	\$63,000		8%	\$20,000	\$29,427	\$112,427	45.0%	\$137,573
1020.002	Utility Service - Allowance	\$25,000			5%	\$1,296	\$0	\$1,296	5.2%	\$23,704
1020.003	Building Permit - Allowance	\$150,000	\$16,162			\$0	\$0	\$16,162	10.8%	\$133,838
<b>Subtotal for Division 1</b>		<b>\$785,000</b>	<b>\$49,162</b>			<b>\$21,296</b>	<b>\$29,427</b>	<b>\$489,885</b>	<b>62.4%</b>	<b>\$295,115</b>
							check	\$489,885		

<b>Division 2</b>										
2020.000	Biosolids Site Reclamation	\$550,000	\$181,500				\$0	\$181,500	33.0%	\$368,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000			12.50%	\$5,000	\$0	\$5,000	12.5%	\$35,000
2100.000	Site Preparation	\$50,000	\$50,000			\$0	\$0	\$50,000	100.0%	\$0
2110.000	Column Foundation Systems - Allowance	\$2,450,000	\$1,975,000			\$0	\$0	\$1,975,000	80.6%	\$475,000
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					\$0	\$0	\$0	0.0%	\$0
2210.000	Finish Grading	\$30,000				\$0	\$0	\$0	0.0%	\$30,000
2220.000	Excavating & Backfill	\$1,100,000	\$989,500		2.50%	\$27,500	\$0	\$1,017,000	92.5%	\$83,000
2221.000	Removing Pavement & Miscellaneous Structures	\$20,000			2.50%	\$500	\$0	\$500	2.5%	\$19,500
2330.000	Excavation & Embankment - Roadway & Pavement	\$30,000			10.00%	\$3,000	\$0	\$3,000	10.0%	\$27,000
2370.000	Storm Water Pollution Prevention Plan (SWPP)	\$30,000	\$27,750		2.50%	\$750	\$0	\$28,500	95.0%	\$1,500
2550.000	Site Utilities	\$1,000,000	\$665,000		10.00%	\$100,000	\$207,040	\$872,040	87.2%	\$127,960
2600.000	Roads, Walks & Curbs	\$150,000				\$0	\$0	\$0	0.0%	\$150,000
2813.000	Design Build Irrigation System - Allowance	\$150,000	\$8,000			\$0	\$0	\$8,000	5.3%	\$142,000
2830.000	Chain Link Fence & Gates	\$15,000				\$0	\$0	\$0	0.0%	\$15,000
2835.000	Modular Block Retaining Wall	\$10,000				\$0	\$0	\$0	0.0%	\$10,000
2820.000	Soil Preparation, Seeding & Sodding	\$40,000				\$0	\$0	\$0	0.0%	\$40,000
2921.000	Prattle Restoration	\$10,000				\$0	\$0	\$0	0.0%	\$10,000
<b>Subtotal for Division 2</b>		<b>\$5,675,000</b>	<b>\$3,795,750.00</b>			<b>\$135,750</b>	<b>\$207,040</b>	<b>\$4,140,540</b>	<b>72.96%</b>	<b>\$1,534,460</b>
							check	\$4,140,540		

<b>Division 3</b>										
3200.000	Concrete Reinforcement - 760 ton	\$1,520,000	\$1,392,320		2.00%	\$30,400	\$37,636	\$1,460,356	96.1%	\$59,642
3300.000	Cast in Place Concrete - 8800 cy	\$3,440,000	\$3,198,240		2.00%	\$68,800	\$0	\$3,267,040	96.0%	\$172,960
3400.000	Precast/Prestressed Concrete - Tees/Plank/Wall Panels	\$1,630,000	\$650,000		44.79%	\$730,000	\$100,000	\$1,480,000	90.8%	\$150,000
<b>Subtotal for Division 3</b>		<b>\$6,590,000</b>	<b>\$5,240,560.00</b>			<b>\$829,200</b>	<b>\$137,636</b>	<b>\$6,207,398</b>	<b>94.19%</b>	<b>\$382,602</b>
							check	\$6,207,398		

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Percent					
<b>Division 4</b>									
4810.000	Unit Masonry Assemblies	\$0				\$0	\$0	0.0%	\$0
Subtotal for Division 4		\$0	\$0.00			\$0	\$0	0.00%	\$0
check									
<b>Division 5</b>									
5100.000	Structural Metal	\$30,000	\$25,000			\$5,000	\$30,000	100.0%	\$0
5500.000	Miscellaneous Metal Work	\$140,000	\$60,000			\$77,655	\$137,655	98.3%	\$2,345
5520.000	Handrails & Railings	\$50,000	\$30,000			\$20,000	\$50,000	100.0%	\$0
5521.000	Roof Hatches	\$6,000		100.00%		\$0	\$6,000	100.0%	\$0
Subtotal for Division 5		\$226,000	\$115,000.00			\$6,000	\$223,655	98.99%	\$2,345
check									
<b>Division 6</b>									
6100.000	Rough Carpentry	\$10,000	\$4,000			\$0	\$9,000	90.0%	\$1,000
6200.000	Finish Carpentry	\$1,000		50.00%		\$0	\$0	0.0%	\$1,000
6400.000	Interior Architectural Woodwork	\$1,000				\$0	\$0	0.0%	\$1,000
6410.000	Solids Surface Sills & Thresholds	\$3,000				\$0	\$0	0.0%	\$3,000
Subtotal for Division 6		\$15,000	\$4,000.00			\$0	\$9,000	60.00%	\$6,000
check									
<b>Division 7</b>									
7150.000	Dampproofing	\$5,000	\$4,000			\$0	\$4,000	80.0%	\$1,000
7190.000	Vapor Barrier	\$5,000	\$2,500			\$0	\$5,000	100.0%	\$0
7210.000	Building Insulation	\$20,000	\$11,000	5.00%		\$0	\$12,000	60.0%	\$8,000
7535.000	Fully Adhered Membrane Roof System	\$170,000	\$124,000			\$0	\$124,000	72.9%	\$46,000
7600.000	Flashing & Sheet Metal Work	\$30,000	\$18,000			\$0	\$18,000	60.0%	\$12,000
7900.000	Caulking & Sealants	\$20,000	\$10,000			\$0	\$10,000	50.0%	\$10,000
Subtotal for Division 7		\$250,000	\$169,500.00			\$0	\$173,000	69.20%	\$77,000
check									
<b>Division 8</b>									
8110.000	Doors & Frames	\$50,000	\$12,000			\$5,000	\$17,000	34.0%	\$33,000
8360.000	Upward Acting Sectional Doors	\$15,000		86.67%		\$0	\$13,000	86.7%	\$2,000
8700.000	Hardware	\$30,000	\$10,000			\$0	\$10,000	33.3%	\$20,000
8800.000	Glass & Glazing	\$6,000				\$0	\$0	0.0%	\$6,000
Subtotal for Division 8		\$101,000	\$22,000.00			\$5,000	\$40,000	39.60%	\$61,000
check									

Item No.	Description of Work	Scheduled Value	D		Percent	Amount	Material Presently Stored (Not in D or E)	G	H	I
			From Previous Application	Work Completed This Period						
<b>Division 9</b>										
9111,000	Non-Load Bearing Steel Framing	\$15,000	\$15,000				\$0	\$15,000	100.0%	\$0
9250,000	Gypsum Drywall	\$25,000	\$20,000	20.00%	\$5,000	\$0	\$25,000	\$25,000	100.0%	\$0
9310,000	Ceramic Tile	\$8,000				\$0	\$0	\$0	0.0%	\$8,000
9500,000	Acoustical Ceiling System	\$6,000				\$0	\$0	\$0	0.0%	\$6,000
9900,000	Wastewater Treatment Facility Painting	\$350,000	\$100,000	2.86%	\$10,000	\$0	\$110,000	\$110,000	31.4%	\$240,000
9930,000	Concrete Staining	\$15,000				\$0	\$0	\$0	0.0%	\$15,000
Subtotal for	Division 9	\$419,000	\$135,000,00		\$15,000	\$0	\$150,000	\$150,000	35.80%	\$269,000
Check										
<b>Division 10</b>										
10110,000	Marker Board	\$1,000				\$0	\$0	\$0	0.0%	\$1,000
10155,000	Toilet Compartment	\$2,300				\$1,329	\$1,329	\$1,329	57.8%	\$971
10250,000	Safety Devices	\$4,000				\$0	\$0	\$0	0.0%	\$4,000
10260,000	Wall Surface Protection	\$1,000				\$0	\$0	\$0	0.0%	\$1,000
10400,000	Identifying Devices	\$6,000				\$0	\$0	\$0	0.0%	\$6,000
10800,000	Toilet Accessories	\$2,000				\$0	\$0	\$0	0.0%	\$2,000
Subtotal for	Division 10	\$16,300	\$0,00		\$0	\$1,329	\$1,329	\$1,329	8.15%	\$14,971
check										
Check \$1,329										

Item No.	B Description of Work	C Scheduled Value	D From Previous Application		E Work Completed		F Material Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			Percent	Amount	Percent	Amount				
<b>Division 11 &amp; 12</b>										
11214.000	Vertical Turbine Pumps	\$160,000			98.13%	\$157,000	\$0	\$157,000	98.1%	\$3,000
11245.000	Polymer Mix/ Feed System - Allowance	\$235,000					\$235,000	\$235,000	100.0%	\$0
11246.000	Carbon Feed System - Allowance						\$0	\$0	0.0%	\$0
11248.000	Ferri Chloride Feed System - Allowance						\$0	\$0	0.0%	\$0
11265.000	Ultraviolet Disinfection - Allowance	\$635,000					\$632,052	\$632,052	99.5%	\$2,948
11280.000	Hydraulic Gates	\$30,000		\$30,000			\$0	\$30,000	100.0%	\$0
11310.000	Centrifugal Wastewater Pumps	\$120,000		\$118,000			\$0	\$118,000	98.3%	\$2,000
11311.000	Submersible Centrifugal Pumps	\$110,000					\$103,284	\$103,284	93.9%	\$6,716
11312.000	Recessed Impeller Vortex Pump	\$25,000					\$21,792	\$21,792	87.2%	\$3,208
11318.000	Screw Impeller Centrifugal Pumps	\$25,000		\$24,000			\$0	\$24,000	96.0%	\$1,000
11320.000	Grit Removal System	\$54,000					\$37,406	\$37,406	69.3%	\$16,594
11321.000	Grit Separation System	\$35,000					\$20,000	\$20,000	57.1%	\$15,000
11335.000	Fine Screen	\$90,000					\$78,469	\$78,469	87.2%	\$11,531
11345.000	Chlorination/ Dechlorination Equipment - Allowance	\$200,000					\$0	\$0	0.0%	\$200,000
11351.000	Clarifier Equipment - Suction Type Clarifier	\$290,000		\$195,000	1.50%	\$3,000	\$285,000	\$285,000	98.3%	\$5,000
11374.000	Blower System (PD w/ Enclosure)	\$85,000			94.12%	\$80,000	\$0	\$80,000	94.1%	\$5,000
11385.000	Fine Pore Membrane Aeration Equipment	\$85,000					\$61,407	\$61,407	72.2%	\$23,593
11386.000	Coarse Bubble Aeration System	\$13,000					\$12,000	\$12,000	92.3%	\$1,000
11387.000	Submersible Mixers	\$55,000			96.36%	\$53,000	\$0	\$53,000	96.4%	\$2,000
11600.001	Laboratory Equipment	\$46,000					\$0	\$0	0.0%	\$46,000
11600.002	Laboratory Equipment - Allowance	\$25,000					\$0	\$0	0.0%	\$25,000
11630.000	Automatic Sampler	\$39,000					\$0	\$0	0.0%	\$39,000
12300.000	Furnishings - Allowance	\$25,000					\$0	\$0	0.0%	\$25,000
12346.000	Casework	\$30,000					\$0	\$0	0.0%	\$30,000
<b>Subtotal for Division 11 &amp; 12</b>		<b>\$2,412,000</b>		<b>\$367,000.00</b>		<b>\$293,000</b>	<b>\$1,486,410</b>	<b>\$2,146,410</b>	<b>88.99%</b>	<b>\$265,590</b>
check										
<b>Division 13</b>										
13126.000	Circular Tank Covers	\$290,000			51.72%	\$150,000	\$86,516	\$236,516	82.2%	\$51,484
13211.000	Water Storage Tank Disinfection	\$1,000					\$0	\$0	0.0%	\$1,000
13222.000	Filter Underdrain System	\$90,000					\$80,000	\$80,000	88.9%	\$10,000
13226.000	Filter Media & Gravel	\$30,000					\$0	\$0	0.0%	\$30,000
13228.000	Filter Washwater Troughs	\$30,000			100.00%	\$30,000	\$0	\$30,000	100.0%	\$0
13652.000	Grating	\$30,000			33.33%	\$10,000	\$0	\$10,000	33.3%	\$20,000
<b>Subtotal for Division 13</b>		<b>\$471,000</b>		<b>\$0.00</b>		<b>\$190,000</b>	<b>\$168,516</b>	<b>\$358,516</b>	<b>76.12%</b>	<b>\$112,484</b>
check										
Check \$356,516										

