

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
NOVEMBER 21, 2016
ISD #15 CENTRAL SERVICES CENTER
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 –October 17, 2016
 - b. Special City Council Minutes-Canvassing Election Results – November 14, 2016
 - c. Pay Request No. 16 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
 - d. 2017 PATROL Subscription Renewal
 - e. Acknowledge receipt of MN Lawful Gambling (Raffle) Application from MN Deer Hunters Assn. Rum River Chapter for December 13, 2016 at Beef O’Bradys of St. Francis
 - f. Acknowledge receipt of MN Lawful Gambling (Bingo) Application from St. Francis Lions December 17, 2016 at St. Francis American Legion
 - g. Metropolitan Council Local Planning Assistance Program – Grant Agreement
 - h. Amending Job Description for Police Records Clerk Position
 - 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. Keven Bachman: 23611 Ambassador Blvd. Assessment
7. Ordinances & Resolution
 - a. Ordinance 225, Second Series: Authorizing the Conveyance of City Surplus Property to State of Minnesota PID 32-34-24-22-0002 (Second Reading)
 - b. Ordinance 226, Second Series: Setting the Fee Schedule for 2017 (First Reading)
 - c. Resolution 2016-60: Declaring Police Recovered Property Surplus Property and Authorizing the Disposal of said Property
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Comm. Economic Development: Building and Administration Software
 - Police: 2017 Squad Car Purchase/Replacement
 - Public Works: Operator Position Request
Monthly Report
 - City Administrator: Sergeant Promotion Process
City Council Vacancy
9. Reports from Council Members
10. Report from Mayor
 - a. Non-Union Wage Discussion
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- Nov 24-25: City Offices Closed for Thanksgiving Day Holiday
Dec 5: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Dec 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Dec 26: City Offices Closed for Christmas Holiday
Jan 2: City Offices Closed for New Year’s Day Holiday
Jan 3 (Tues) City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm (Oath of Office)

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – November 21st, 2016 Council Meeting

Agenda Items:

4. **Consent Agenda:**

- a. City Council Minutes – October 17th, 2016
- b. Special City Council Meeting Minutes – Canvassing election results- 11/14/16
- c. Pay Request No. 16 to Gridor Construction - WWTF
- d. 2017 PATROL Subscription Renewal - Peace Officer Accredited Training Online through the League of MN Cities. Web based training that can account for officers continuing education credits to keep their license active. Renew subscription agreement.
- e. Acknowledge Receipt of MN Gambling (Raffle) Application – Application from MN Deer Hunters Assn. – 12/13/16 – Beef O’Brady’s.
- f. Acknowledge Receipt of MN Gambling (Bingo) Application – Application from St. Francis Lion’s Club 12/17/16 – St. Francis American Legion.
- g. Met Council Local Planning Grant – Met Council is providing assistance in the form of grant funds to communities to help offset the cost of updating the Comprehensive Plan. Grant amount is \$32,000. Motion to enter into the Agreement.
- h. Amending Police Records Clerk Job Description – Updates to this job description were done to incorporate day to day work for Public Works. This will result in having cross trained employees to fill in for other departments in the absence of others. This will result in a one pay grade adjustment for the position to a pay grade 6.
- i. Payment of Claims -

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

- a. Keven Bachman: 23611 Ambassador Blvd. Assessment. – Please see Staff Report.

7. **Ordinances & Resolutions:**

- a. Ordinance 225, Second Series:
Ordinance Authorizing Surplus Property to the State of Minnesota (**Second Reading**)
In August, the City approved sale of real property to NSK Properties. Conveyance was to come through a quit claim deed after examination of the

title. It was found that the property has a conditional use deed attached to the property, specifying use as a roadway. Since the City has not used it for a roadway and has no plans to do so, the City is required to convey the property to the State. NSK Properties can then purchase the property at auction from the State.

b. Ordinance 226, Second Series: Setting the Fee Schedule for 2017 (First Reading)

c. Resolution 2016-60: Declaring Police Recovered Property surplus property and Authorizing the disposal of said property. – A car, headphones and camera.

8. **Reports:**

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Community Development:

- 1) Building and Administration Software – Permit Works Software to support building, code, licensing, rental housing, and various programs. This would streamline operations being handled by the Community Development Director, Clerk, Finance Director, Building Official, Administrative Assistant and Office Assistant.

Fire:

Bottle Shop

Police:

- 1) 2017 Squad cars. Two squads are scheduled to be replaced in 2017. The conversion of these cars takes months and an order now should have them ready for the Spring of 2017. These are on the State bid. It is proposed to retain one of the squads for an investigator car. Any loss of revenue for lack of trade-in would be offset by not retaining a Chevy Tahoe in 2019. There is an expected cost savings by not replacing the Tahoe with another full size SUV but rather, potentially another squad car.

Public Works:

- 1) Operator Position Request – An operator is proposed for the Wastewater/Water treatment facilities. This is a new position.
- 2) Report

City Administrator:

- 1) Sergeant(s) and Officer vacancies. Staff is looking to open up applications for the vacant Sergeant position(s) and a new police officer. This would get the department to full staffing levels.
- 2) City Council Vacancy. Staff has provided an informational memo on the potential timeline of events.

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

November 7, 2016

1. **Call to Order:** The regular City Council meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl, Tim Brown and Chris McClish . Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Acting Police Chief Todd Schwieger, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE NOVEMBER 7, 2016 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND SKORDAHL TO APPROVE THE NOVEMBER 7, 2016, CITY COUNCIL CONSENT AGENDA A-D AS FOLLOWS:
 - a. City Council Minutes –October 17, 2016
 - b. Accept the Resignation of Fire Fighter Dylan Wicks
 - c. Embedded Systems Contract Renewal (Tornado Sirens)
 - d. Payment of Claims \$189,693.09 (Check #71552-71644)
5. **Meeting Open to the Public:** None
6. **Petitions, Requests, Applications:**
 - a. **MS4 Permit and Stormwater Utility Presentation:** City Engineer Jared Voge gave a power point presentation on the MS4 Permit and Stormwater Utility that was part of the council packet.
 - b. **Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines- Resolution 2016-55:** Finance Director Darcy Mulvihill reported the assessments before you are for unpaid utility bills, storm water fees, escrow account, and administrative citations. Mayor Kane opened the public hearing at 6:12 pm. Joseph Merrill, 24360 Yukon Street NW, said he had a question on the MS4 fee. Why not include it in the building permit application and charge it back on to the contractor. With no other public comment, Mayor Kane closed the public hearing at 6:14 pm. MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2016-55 A RESOLUTION CERTIFYING ASSESSMENTS FOR DELINQUENT UTILITIES, MISCELLANEOUS INVOICES AND ADMINISTRATIVE FINES. Motion carried 5-0.
7. **Ordinances & Resolution:**
 - a. **Ordinance 225, Second Series: Authorizing the Conveyance of City Surplus Property to State of Minnesota PID 32-34-24-22-0002 (First Reading):**

In August, the City Council approved an ordinance providing the sale for real property identified as PID 32-34-24-22-0002 to NSK Properties, LLC as purchaser and adjoining landowner. The conveyance was to be achieved through a quit claim deed to the purchaser after a review of the title on the property. Subsequent to the approval, the City was informed by the State of MN via Anoka County that there was an unrecorded conditional use deed attached to the property