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	This Period					
<b>Division 14</b>									
14300.000	Hoisting Equipment	\$12,000				\$0	\$0	0.0%	\$12,000
14620.000	Portable Hoist	\$4,000				\$0	\$0	0.0%	\$4,000
Subtotal for Division 14		\$16,000	\$0.00		\$0	\$0	\$0	0.00%	\$16,000
check									
<b>Division 15</b>									
15050.000	Industrial Hose & Fittings	\$6,000				\$0	\$0	0.0%	\$6,000
15060.000	Process Pipe & Pipe Fittings	\$855,000	\$420,000	11.70%	\$100,000	\$224,203	\$744,203	87.0%	\$110,797
15100.000	Valves	\$400,000	\$165,000	33.00%	\$132,000	\$100,000	\$397,000	99.3%	\$3,000
15101.000	Electrical Valve Actuators					\$0	\$0	0.0%	\$0
15102.000	Pneumatic Valve Actuators					\$0	\$0	0.0%	\$0
15130.000	Gauges	\$20,000				\$0	\$0	0.0%	\$20,000
15140.000	Supports & Anchors	\$90,000	\$23,000	33.33%	\$30,000	\$6,418	\$61,418	68.2%	\$28,582
15250.000	Mechanical Insulation	\$40,000				\$0	\$0	0.0%	\$40,000
15400.000	Plumbing	\$440,000	\$323,600			\$15,000	\$338,600	77.0%	\$101,400
15900.000	Heating/Ventilating & Air Conditioning	\$530,000	\$77,700			\$171,663	\$249,363	47.0%	\$280,637
15510.000	Hydronic Heating Systems	\$300,000		30.00%	\$90,000	\$0	\$90,000	30.0%	\$210,000
15950.000	HYAC Controls	\$50,000				\$0	\$0	0.0%	\$50,000
15990.000	TAB	\$5,000				\$0	\$0	0.0%	\$5,000
Subtotal for Division 15		\$2,736,000	\$1,009,300.00		\$332,000	\$519,284	\$1,880,584	68.73%	\$855,416
check									
<b>Division 16</b>									
16010.000	Electrical General Provisions	\$50,000	\$38,000	8.00%	\$4,000	\$0	\$42,000	84.0%	\$8,000
16100.000	Basic Materials & Methods	\$220,000	\$47,800	8.18%	\$18,000	\$0	\$65,800	29.9%	\$154,200
16200.000	Power Generation System	\$200,000	\$200,000	92.50%	\$185,000	\$0	\$185,000	92.5%	\$15,000
16400.000	Electrical Distribution	\$280,000	\$68,000	19.20%	\$48,000	\$0	\$114,000	45.6%	\$136,000
16500.000	Lighting	\$80,000	\$4,600	2.63%	\$2,100	\$70,715	\$77,415	96.8%	\$2,585
16700.000	Special Systems	\$20,000	\$3,000	10.00%	\$2,000	\$0	\$3,000	25.0%	\$15,000
16900.000	Starters & Motor Control	\$280,000	\$44,000	59.20%	\$148,000	\$0	\$192,000	78.9%	\$88,000
16950.001	Instrumentation & Control	\$1,000,000	\$610,000	14.40%	\$144,000	\$60,000	\$814,000	81.4%	\$186,000
16950.002	Computer - Allowance	\$50,000				\$0	\$0	0.0%	\$50,000
Subtotal for Division 16		\$2,120,000	\$813,400.00		\$351,100	\$130,715	\$1,495,215	70.53%	\$624,785
check									
Grand Total		\$21,832,300	\$12,111,672		\$2,415,846	\$2,788,014	\$17,315,532	79.31%	\$4,516,768

**W.T.F.I. - St. Francis, MN**  
**Stored Materials & Equipment Summary**

Older Const., Inc.  
 3980 27th Street SE  
 Buffalo, MN 55413



Pay Req. No. 13  
 7/26/2016

Pay Item No.	Req. Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Description for New Storage	Total Stored to Date	Previous material to date	Installed this month	Total material to date	Amount Remaining in Storage
<b>Grand Totals</b>										
1000.000	Mobilization Insurance & Bonds	\$360,000								
1020.001	General Construction - Allowance	\$250,000	\$39,427			\$39,427	\$10,000		\$10,000	\$29,427
1020.002	Utility Service - Allowance	\$25,000								
1020.003	Building Permit - Allowance	\$150,000								
Subtotal for Division 1		\$785,000	\$39,427	\$0		\$39,427	\$10,000	\$0	\$10,000	\$29,427

<b>Division 2</b>										
2020.000	Biosolids Site Remediation	\$550,000								
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000								
2100.000	Site Preparation	\$50,000	\$159,030			\$159,030	\$159,030		\$159,030	
2110.000	Column Foundation Systems - Allowance	\$2,450,000	\$159,030			\$159,030	\$159,030		\$159,030	
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance	\$2,450,000								
2200.000	Final Grading	\$30,000								
2220.000	Excavating & Backfill	\$1,100,000								
2271.000	Removing Pavement & Miscellaneous Structures	\$20,000								
2330.000	Excavation & Embankment - Roadway & Pavement	\$30,000								
2370.000	Storm Water Pollution Prevention Plan (SWPPP)	\$30,000								
2550.000	Site Utilities	\$1,000,000	\$559,635	\$7,040	Repal Contract to Supply Water	\$560,675	\$298,723	\$54,912	\$353,635	\$207,040
2600.000	Roads, Walks & Cuts	\$150,000								
2613.000	Design Build Irrigation System - Allowance	\$150,000	\$290			\$290	\$290		\$290	
2630.000	Chain Link Fence & Gates	\$15,000								
2635.000	Modular Block Retaining Wall	\$10,000								
2920.000	Soil Preparation, Seeding & Sodding	\$40,000								
2921.000	Prairie Restoration	\$10,000								
Subtotal for Division 2		\$5,675,000	\$712,945	\$7,040		\$719,985	\$458,033	\$54,912	\$512,945	\$207,040

<b>Division 3</b>										
3200.000	Concrete Reinforcement - 750 ton	\$1,520,000	\$819,856	\$17,638	Rebar/Re Inc.	\$836,494	\$798,856	\$10,000	\$798,856	\$37,638
3300.000	Cast in Place Concrete - 8500 cy	\$3,440,000	\$1,299,056			\$1,299,056	\$549,527	\$549,529	\$1,499,056	\$100,000
3400.000	Precast/Prestressed Concrete - Trestle/Pank/Wall Panels	\$1,630,000	\$2,117,912	\$17,638		\$2,135,550	\$1,338,383	\$659,529	\$1,997,912	\$137,638
Subtotal for Division 3		\$6,590,000	\$2,117,912	\$17,638		\$2,135,550	\$1,338,383	\$659,529	\$1,997,912	\$137,638

<b>Division 4</b>										
4010.000	Unit Masonry Assemblies	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Subtotal for Division 4		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0

<b>Division 5</b>										
5100.000	Structural Metal	\$30,000	\$5,000			\$5,000	\$5,000		\$5,000	\$5,000
5600.000	Miscellaneous Metal Work	\$140,000	\$117,655			\$117,655	\$40,000		\$40,000	\$77,655
5620.000	Handrails & Railings	\$50,000	\$49,828			\$49,828	\$29,828		\$29,828	\$20,000
5621.000	Roof Hatches	\$8,000	\$5,140			\$5,140	\$5,140		\$5,140	\$5,140
Subtotal for Division 5		\$228,000	\$177,623	\$0		\$177,623	\$69,828	\$5,140	\$74,968	\$102,655

<b>Division 6</b>										
6100.000	Roof Carpentry	\$10,000								
6200.000	Finish Carpentry	\$1,000								
6400.000	Interior Architectural Woodwork	\$1,000								
6410.000	Solid Surface Sills & Thresholds	\$15,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Subtotal for Division 6		\$15,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0



Pay Req. No. 7/28/2016  
 Period Ending: 13

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
<b>Division 7</b>										
7190.000	Dampproofing	\$5,000								
7190.000	Vapor Barrier	\$5,000								
7210.000	Building Insulation	\$20,000								
7355.000	Fully Adhered Membrane Roof System	\$170,000								
7600.000	Flashing & Sheet Metal Work	\$30,000								
7900.000	Caulking & Sealants	\$20,000								
Subtotal for Division 7		\$250,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
<b>Division 8</b>										
8100.000	Doors & Frames	\$50,000	\$11,000			\$11,000	\$6,000		\$6,000	\$5,000
8900.000	Upward Acting Sectional Doors	\$15,000								
8700.000	Hardware	\$30,000								
8900.000	Glass & Glazing	\$9,000								
Subtotal for Division 8		\$101,000	\$11,000	\$0		\$11,000	\$6,000	\$0	\$6,000	\$5,000
<b>Division 9</b>										
9110.000	Non-load Bearing Steel Framing	\$15,000								
9200.000	Gunsm Drivall	\$25,000								
9310.000	Ceramic Tile	\$8,000								
9900.000	Acoustical Ceiling System	\$8,000								
9900.000	Wastewater Treatment Facility Painting	\$350,000								
9900.000	Concrete Slabbing	\$15,000								
Subtotal for Division 9		\$419,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
<b>Division 10</b>										
1010.000	Marker Board	\$1,000								
1015.000	Tool Compartment	\$2,300		\$1,329	Heavy Saws	\$1,329				\$1,329
1025.000	Safety Devices	\$4,000								
1028.000	Wall Surface Protection	\$1,000								
1040.000	Identifying Devices	\$8,000								
1080.000	Tool Accessories	\$2,000								
Subtotal for Division 10		\$16,300	\$0	\$1,329		\$1,329	\$0	\$0	\$0	\$1,329
<b>Division 11 &amp; 12</b>										
1121.000	Vertical Turbine Pumps	\$160,000	\$149,975			\$149,975			\$149,975	\$25,000
1124.000	Pakmer Mtl Feed System - Allowance	\$235,000	\$235,000			\$235,000				
1124.000	Carbon Feed System - Allowance									
1124.000	Ferric Chloride Feed System - Allowance									
1125.000	Lullfield Distribution - Allowance	\$85,000								
1128.000	Hydraulic Gates	\$50,000	\$21,457		\$692,052	When Other Stations	\$21,457		\$21,457	\$692,052
1131.000	Centrifugal Wastewater Pumps	\$170,000								
1131.000	Submersible Centrifugal Pumps	\$170,000	\$103,284			\$103,284			\$103,284	\$21,792
1131.000	Recessed Impeller Vertex Pump	\$25,000	\$21,792			\$21,792			\$21,792	
1131.000	Screw Impeller Centrifugal Pumps	\$25,000								
1132.000	Gill Removal System	\$54,000	\$37,406			\$37,406			\$37,406	\$20,000
1132.000	Gill Separation System	\$35,000	\$20,000			\$20,000			\$20,000	\$78,489
1133.000	Fines Screen	\$90,000	\$78,489			\$78,489			\$78,489	
1134.000	Chlorination/Dechlorination Equipment - Allowance									
1134.000	Clarifier Equipment - Station Type Clarifier	\$200,000	\$167,535			\$167,535			\$167,535	\$285,000
1137.000	Blower System (FD w/ Enclosure)	\$290,000	\$285,000		Wesco Inc	\$285,000			\$285,000	\$6,407
1137.000	Fine Pore Membrane Aeration Equipment	\$95,000	\$66,407			\$66,407			\$66,407	\$61,407
1137.000	Coarse Bubble Aeration System	\$81,407	\$61,407			\$61,407			\$61,407	\$12,000
1138.000	Rapid Mixers	\$13,000				\$12,000			\$12,000	
1138.000	Submersible Mixers	\$55,000	\$48,581			\$48,581			\$48,581	
1160.001	Laboratory Equipment	\$48,000								
1160.002	Autoclave Equipment - Allowance	\$25,000								
1160.002	Autoclave Sample	\$39,000								
1200.000	Furnishings - Allowance	\$25,000								
1200.000	Carpet	\$30,000								
Subtotal for Division 11 & 12		\$2,412,000	\$1,011,313	\$829,052		\$1,340,365	\$188,992	\$264,963	\$453,955	\$1,488,410

W.T.F.I. - St. Francis, MN  
 Stored Materials & Equipment Summary

Gilder Center, Inc.  
 3960 27th Street SE  
 Burdick, MN 55310



Pay Req. No. 13  
 Period Ending: 7/26/2016

Pay Item No.	Pay/Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed This Month	Total Installed to date	Amount Remaining in Storage
<b>Division 13</b>										
13128.000	Circle Tank Covers	\$290,000	\$178,516			\$178,516		\$90,000	\$90,000	\$88,516
13211.000	Water Storage Tank Disinfection	\$1,000	\$80,000			\$80,000				\$80,000
13222.000	Filter Underdrain System	\$90,000	\$27,359			\$27,359		\$27,359	\$27,359	
13228.000	Filter Media & Gravel	\$30,000	\$27,359			\$27,359		\$27,359	\$27,359	
13228.000	Filter Washwater Troughs	\$30,000	\$27,359			\$27,359		\$27,359	\$27,359	
13852.000	Griffin	\$30,000	\$295,875	\$0		\$295,875	\$0	\$117,359	\$117,359	\$168,516
Subtotal for	Division 13	\$471,000	\$295,875	\$0		\$295,875	\$0	\$117,359	\$117,359	\$168,516
<b>Division 14</b>										
14300.000	Heating Equipment	\$12,000								
14620.000	Portable Heat	\$4,000								
Subtotal for	Division 14	\$16,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
<b>Division 15</b>										
15050.000	Industrial Hoses & Fittings	\$3,000	\$575,653	\$24,203	180 Supply Co. Inc. Co. Healds	\$600,072	\$280,281	\$95,588	\$375,653	\$224,203
15060.000	Process Pipe & Pipe Fittings	\$855,000	\$339,180			\$338,180	\$199,180	\$130,000	\$238,180	\$100,000
15100.000	Valves	\$400,000								
15101.000	Electrical Valve Actuators									
15102.000	Pneumatic Valve Actuators	\$20,000								
15130.000	Gauges	\$50,000	\$11,353			\$11,771		\$3,353	\$3,353	\$8,418
15140.000	Supports & Anchors	\$50,000		\$418	Class C Components					\$8,418
15250.000	Mechanical Insulation	\$40,000	\$15,000			\$15,000				\$15,000
15400.000	Plumbing	\$40,000	\$171,653			\$171,653				\$171,653
15500.000	Heating/Ventilating & Air Conditioning	\$530,000								
15510.000	Hydronic Heating Systems	\$300,000								
15850.000	HVAC Controls	\$50,000								
15990.000	TAB	\$5,000								
Subtotal for	Division 15	\$2,736,000	\$1,113,995	\$24,621		\$1,137,686	\$399,461	\$228,941	\$518,402	\$519,284
<b>Division 16</b>										
16010.000	Electrical General Provisions	\$50,000								
16100.000	Basic Materials & Methods	\$220,000								
16200.000	Power Generation Systems	\$200,000								
16400.000	Electrical Distribution	\$250,000								
16500.000	Lighting	\$90,000	\$70,715			\$70,715				\$70,715
16700.000	Special Systems	\$20,000								
16900.000	Starters & Motor Control	\$250,000								
16950.001	Refrigeration & Control	\$1,000,000	\$50,000			\$50,000				\$50,000
16950.002	Computer - Allowance	\$50,000								
Subtotal for	Division 16	\$2,120,000	\$50,000	\$0		\$50,000	\$0	\$0	\$0	\$130,715

Grand Totals      \$21,832,300      \$5,529,160      \$979,680      \$6,508,840      \$2,460,697      \$1,330,844      \$3,791,541      \$2,788,014

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

**RESOLUTION 2016-39**

**A RESOLUTION DECLARING SURPLUS  
PROPERTY AND AUTHORIZING THE DISPOSAL  
OF SAID PROPERTY  
32-34-24-22-0002**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

That part of the Northwest Quarter (NW 1/4) of Section 32, Township 34, Range 24, Anoka County, Minnesota, described as follows: commencing at a point on the West line of said Section 32, which point is 891 feet South of the Northwest corner of said Section, thence proceeding Easterly a distance of 300 feet on a line parallel with the North line of said Northwest Quarter (NW 1/4), thence South and parallel with the West line of said Northwest Quarter (NW 1/4) a distance of 150 feet to the actual point of beginning, thence continuing South on said parallel line a distance of 38.4 feet, thence Westerly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the Westerly line of said Northwest Quarter (NW 1/4), thence North on the West line of said Northwest Quarter (NW 1/4) a distance of 38.4 feet, thence Easterly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the pint of beginning. Subject to easements of record.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby declares the above described real property as surplus, with the value of property determined to be \$700.00.

BE IT FURTHER RESOLVED that the City Administrator is authorized to dispose of said real property pursuant to City Code requirements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1<sup>st</sup> DAY OF AUGUST, 2016.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor of St. Francis

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

- Legend**
-  City Limits
  -  - Railroads
  -  Parcels (1-1-2016)
  -  Parcels Isanti
  -  Ponds
  -  Lakes
  -  Rivers
  -  Slate Land
  -  City Parks
  -  County Parks



**Disclaimer:**  
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing is a compilation of maps, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies, omissions, or errors.



0 253 Feet

**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #: 4f

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Acting Police Chief Todd Schwieger  
**SUBJECT:** **Police Officer(s) Hire**  
**DATE:** August 15, 2016

**ITEM FOR CONSIDERATION:**

On June 30th, 2016 twelve applicants interviewed for the open position of police officer/school resource officer. At the time the interviews were held there was one opening for the position due to Officer Algiers accepting a police officer position with the City of Anoka. On August 9th, 2016 it was learned that an additional officer, Matt Schlenker had accepted a police officer position with the City of Fridley. Officer Schlenker submitted a letter of resignation on August 10th. In anticipation of this a full and thorough background investigation was conducted on the top two candidates, Kurtis Greene and Amanda Hanson and no area of concerns were found. Mr. Greene has contributed to the St Francis Police Department as a reserve officer since 2012 and is currently employed at the Bar None Facility in Nowthen where he interacts with youth on a daily basis. Ms. Hanson works as an armed security officer in St Paul. On August 8th, 2016 a conditional offer of employment was proposed to Mr. Greene and he accepted the position subject to city council approval. On August 10th, 2016 a conditional offer of employment was proposed to Ms. Hanson and she accepted the position subject to council approval.

**BACKGROUND:**

In the beginning of June 2016 Officer Eric Algiers advised he was being considered for a police officer position with the City of Anoka. A short time later he advised that he was offered the position and subsequently accepted. Officer Algiers put in a letter of resignation and his last day of employment for the City of St Francis was June 18th, 2016. On June 6th, 2016 The St Francis City Council approved the request to establish a new eligibility list for the position of police officer/school resource officer. After the interview process on June 30th, 2016 Kurtis Greene and Amanda Hanson were the top two candidates for the position. On August 10th, 2016 Officer Matt Schlenker submitted a letter of resignation and stated his last day of employment for the City of St Francis would be September 4<sup>th</sup>, 2016 thus creating a second open position for the position of police officer.

**ACTION BE TO CONSIDERED:**

It is recommended that council make a motion to hire Kurtis Greene and Amanda Hanson for the position of police officer at step one on the pay scale.

**BUDGET IMPLICATION:**

These positions would replace officers who have resigned and would bring the police department staff to 11 licensed police officers. These staff numbers have already been approved and budgeted for. With the department at full staff the overtime costs would also decrease.

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

## ORGANIZATION INFORMATION

Organization Name: Saint Francis Youth Hockey Association Previous Gambling Permit Number: X-03126-16-004

Minnesota Tax ID Number, if any: 8193886 Federal Employer ID Number (FEIN), if any: 31-1650347

Mailing Address: P.O. Box 79

City: Acular State: MN Zip: 55011 County: Anoka

Name of Chief Executive Officer (CEO): Jennifer Smith

Daytime Phone: 763-323-0197 Email: smithj17@live.com

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal       Religious       Veterans       Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis Community Center

Address (do not use P.O. box): 23340 Cree St. NW

City or Township: St. Francis Zip: 55070 County: Anoka

Date(s) of activity (for raffles, indicate the date of the drawing): January 1, 2017

Check each type of gambling activity that your organization will conduct:

- Bingo\*       Paddlewheels\*       Pull-Tabs\*       Tipboards\*
- Raffle (total value of raffle prizes awarded for the calendar year: \$ 12,000)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Jennifer Smith* Date: 8/18/16  
(Signature must be CEO's signature; designee may not sign)

Print Name: Jennifer Smith

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	--

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

This form will be made available in alternative format (i.e. large print, braille) upon request.



RECEIVED

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

AUG 03 2016

City of St. Francis

CITY OF ST. FRANCIS

APPLICATION FOR COMMISSIONS-CITY COUNCIL VACANCY

Planning Commission  Park Commission  Upper Rum River  Charter Commission  EDA

CITY COUNCIL VACANCY

\*\*\*\*\*

1. Name: Julie Morin Home P \_\_\_\_\_  
Work Pl \_\_\_\_\_  
Email J
2. Address: 2921 230<sup>th</sup> Ct., St. Francis
3. How long have you lived in the City? 11 years
4. Occupation: Federal Grants mgr. Employer: Dept. of Interior
5. Education: (Please indicate highest grade completed or degree and course of study)  
MBA
6. What skills do you have that you feel would benefit the City? Planning, grants, federal compliance, finance
7. Why do you want to serve on this Commission/City Council?  
To work for a better city for those of us who live here.
8. What experience do you have that you feel would be pertinent to this Commission/City Council?  
32 years with the Federal Govt.
9. What other civic activities are you involved in? Currently none.
10. Do you participate in any activities that may be viewed as a Conflict of Interest in serving on this Commission/City Council?  
None that I know of.
11. Have you attended a Commission/City Council meeting within the past year? No If yes, please indicate the reason for attending:  
\_\_\_\_\_  
\_\_\_\_\_
12. Have you served on any City Commission/Council or board in the past? No If yes, please indicate the Commission and the date of service:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Julie Morin

Date: 8/1/16



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:4 i

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** **Bill List to be considered by Council**  
**DATE:** 08-15-2016

**ITEM FOR CONSIDERATION:**

Attached are the bills received since the last council meeting. Total checks to be written are \$248,234.99 plus any additional bills that are handed out on Monday night. There are two disbursements to be paid by direct transfers. They are Gridor for \$2,064,681.79 and MN PFA for \$415,846.40. Also to be approved are the ACH transfers from July totaling \$112,866.45.

**BACKGROUND:**

City's accounts payable bill listing is approved at each council meeting. Payroll and ACH transfers are approved after month end.

**ACTION BE TO CONSIDERED:**

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

**BUDGET IMPLICATION:**

City bills

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. 08-15-2016 Packet List
2. 08-15-2016 Other Checks

Note: Additional bills will be handed out at the meeting.



PAYMENT BATCH AP 08-15-16

**ACE SOLID WASTE, INC.**

08/01/2016	2002004	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	67.27
08/01/2016	2002004	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	36.38
08/01/2016	2002004	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	47.14
08/01/2016	2002004	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	16.81
08/01/2016	2002004	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	44.42
08/01/2016	2002004	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	47.14
08/01/2016	2002004	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	16.82
08/01/2016	2002004	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	67.35
08/01/2016	2002004	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	16.82
08/01/2016	2002004	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	16.82
08/01/2016	2002004	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	67.34
08/01/2016	2002004	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	144.67
					\$588.98

**ACT ASPHALT SPECIALTIES**

08/08/2016	.0816	G 803-22000	Deposits	24430 Riverbank lane escrow	200.00
					\$200.00

**AIRGAS NORTH CENTRAL**

07/31/2016	9937833166	E 101-43100-217	Other Operating Supplies	RENTAL	11.46
07/31/2016	9937833166	E 101-43210-217	Other Operating Supplies	RENTAL	11.46
07/31/2016	9937833166	E 101-45200-217	Other Operating Supplies	RENTAL	11.46
07/31/2016	9937833166	E 601-49440-217	Other Operating Supplies	RENTAL	11.46
07/31/2016	9937833166	E 602-49490-217	Other Operating Supplies	RENTAL	11.48
					\$57.32

**ANOKA COUNTY ATTORNEYS OFFICE**

08/08/2016	.0816	E 208-42110-441	Miscellaneous	PAYOUT OF FORFEITED PROPE	572.11
					\$572.11

**ANOKA COUNTY TREASURY DEPT.**

08/01/2016	B160802P	E 101-42110-321	Telephone	BROADBAND	37.50
08/01/2016	B160802P	E 101-42210-321	Telephone	BROADBAND	37.50
08/01/2016	B160802P	E 101-43100-321	Telephone	BROADBAND	37.50
08/01/2016	B160802P	E 101-45200-321	Telephone	BROADBAND	37.50
08/01/2016	B160802P	E 601-49440-321	Telephone	BROADBAND	37.50
08/01/2016	B160802P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

**ANOKA COUNTY-FINANCE**

02/23/2016	.0216	E 101-42110-311	Contract	SHARED COST 2016 BUDGET	7,802.00
					\$7,802.00

**ARTISAN BEER COMPANY**

08/03/2016	3117326	E 609-49751-252	Beer For Resale	BEER	64.00
					\$64.00

**ASPEN MILLS**

07/22/2016	184114	E 101-42110-437	Uniform Allowance	UNIFORMS - T. SCHWIEGER SG	408.85
07/28/2016	184493	E 101-42110-437	Uniform Allowance	UNIFORM-CHAPLAIN	134.85
07/28/2016	184494	E 101-42110-437	Uniform Allowance	UNIFORM-BLACK	189.75
07/28/2016	184495	E 101-42110-437	Uniform Allowance	UNIFORM -STEMME	189.00
					\$922.45

**BAUER BUILT INC.**

08/04/2016	940038644	E 101-43100-221	Vehicle Repair & Maintenance	TIRES	326.64
------------	-----------	-----------------	------------------------------	-------	--------

08/04/2016	940038644	E 101-43210-221	Vehicle Repair & Maintenance	TIRES	326.64
08/04/2016	940038644	E 101-45200-221	Vehicle Repair & Maintenance	TIRES	326.64
					<u>979.92</u>

**BELLBOY CORPORATION**

07/26/2016	54644600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
07/26/2016	54644600	E 609-49751-251	Liquor For Resale	LIQUOR	1,578.54
07/26/2016	94323100	E 609-49750-210	Operating Supplies	OPERATING	270.00
07/26/2016	94323100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.43
07/26/2016	94323100	E 609-49751-254	Miscellaneous Merchandise	MISC	40.80
					<u>\$1,908.27</u>

**BREAKTHRU BEVERAGE**

07/28/2016	1080504504	E 609-49751-206	Freight and Fuel Charges	FREIGHT	43.74
07/28/2016	1080504504	E 609-49751-251	Liquor For Resale	LIQUOR	2,738.28
07/28/2016	1080504504	E 609-49751-253	Wine For Resale	WINE	60.00
08/04/2016	1080508428	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.05
08/04/2016	1080508428	E 609-49751-251	Liquor For Resale	LIQUOR	521.44
08/04/2016	1080508428	E 609-49751-253	Wine For Resale	WINE	560.00
08/04/2016	1080508429	E 609-49751-252	Beer For Resale	BEER	246.00
					<u>\$4,197.51</u>

**CASWELL, ROSE**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	76.32
					<u>\$76.32</u>

**CORPORATE CONNECTION**

08/02/2016	43086	E 101-42400-417	Uniform Clothing & PPE	DAHLHEIMER UNIFORMS	185.62
					<u>\$185.62</u>

**COUNTY MARKET - CITY ACCOUNT**

08/01/2016	.0816	E 101-42210-212	Motor Fuels	FUEL	165.37
					<u>\$165.37</u>

**CRYSTAL SPRINGS ICE**

06/30/2016	1354	E 609-49751-254	Miscellaneous Merchandise	MISC	10.00
07/26/2016	003.B000561	E 609-49751-254	Miscellaneous Merchandise	MISC	78.98
07/30/2016	2715	E 609-49751-254	Miscellaneous Merchandise	MISC	100.40
08/02/2016	003.B000659	E 609-49751-254	Miscellaneous Merchandise	MISC	136.46
08/06/2016	003.B000737	E 609-49751-254	Miscellaneous Merchandise	MISC	181.00
					<u>\$506.84</u>

**DAHLHEIMER DIST. CO. INC.**

07/26/2016	129859	E 609-49751-252	Beer For Resale	BEER	(51.20)
07/27/2016	129606	E 609-49751-252	Beer For Resale	BEER	11,838.20
07/27/2016	129606	E 609-49751-254	Miscellaneous Merchandise	MISC	105.00
08/03/2016	1207767	E 609-49751-252	Beer For Resale	BEER	10,432.10
08/03/2016	1207767	E 609-49751-255	N/A Products	N/A	65.40
					<u>\$22,389.50</u>

**DUBOIS, CAROLE**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	92.50
					<u>\$92.50</u>

**ECM PUBLISHERS, INC.**

07/29/2016	385386	E 101-41400-351	Legal Notices Publishing	NOTICE OF ELECTIONS	139.75
07/29/2016	385387	E 101-41400-351	Legal Notices Publishing	SAMPLE BALLOT	26.88
07/29/2016	385388	E 250-49200-441	Miscellaneous	2015 TIF DISCLOSURE STATEME	69.88
08/05/2016	388017	E 101-41410-351	Legal Notices Publishing	CANVASS ELECTION	26.88
					<u>\$263.39</u>

**F.I.R.E.**

08/03/2016	1936	E 101-42210-208	Training and Instruction	TRAINING	1,000.00
					<u>\$1,000.00</u>

**FOREMOST PROMOTIONS**

07/22/2016	352806	E 101-42110-308	Drug Education	CLASSROOM KITS	439.40
------------	--------	-----------------	----------------	----------------	--------

					\$439.40
<b>FREEDOM SERVICES, INC.-FD</b>					
08/05/2016	8614	G 101-21706	Flex Account	SEPT 2016 CAFÉ'	675.00
					\$675.00

<b>FREEDOM SERVICES, INC-MA</b>					
08/05/2016	8615	E 101-41540-301	Auditing and Acct g Services	Admin Fee	73.60
					\$73.60

<b>G&amp;K SERVICES, INC</b>					
05/03/2016	1043468092	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043468092	E 101-43100-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043468092	E 101-45200-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043468092	E 601-49440-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043468092	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	8.52
07/26/2016	1043534173	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	8.52
07/26/2016	1043534173	E 101-43100-402	Janitorial Service	RUGS & SUPPLIES	8.52
07/26/2016	1043534173	E 101-45200-402	Janitorial Service	RUGS & SUPPLIES	8.52
07/26/2016	1043534173	E 601-49440-402	Janitorial Service	RUGS & SUPPLIES	8.52
07/26/2016	1043534173	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	8.52
07/26/2016	1043534174	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
07/26/2016	1043534174	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/02/2016	1043539697	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/02/2016	1043539697	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/09/2016	1043545191	E 101-41940-219	Rug Maintenance	RUGS	16.16
08/09/2016	1043545192	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/09/2016	1043545192	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					\$130.76

<b>GOPHER STATE ONE-CALL</b>					
07/31/2016	6070731	E 601-49440-442	Gopher State	89 BILLABLE TICKETS	60.08
07/31/2016	6070731	E 602-49490-442	Gopher State	89 BILLABLE TICKETS	60.07
					\$120.15

<b>GRANITE CITY JOBBING CO.</b>					
07/26/2016	16288	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/26/2016	16288	E 609-49751-254	Miscellaneous Merchandise	MISC	7.38
07/26/2016	16288	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,162.63
08/01/2016	990713-88	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(4.25)
08/02/2016	17079	E 609-49750-210	Operating Supplies	OP SUPPLIES	105.39
08/02/2016	17079	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
08/02/2016	17079	E 609-49751-254	Miscellaneous Merchandise	MISC	46.05
08/02/2016	17079	E 609-49751-256	Tobacco Products For Resale	TOBACCO	560.45
08/02/2016	17079	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
					\$1,885.19

<b>HANSON, ELEANOR</b>					
08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	80.94
					\$80.94

<b>HEIFORT, JULIE</b>					
08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	113.32
					\$113.32

<b>INNOVATIVE OFFICE SOLUTIONS, L</b>					
08/03/2016	SO-1288777	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	19.41
08/03/2016	SO-1288777	E 101-43210-200	Office Supplies	OFFICE SUPPLIES	19.41
08/03/2016	SO-1288777	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	19.41
08/03/2016	SO-1288777	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	19.41
08/03/2016	SO-1288777	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	19.42
					\$97.06

<b>ISD #15</b>					
08/03/2016	2648	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER 213	747.57
08/03/2016	2660	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER 113	992.98
08/03/2016	2661	E 101-45200-218	Equipment Repair & Maintenance	2013 BIG TEX TANDEM AXEL TR	102.98
08/03/2016	2662	E 101-45200-218	Equipment Repair & Maintenance	2007 BELLOWS	513.03

08/03/2016	2663	E 101-42210-218	Equipment Repair & Maintenance	2007 GM- FIRE STATION	73.01
08/03/2016	2664	E 602-49490-221	Vehicle Repair & Maintenance	2011 FORD	79.65
08/03/2016	2665	E 601-49440-221	Vehicle Repair & Maintenance	2004 CUMMINS GEN SET	108.83
08/03/2016	2665	E 602-49490-221	Vehicle Repair & Maintenance	2004 CUMMINS GEN SET	108.83
08/03/2016	2666	E 601-49440-221	Vehicle Repair & Maintenance	2007 DODGE R3500 HD	289.16
08/03/2016	2666	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE R3500 HD	289.16
08/03/2016	2667	E 601-49440-221	Vehicle Repair & Maintenance	2011 RAM	114.42
08/03/2016	2667	E 602-49490-221	Vehicle Repair & Maintenance	2011 RAM	114.41
08/03/2016	2668	E 101-43100-218	Equipment Repair & Maintenance	2002 CATERPILLAR	760.16
08/03/2016	2669	E 101-43100-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL	1,308.38
08/03/2016	2670	E 101-43100-221	Vehicle Repair & Maintenance	2004 INTERNATIONAL	1,605.00
					\$7,207.57

**JJ TAYLOR DISTRIBUTING**

07/27/2016	2544194	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/27/2016	2544194	E 609-49751-252	Beer For Resale	BEER	713.00
08/03/2016	2560830	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/03/2016	2560830	E 609-49751-252	Beer For Resale	BEER	1,369.45
08/03/2016	2560830	E 609-49751-255	N/A Products	N/A	19.20
					\$2,107.65

**JOHNSON BROS WHLSE LIQUOR**

07/27/2016	5501083	E 609-49751-206	Freight and Fuel Charges	FREIGHT	79.04
07/27/2016	5501083	E 609-49751-251	Liquor For Resale	LIQUOR	4,530.00
07/27/2016	5501084	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
07/27/2016	5501084	E 609-49751-253	Wine For Resale	WINE	1,031.10
08/03/2016	5507084	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
08/03/2016	5507084	E 609-49751-251	Liquor For Resale	LIQUOR	366.04
08/03/2016	5507085	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.48
08/03/2016	5507085	E 609-49751-253	Wine For Resale	WINE	1,177.60
08/03/2016	5507086	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
08/03/2016	5507086	E 609-49751-254	Miscellaneous Merchandise	MISC	64.50
					\$7,309.08

**JOHNSON, ANN E.**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	154.94
					\$154.94

**KURTOVICH, STEPHEN**

08/02/2016	.0816	G 803-22000	Deposits	ESCROW REFUND	200.00
					\$200.00

**LATOUR CONSTRUCTION, INC**

08/10/2016	R18.107257	G 602-16500	Construction in Progress	CONSTRUCT PARTIAL PAYMEN*	128,950.06
					\$128,950.06

**MARTIES FARM SERVICE**

08/01/2016	602455	E 101-45200-419	Turf/Fertilizer/Weed Control	LAWN FERTILIZER	71.40
					\$71.40

**MARTIN-MCALLISTER**

07/31/2016	10591	E 101-42110-305	Medical & Testing Fees	WORK ASSESSMENT	100.00
07/31/2016	10591	E 101-43100-311	Contract	WORK ASSESSMENT	100.00
07/31/2016	10591	E 101-43210-441	Miscellaneous	WORK ASSESSMENT	100.00
07/31/2016	10591	E 101-45200-311	Contract	WORK ASSESSMENT	100.00
07/31/2016	10591	E 601-49440-311	Contract	WORK ASSESSMENT	100.00
07/31/2016	10591	E 602-49490-311	Contract	WORK ASSESSMENT	100.00
					\$600.00

**MCDONALD DIST CO.**

07/28/2016	291016	E 609-49751-252	Beer For Resale	BEER	14,516.22
07/28/2016	291016	E 609-49751-255	N/A Products	N/A	59.75
08/04/2016	293130	E 609-49751-252	Beer For Resale	BEER	9,452.40
08/04/2016	293130	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
08/04/2016	293130	E 609-49751-255	N/A Products	N/A	171.35
					\$24,271.72

**MEDTOX LABORATORIES, INC.**

07/31/2016	07201695	E 101-43100-441	Miscellaneous	MED TESTING	6.25
07/31/2016	07201695	E 101-45200-441	Miscellaneous	MED TESTING	6.25
07/31/2016	07201695	E 601-49440-441	Miscellaneous	MED TESTING	6.25
07/31/2016	07201695	E 602-49490-441	Miscellaneous	MED TESTING	6.25
					\$25.00

**METRO SALES, INC.**

07/25/2016	INV580279	E 101-42110-311	Contract	RICOH COPIER	121.00
					\$121.00

**MIDCONTINENT COMMUNICATIONS**

08/02/2016	.0816	E 101-41940-321	Telephone	CITY HALL	36.20
08/02/2016	.0816	E 101-42110-321	Telephone	Police	53.01
08/02/2016	.0816	E 101-43100-321	Telephone	Public Works	53.01
08/02/2016	.0816	E 601-49440-321	Telephone	WATER PLANT	150.00
08/02/2016	.0816	E 601-49440-321	Telephone	WELL HOUSE	150.00
08/02/2016	.0816	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					\$592.22

**MINKLER, KATHY**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	154.94
					\$154.94

**MINKLER, MICHAEL**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	159.57
					\$159.57

**MN MUNICIPAL BEVERAGE ASSN.**

07/30/2016	.0816	E 609-49750-433	Dues and Subscriptions	ANNUAL DUES	1,700.00
					\$1,700.00

**NESS, MAUREEN**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	164.19
					\$164.19

**NIH HOMES**

08/10/2016	.0816	G 803-22000	Deposits	ESCROW REFUND	200.00
					\$200.00

**NORTHWEST ASSOC. CONSULTANTS**

08/02/2016	22474	E 101-41910-311	Contract	TECH ASSIST-CITY PROJECTS	734.40
08/02/2016	22475	E 101-41910-311	Contract	CONTRACT	600.00
08/02/2016	22476	G 803-22137	Esc-TCO-Assited Living Facility	TRANSITIONAL CARE FACILITY	302.25
08/02/2016	22476	G 803-22139	Esc-Rum River Terrace	RUM RIVER PUD	29.25
08/02/2016	22476	G 803-22140	TRUNORTH SOLAR	LAUSENG SOLAR AMENDMENT	1,022.66
08/02/2016	22476	G 803-22141	Emmerich-Tamarack subdivision	TAMARACK SUBDIVISION	224.25
08/02/2016	22476	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS	2,574.00
08/02/2016	22476	G 803-22143	Lee Subdivision	JOHNSON & LEE MINOR SUB	720.65
					\$6,207.46

**OLSON POWER AND EQUIPMENT, INC**

08/02/2016	18971	E 101-45200-218	Equipment Repair & Maintenance	CAB FILTER	50.75
					\$50.75

**OPUS 21**

08/05/2016	160764	E 601-49440-382	Utility Billing	UTILITY BILLING	1,497.74
08/05/2016	160764	E 602-49490-382	Utility Billing	UTILITY BILLING	1,497.73
					\$2,995.47

**PACE ANALYTICAL SERVICES**

06/07/2016	12160536	E 602-49490-313	Sample Testing	SAMPLE TESTING	855.80
07/26/2016	161267925	E 602-49490-313	Sample Testing	SAMPLE TESTING	345.50
07/26/2016	161267927	E 602-49490-313	Sample Testing	SAMPLE TESTING	111.10
					\$1,312.40

**PHILLIPS WINE & SPIRITS CO.**

07/27/2016	2016368	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.76
07/27/2016	2016368	E 609-49751-251	Liquor For Resale	LIQUOR	1,631.64

07/27/2016	2016369	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.64
07/27/2016	2016369	E 609-49751-253	Wine For Resale	WINE	391.90
08/03/2016	2020294	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
08/03/2016	2020294	E 609-49751-251	Liquor For Resale	LIQUOR	1,186.10
08/03/2016	2020295	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
08/03/2016	2020295	E 609-49751-253	Wine For Resale	WINE	91.00
					<u>\$3,358.40</u>

**POSTMASTER - ST. FRANCIS**

08/11/2016	.0816	E 101-43210-439	Recycling Days	POSTCARDS	612.02
					<u>\$612.02</u>

**SAFETY SIGN COMPANY**

08/04/2016	162424	E 101-43100-226	Sign Repair Materials	SIGNS	840.70
					<u>\$840.70</u>

**SOUTHERN GLAZERS OF MN**

07/28/2016	1435532	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.38
07/28/2016	1435532	E 609-49751-251	Liquor For Resale	LIQUOR	1,136.08
08/04/2016	1438053	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.64
08/04/2016	1438054	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.92
08/04/2016	1438054	E 609-49751-253	Wine For Resale	WINE	1,106.00
08/04/2016	1438055	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.54
08/04/2016	1438055	E 609-49751-251	Liquor For Resale	LIQUOR	750.97
					<u>\$3,029.53</u>

**STATE OF MN, DEPT OF FINANCE**

08/08/2016	.0816	E 208-42110-441	Miscellaneous	PAYOUT OF FORFEITED PROPE	286.05
					<u>\$286.05</u>

**STEINKE, RAY**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	85.57
					<u>\$85.57</u>

**STERICYCLE, INC**

08/01/2016	4006474092	E 101-42110-311	Contract	MEDICAL WASTE	43.33
					<u>\$43.33</u>

**STREICHER S**

07/28/2016	11219485	E 101-42110-217	Other Operating Supplies	BADGE	112.99
					<u>\$112.99</u>

**SYNOVIA SOLUTIONS**

08/01/2016	6209	E 101-43100-311	Contract	LEASE ON GPS	45.79
08/01/2016	6209	E 101-45200-311	Contract	LEASE ON GPS	45.79
08/01/2016	6209	E 601-49440-311	Contract	LEASE ON GPS	45.79
08/01/2016	6209	E 602-49490-311	Contract	LEASE ON GPS	45.81
					<u>\$183.18</u>

**THOMPSON, NANCY**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	67.07
					<u>\$67.07</u>

**THORPE DISTRIBUTING COMPANY**

08/05/2016	1121825	E 609-49751-252	Beer For Resale	BEER	159.50
					<u>\$159.50</u>

**UTILITY SERVICE CO., INC.**

08/01/2016	400577	E 601-49440-234	Water Tower Maintenance	TOWER MAINTENANCE	8,496.32
					<u>\$8,496.32</u>

**WARREN, EARL**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	150.32
					<u>\$150.32</u>

**WATKINS, DAVID**

08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY	190.00
------------	-------	-----------------	--------------------	--------------------	--------

				<u>\$190.00</u>
<b>WATKINS, LINDA</b>				
08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY
				<u>159.57</u>
				<u>\$159.57</u>
<b>WELANDER, ELLSWORTH</b>				
08/09/2016	.0816	E 101-41410-100	Wages and Salaries	ELECTION JUDGE PAY
				<u>92.50</u>
				<u>\$92.50</u>
				<u>\$248,234.99</u>

FUND SUMMARY

101 GENERAL FUND	\$24,699.53
208 POLICE FORFEITURE	\$858.16
250 TURTLE RIDGE TIF	\$69.88
601 WATER FUND	\$11,202.87
602 SEWER FUND	\$132,748.67
609 MUNICIPAL LIQUOR FUND	\$73,182.82
803 ESCROW	\$5,473.06
Total	<u>248,234.99</u>



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

**ORDINANCE 221, Second Series**

**BY ACT OF THE CITY COUNCIL, THIS ORDINANCE ENACTS  
CITY ORDINANCE 221, SECOND SERIES,  
ESTABLISHING A MORATORIUM REGULATING THE RESIDENCY LOCATION OF  
PREDATORY OFFENDERS WITHIN THE CITY**

WHEREAS, predatory offenders present a significant threat to the public safety of the community as a whole, especially children, females, and vulnerable populations. Predatory offenders are likely to use physical violence and to repeat their offenses. The cost of predatory offender victimization to society at large, while not precisely calculable, is significant; and

WHEREAS, the City Council finds that it is in the best interest of the public to study and consider options for addressing and minimizing the public safety impacts of such placements; and

WHEREAS, the City may amend and enact ordinances and regulations under its police powers as it sees fit, including through the adoption of moratoria and temporary regulations enacted to allow the City sufficient time to prepare and adopt permanent regulations; and

WHEREAS, the City does not currently have an ordinance regulating the location of predatory offenders within its boundaries; and

WHEREAS, the City has a compelling interest in promoting, protecting and improving health, safety and general welfare of the City's citizens; and

WHEREAS, the City needs to study and evaluate the need to limit/prohibit certain predatory offenders from establishing temporary or permanent residence in certain locations where children are known to regularly congregate in a concentrated number; and

WHEREAS, the Council has under consideration a temporary ordinance limiting the residency location of predatory offenders in order to study and consider a permanent ordinance limiting the residency location of predatory offenders within the City.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of St. Francis, Minnesota, as follows:

Section 1. Code Enacted. Chapter 8 Section 12 of the St. Francis City Code Entitled Offenses Related to Drug Paraphernalia shall be enacted as follows:

## Section 12

### 8-12-1. Definitions

The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. "Child" means any person under the age of eighteen (18).
- B. "Designated predatory offender" means any person who has been categorized as a Level III predatory offender under Minnesota Statutes, Sec. 244.052, any successor statute, or a similar statute from another state in which that person's risk assessment indicates a high risk of reoffense.
- C. "Permanent residence" means a place where a person abides, lodges, or resides for 14 or more consecutive days,
- D. "Temporary residence" means a place where a person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or non-consecutive days in any month and which is not the person's permanent residence.
- E. "School" means a public or non-public elementary or secondary school.
- F. "Licensed child care center" means a group child care center currently licensed by the applicable County or the State of Minnesota.
- G. "Public playground" means a publicly-owned, improved park or other outdoor area designed, equipped, and set aside primarily for children's play.

### 8-12-2 Temporary Regulations on Predatory Offenders

- A. It shall be unlawful for any designated predatory offender to establish a permanent or temporary residence within 2,000 feet of any school, licensed child care facility, public playground, or any other place where children are commonly known to regularly congregate.
- B. For purposes of determining the minimum distance separation required by this Section, the requirement shall be measured by following a straight line from the outer property line of the permanent or temporary residence of the designated predatory offender to the nearest outer property line of the protected property.
- C. A designated predatory offender residing within a prohibited area as described in this Section does not commit a violation of this Ordinance if any of the following apply:
  - 1. The person established the permanent or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167 or any successor statute, prior to the effective date of this ordinance;

2. The school, licensed child care center, or public playground within 2,000 feet of the person's permanent or temporary residence was opened after the person established such residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167, or any successor statute;

3. The residence is also, as of the effective date of this ordinance, the primary residence of the person's parents, grandparents, siblings, or spouse; or

4. The residence is a property purchased, leased, or contracted with and licensed by the Minnesota Department of Corrections prior to the effective date of this ordinance.

### **8-12-3 Duration.**

A. The regulations imposed by this Section shall be in effect for a period of one year from the date of its adoption, until the final adoption of an amendment to the City Code regarding the residency location of predatory offenders, or upon its express repeal by the City Council, whichever occurs first.

### **8-12-4. Enforcement**

A. A violation of this Ordinance shall be a misdemeanor. In addition, the City may enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction, or through any administrative penalties program of the City Code.

### **Section 2. Study of Issues**

City staff is directed to study the impacts of the residency of predatory offenders within the City and determine if further or different limits to residency restrictions for such offenders will further protect the needs of the public. Staff is further directed to draft amendments to the current City Code as may be necessary to further the goals expressed above for consideration by the City Council.

### **Section 3. Effective Date**

This Ordinance shall be effective upon 30 days from publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS  
THIS \_\_\_ DAY OF AUGUST, 2016.

---

Steve Kane  
Mayor

ATTEST:

---

Barbara I. Held  
City Clerk  
688076-v1

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

**ORDINANCE 222, SECOND SERIES**

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE TO  
OPT-OUT OF THE TEMPORARY FAMILY HEALTH CARE DWELLING STATUTES**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. That Code Section 10-18-12 shall hereby be added to read as follows:

10-18-12: TEMPORARY FAMILY HEALTH CARE DWELLINGS. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of St. Francis opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

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 \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Steve Kane  
Mayor of St. Francis

ATTEST:

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

(seal)

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

**ORDINANCE 223, SECOND SERIES**

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE REGARDING  
ACCESSORY SOLAR ENERGY SYSTEMS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-2-2 of the Zoning Ordinance shall hereby be amended to include the following definitions:

Solar Energy System: A device or set of devices of which the primary purpose is to collect solar energy and convert and store it for useful purposes including heating and cooling buildings or other energy-using processes, or to produce generated power by means of any combination of collecting, transferring, or converting solar-generated energy.

Solar Energy System, Building-Integrated: A solar energy system that is an integral part of a building substituting for an architectural or structural component of the building such as roofing materials, windows, skylights, and similar.

Solar Energy System, Ground Mounted: A free standing solar energy system mounted directly to the ground.

Solar Energy System, Roof Mounted: A solar energy system affixed to the roof of a structure.

Section 2. Code Added. That Section 10-18-11 of the Zoning Ordinance shall hereby be added to read as follows:

10-18-11: SOLAR ENERGY SYSTEMS:

- A. Accessory Use. Solar Energy Systems are permitted as an accessory use in all districts.
- B. Roof mounted and building integrated solar system. Roof mounted and building integrated solar energy systems are permitted on all structures provided:
  - 1. Roof mounted solar panels shall meet the height requirements of the zoning district.
  - 2. No more than 80% of the roof shall be covered in solar panels.
  - 3. Solar panels and associated structures shall not project beyond the edge of the roof.
  - 4. Building integrated systems shall not be placed on the street facing front of any structure.
  - 5. For commercial and industrial uses, roof mounted systems shall meet the requirements established for rooftop mechanical equipment.
- C. Ground mounted solar energy systems. Ground mounted solar energy systems are permitted as follows:
  - 1. Ground mounted systems shall comply with all regulations related to accessory buildings and structures, except as follows:

- a. The system is exempt from accessory structure number and area limitations except as provided herein.
  - b. Ground mounted systems shall not exceed ten feet in height.
2. Ground mounted systems 200 square feet in area or less are a permitted accessory use in all districts.
3. Ground mounted systems greater than 200 square feet in area may be permitted in RR, ML-PUD, A-1, A-2, and A-3 Districts when in receipt of a conditional use permit and meeting the following standards:
  - a. The system shall be screened from neighboring properties.
  - b. The system shall not exceed 25% of the structure size limits for accessory buildings for the lot.
4. Ground mounted systems greater than 200 square feet but less than 1000 square feet may be permitted on all commercial, industrial, institutional, and multi-family parcels when in receipt of a conditional use permit and meeting the following standards:
  - a. The system shall not exceed 10% of the area of the lot.
  - b. The system shall be screened from neighboring residential properties.

Section 3. 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 \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Steve Kane  
Mayor of St. Francis

ATTEST:

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

(seal)

**City of St. Francis  
St. Francis, MN  
Anoka County  
State of Minnesota**

**ORDINANCE 224, SECOND SERIES**

**AN ORDINANCE AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY TO  
NSK PROPERTIES, LLC.  
PID 32-34-24-22-0002**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

That part of the Northwest Quarter (NW 1/4) of Section 32, Township 34, Range 24, Anoka County, Minnesota, described as follows: commencing at a point on the West line of said Section 32, which point is 891 feet South of the Northwest corner of said Section, thence proceeding Easterly a distance of 300 feet on a line parallel with the North line of said Northwest Quarter (NW 1/4), thence South and parallel with the West line of said Northwest Quarter (NW 1/4) a distance of 150 feet to the actual point of beginning, thence continuing South on said parallel line a distance of 38.4 feet, thence Westerly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the Westerly line of said Northwest Quarter (NW 1/4), thence North on the West line of said Northwest Quarter (NW 1/4) a distance of 38.4 feet, thence Easterly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the pint of beginning. Subject to easements of record.

And;

WHEREAS, The City Council of the City of St. Francis declared the above described real property as surplus, with the value of the property determined to be \$700.00; and

WHEREAS, Minnesota Statutes, Section 462.356, subdivision 2 states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan; and

WHEREAS, The same statute further states, however, that the city council may, by resolution

adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the acquisition or disposal of real property has no relationship to the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council hereby finds that sale of the Property by the City to NSK Properties LLC has no relationship to the City's Comprehensive Plan, and therefore review of the proposed sale by the City of St. Francis Planning Commission is not required under Minn. Stat. § 462.356, Subd. 2, and is hereby dispensed with as allowed by that statute.
2. The Mayor and City Clerk are authorized to execute the attached documents and transfer the property to NSK Properties, LLC for the stated consideration of \$700.00.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Steve Kane  
Mayor of St. Francis

ATTEST:

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

(Top 3 inches reserved for recording data)

**QUIT CLAIM DEED**

**Business Entity to Business Entity**

eCRV number: \_\_\_\_\_

DEED TAX DUE: \$ \_\_\_\_\_

DATE: \_\_\_\_\_, 2016

FOR VALUABLE CONSIDERATION, **City of St. Francis, a municipal corporation** ("Grantor"), hereby conveys and quitclaims to **NSK Properties, LLC** a Minnesota limited liability company under the laws of Minnesota ("Grantee"), real property in Anoka County, Minnesota, legally described as follows:

That part of the Northwest Quarter (NW 1/4) of Section 32, Township 34, Range 24, Anoka County, Minnesota, described as follows: commencing at a point on the West line of said Section 32, which point is 891 feet South of the Northwest corner of said Section, thence proceeding Easterly a distance of 300 feet on a line parallel with the North line of said Northwest Quarter (NW 1/4), thence South and parallel with the West line of said Northwest Quarter (NW 1/4) a distance of 150 feet to the actual point of beginning, thence continuing South on said parallel line a distance of 38.4 feet, thence Westerly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the Westerly line of said Northwest Quarter (NW 1/4), thence North on the West line of said Northwest Quarter (NW 1/4) a distance of 38.4 feet, thence Easterly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the pint of beginning. Subject to easements of record.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto. This deed conveys after acquired title.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

**City of St. Francis, a municipal corporation**

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

**Steve Kane**

Its: **Mayor**

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

**Barb Held**

Its: **City Clerk**

State of Minnesota, County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, by **Steve Kane as Mayor** and by **Barb Held as City Clerk** of the City of St. Francis.

(Stamp)

\_\_\_\_\_  
*(signature of notarial officer)*

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
*(month/day/year)*

THIS INSTRUMENT WAS DRAFTED BY:  
**Barna, Guzy & Steffen, Ltd. (TDE)**  
400 Northtown Financial Plaza  
200 Coon Rapids Boulevard  
Coon Rapids, MN 55433  
763-780-8500

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

NSK Properties, LLC  
3980 Stark Drive NW  
St. Francis, MN 55070

**STATEMENT REGARDING PURCHASE OF CITY OWNED PROPERTY**

The undersigned (“Buyer” whether one or more) hereby states and attests that the undersigned is purchasing real property from the City of St. Francis (“Seller”), legally described on **Exhibit A** (the “Property”), attached hereto. As a condition of the sale, and in consideration of the sale, Buyer hereby agrees that the Property is being conveyed to Buyer with the following terms and conditions, which terms and conditions shall survive delivery of the deed.

**Buyer is acquiring the Property AS-IS, WHERE-IS, with all faults and defects. The Property is sold without any warranties of any kind, including, but not limited to, warranties as to physical condition or fitness for a particular purpose. Buyer acknowledges that Buyer has satisfied itself about the physical condition of the Property and Buyer has not relied on any representations of Seller regarding the physical condition of the Property. The Seller and Buyer agree that any and all disclosures regarding the condition of the Property are hereby waived. The Property is also sold without any warranties of any kind regarding title to the Property. Buyer acknowledges that Buyer has satisfied itself about the title to the Property and Buyer has not relied upon any representations of Seller regarding title to the Property. The Buyer acknowledges that the Seller shall have no liability to Buyer after the sale of the Property to Buyer related to the sale of the Property.**

BUYER:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

BUYER:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit A

**That part of the Northwest Quarter (NW 1/4) of Section 32, Township 34, Range 24, Anoka County, Minnesota, described as follows: commencing at a point on the West line of said Section 32, which point is 891 feet South of the Northwest corner of said Section, thence proceeding Easterly a distance of 300 feet on a line parallel with the North line of said Northwest Quarter (NW 1/4), thence South and parallel with the West line of said Northwest Quarter (NW 1/4) a distance of 150 feet to the actual point of beginning, thence continuing South on said parallel line a distance of 38.4 feet, thence Westerly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the Westerly line of said Northwest Quarter (NW 1/4), thence North on the West line of said Northwest Quarter (NW 1/4) a distance of 38.4 feet, thence Easterly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the pint of beginning. Subject to easements of record.**

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

**RESOLUTION 2016-40**

**A RESOLUTION DECLARING SURPLUS  
PROPERTY AND AUTHORIZING THE DISPOSAL  
OF SAID PROPERTY HAS NO RELATIONSHIP  
TO THE CITY'S COMPREHENSIVE PLAN  
32-34-24-22-0002**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

That part of the Northwest Quarter (NW 1/4) of Section 32, Township 34, Range 24, Anoka County, Minnesota, described as follows: commencing at a point on the West line of said Section 32, which point is 891 feet South of the Northwest corner of said Section, thence proceeding Easterly a distance of 300 feet on a line parallel with the North line of said Northwest Quarter (NW 1/4), thence South and parallel with the West line of said Northwest Quarter (NW 1/4) a distance of 150 feet to the actual point of beginning, thence continuing South on said parallel line a distance of 38.4 feet, thence Westerly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the Westerly line of said Northwest Quarter (NW 1/4), thence North on the West line of said Northwest Quarter (NW 1/4) a distance of 38.4 feet, thence Easterly and parallel with the North line of said Northwest Quarter (NW 1/4) a distance of 300 feet to the pint of beginning. Subject to easements of record.

WHEREAS, Minnesota Statutes, Section 462.356, subdivision 2 states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan; and

WHEREAS, The same statute further states, however, that the city council may, by resolution adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the acquisition or disposal of real property has no relationship to the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:  
The City Council hereby finds that sale of the Property by the City to the NSK Properties, LLC has no relationship to the City's Comprehensive Plan, and therefore review of the proposed sale by the St. Francis Planning Commission is not required under Minn. Stat. § 462.356, Subd. 2, and is hereby dispensed with as allowed by that statute.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15<sup>th</sup> DAY OF AUGUST, 2016.

APPROVED:

ATTEST:

---

Steve Kane, Mayor of St. Francis

---

Barbara I. Held, City Clerk

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

**RESOLUTION 2016-41**

**RESOLUTION IDENTIFYING THE NEED FOR  
FUNDING TO COMPLETE ITS 2040 COMPREHENSIVE PLAN UPDATE AND  
AUTHORIZING AN APPLICATION FOR  
PLANNING ASSISTANCE GRANT FUNDS**

**WHEREAS** the City of St. Francis must review and update its comprehensive plan as required by the “decennial” review provision of Minnesota Statutes section 473.864 , subdivision 2; and

**WHEREAS**, on April 27, 2016, the Metropolitan Council adopted need-based eligibility criteria for awarding available local planning assistance grant funds and established maximum grant amounts for eligible grantees to help grantees review and update their comprehensive plans as required by the “decennial” review provisions of Minnesota Statutes section 473.864, subdivision 2; and

**WHEREAS**, the City is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121; AND

**WHEREAS**, planning assistance grant funds will be made available to eligible applicants subject to terms and conditions contained in Metropolitan Council grant agreements.

**NOW THEREFORE BE IT RESOLVED** that, after appropriate examination and due consideration, the governing body of the City:

Authorizes its Community Development Director to:

- 1) submit on behalf of the City an application to the Metropolitan Council for Local Planning Assistance grant funds for the decennial review and update of the City’s local comprehensive plan required under Minnesota Statutes section 473.864; and
- 2) execute on behalf of the City a grant agreement with the Metropolitan Council for planning assistance grant funds.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15<sup>th</sup> DAY OF AUGUST, 2016.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor of St. Francis

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



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

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

www.bolton-menk.com

### MEMORANDUM

**Date:** August 2, 2016  
**To:** Honorable Mayor Kane and Members of the City Council  
City of St. Francis  
**From:** *JAV* Jared Voge, P.E.  
City Engineer  
**Subject:** Trail Maintenance  
St. Francis, Minnesota  
BMI Project No: R18.111380

---

#### **INTRODUCTION:**

As with city streets, city staff monitors the condition of trails within the community. In 2015, crack filling was completed and approximately fifty percent of the city's trails were maintained with RePlay. We have obtained quotes for the application of RePlay associated with the remaining fifty percent of the city's trail system.

#### **BACKGROUND:**

Quotes were solicited from contractors for applying RePlay to the trail surfaces. RePlay, the material which has been used on city streets to preserve the pavements is proposed to be applied to the bituminous trails.

Two quotes were solicited from contractors to complete trail maintenance throughout the city. Please see the attached quotes.

#### **RECOMMENDATION:**

We recommend that by passing separate motions, the City Council accept the quotes and subsequently award the low quote provide by Bargaen, Inc. of Mountain Lake, MN in the amount of \$57,940.50 and authorize the use of Park Dedication Funds in that amount.

#### **BUDGET IMPACT:**

The costs associated with trail maintenance will be funded by existing Park Dedication Funds.

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

JAV/kg

Enclosure

# BARGEN

INCORPORATED

606 County Road 1  
Phone (507) 427-2924  
Mountain Lake, MN 56169



July 22, 2016

Bolton & Menk  
Attn: Jared Voge  
7533 Sunwood Dr. NW  
Ramsey, MN 55303

Re: City of St. Francis – Bike Trails - RePlay

Jared,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote for your city streets. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

#### RePlay Procedure

We will clean the area in preparation for the Seal Coat. The RePlay Agricultural Oil Seal and Preservation Agent will be spray applied in one coat. RePlay is designed to extend the life of new and existing asphalt surfaces. *(Note: will cure in less than 3 hours)*

**Project Prices** - Our price includes all materials, applicable taxes and labor to complete the project as explained.

*Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.*

**RePlay** – total yards for bike trail was 41,780 sq. yds.

Applied RePlay last year 21,450 sq. yds.

Left to complete in 2016 20,330 sq. yds. @ \$2.85/sq. yd = \$57,940.50

(same unit price as last year)

\*highlighted map shows what was completed in 2015\*

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

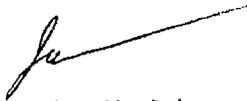
**Acceptance of proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke  
BARGEN, INC.

JVD/lh

Project for Bolton & Menk

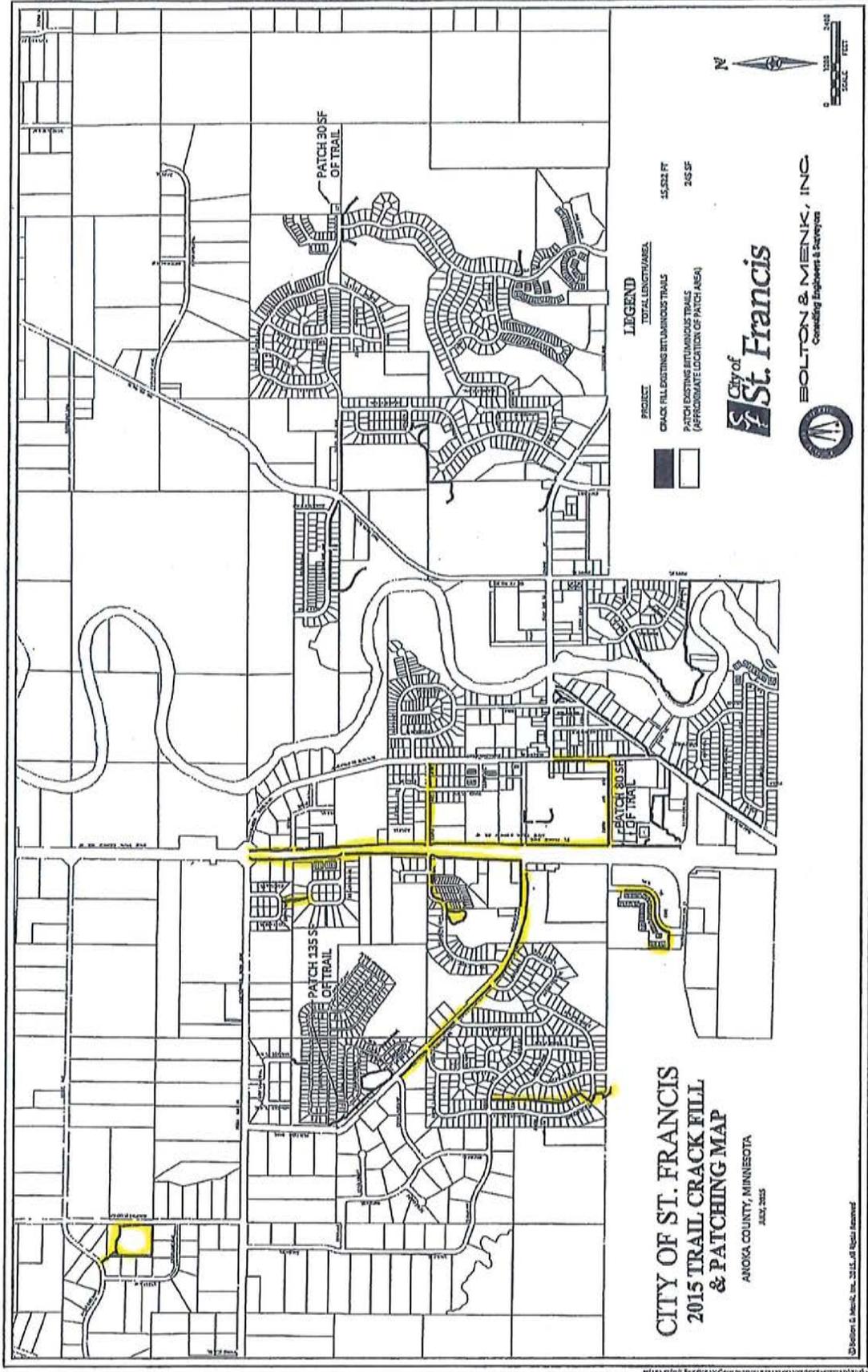
Re: City of St. Francis Bike Trails - RePlay

#### Our Mission

Bargaen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: [www.bargeninc.com](http://www.bargeninc.com)  
Email: [bargen@bargeninc.com](mailto:bargen@bargeninc.com)

\* highlighted in yellow was completed in 2015



Bolton & Menck, Inc. 2015. All Rights Reserved

## Jared Voge

---

**From:** Brian Rahe <BrianR@mrpaving.com>  
**Sent:** Friday, July 29, 2016 11:17 AM  
**To:** Jared Voge  
**Subject:** RE: St. Francis Trail Maintenance - 2016

Jared,

Our price would be \$3.24 per sq. yd. applied for 20,330 sq. yds. =

Brian

\$65,869.20

**Brian D. Rahe**  
**M.R. Paving & Excavating, Inc.**  
2020 North Spring Street  
P.O. Box 787  
New Ulm, MN 56073  
**Office:** (507) 354-4171  
**Fax:** (507) 359-4156  
**Cell:** (507) 276-2422  
**Email:** [brianr@mrpaving.com](mailto:brianr@mrpaving.com)  
**Web Page:** [www.mrpaving.com](http://www.mrpaving.com)

---

**From:** Jared Voge [mailto:[jaredvo@bolton-menk.com](mailto:jaredvo@bolton-menk.com)]  
**Sent:** Monday, July 25, 2016 2:24 PM  
**To:** Brian Rahe  
**Subject:** St. Francis Trail Maintenance - 2016

Brian,

The City of St. Francis is seeking quotes for trail maintenance consisting of the application of RePlay. Approximately 20,330 sq. yds of trail is proposed to be maintained with RePlay. If possible, please forward a quote, cost per sq. yd applied to the total 20,330 sq. yds, for the trail maintenance described above at your earliest convenience, prior to July 26, 2016.

If you have any questions, please call.

Thank you,

Jared

**Jared Voge, P.E.**  
Principal Engineer  
**Bolton & Menk, Inc.**  
M: (612) 756.0326  
email: [jaredvo@bolton-menk.com](mailto:jaredvo@bolton-menk.com)

---

This email has been scanned by the Symantec Email Security.cloud service.



**Community Development Department  
Monthly Report –Ending July 31, 2016**

**Building**

Permit	Month End		Year to Date	
	Number	Value \$	Number	Value \$
Residential- new construction	-	-	19	\$47,929.81
Residential – Other: plumbing, septic, mechanical	23	\$4393.00	145	\$31,760.51
Commercial – all types	-	-	3	\$6,597.71
Public Facilities – all types	-	-	5	\$9,524.15
Public facilities includes govt. and school district Value does not include water/sewer/meter	-	\$4,393.00	172	\$95,812.18

	Month End	Year to Date
Water Connect, Water Meter, Sewer Connect Fees	\$0.00	\$112,920.00

**Code Enforcement**

	Month End	Year to Date
Administrative Notices created by a complaint	5	63
Citations Issued	1	10
Citations Resolved	1	4

**Highlights/Updates**

- The City was awarded its full request of County HRA/EDA funds for redevelopment Plan.
- Met with HKGi to kick off the Redevelopment Plan and begin organizing process. Provided a tour of the city and identified organizing community outreach and stakeholders. First public work session to be held early October.
- Planning Commission completed Ordinances for Solar structures and Temporary Health Care units
- Rum River Bluffs moves to second phase while two large lots were split for four new single family homes.

**To: City Council/City Administrator**

**From: Chief Schwieger**

**Date: 8/15/16**

**RE: 2nd Quarter Report**

---

At the Police Department, officers stay busy in multiple ways. They take calls for service, enforce traffic laws, perform special details, attend numerous training courses and make appearances in court. Court appearances can be scheduled on work days or days off. Below, I have provided some statistics which break down and illustrate a portion of what the police officers have been doing from April through June of 2016.

**April through June training:** Officers are required to complete a certain amount of continuing education training hours to maintain their peace officer license. Some trainings are made mandatory by the MN Peace Officer Standards and Training Board and the department head. Other trainings are suggested but not mandatory and there are many other training courses officers request to attend to increase their knowledge and understanding in certain areas. All officers completed a combined 151 hours of continuing education from April through June of 2016.

**Courses attended by the officers included:**

Firearms training  
Use of force training  
Emergency vehicle operations  
Among other trainings.

In May of 2016, several officers took part in a mock crash scene at the St. Francis High School. The officers contributed to the planning of the mock crash which took several months. The mock crash was a success and will be done again in two years.

**Quarterly Stats Report (attached):**

The types of calls officers respond to are broken down into Part 1 and 2 offenses and Part 3, 4, 5 offenses. Examples of the offenses are shown as well as how many offenses officers responded to and completed incident reports on from April through June of 2016.

Offense Type	Description	Number of Calls
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults	131
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	801
<b>Total Calls For Service</b>		<b><u>932</u></b>

**Calls for service breakdown: Part 1 & 2 offenses**

Thefts	28
Burglaries	5
Assaults	5
DWIs	8
Citations	98
Fraud	10
Vandalism	20

**Calls for service breakdown: Part 3, 4, 5 offenses**

Suspicious Activity	72
Vehicle lockouts	37
Medicals	84
Alarms	40
Vehicle Accidents	38
Agency Assists	52
Domestic situations	48
Juvenile Activity	12

# MEMO

To: Mayor and Council  
From: City Administrator  
Date: 8/15/16  
RE: Kiana Eide Proclamation

---

Kiana Eide was named to the United States Rhythmic Gymnastics team. She is the youngest member of the six-girl team. She will be back in St. Francis on Friday, August 26<sup>th</sup>. In honor of her great accomplishment, the City and numerous stakeholders within the City are organizing an event for her to be held in Woodbury Park on August 26<sup>th</sup>, 2016 at 6:00 p.m.

Exact details of the event are being worked on but the date and time is firm.

**Attachments:**

*Draft of the Proclamation with minor edits to occur between now and 8/26/16*

**Requested Action:**

Pass the Proclamation

# **MAYORAL PROCLAMATION**

**WHEREAS**, Kiana Eide, daughter of Troy and Lolita Eide and sister to Celine of St. Francis, Minnesota began gymnastics at age four; and

**WHEREAS**, through Kiana's dedication, hard work, long hours of practice, support and commitment of the team members and family; and

**WHEREAS**, Kiana was selected to be a member of the Rhythmic Gymnastics Team that earned a gold and silver medal in the 2015 Pan American Games; and

**WHEREAS**, Kiana's continued demonstration of commitment, dedication and perseverance earned her a spot on Team USA for Rhythmic Gymnastics; and

**WHEREAS**, Kiana is the youngest member of the six-girl team that competed in the 2016 Summer Olympic held in Rio de Janeiro, Brazil; and

**WHEREAS**, Kiana and her team placed.....

**WHEREAS**, St. Francis and surrounding communities express pride in this young athlete's accomplishments and thank her for a job well done; and

**NOW, THEREFORE**, I Steve Kane, Mayor of the City of St. Francis, do hereby proclaim, August 26, 2016 as

## **"KIANA EIDE DAY"**

In the City of St. Francis, Minnesota I urge all citizens to join me in this special observance.

Signed this 26<sup>th</sup> day of August, 2016

Steve Kane, Mayor

Richard Orpen, Councilmember

Rich Skordahl, Councilmember

Chris McClish, Councilmember

Tim Brown, Councilmember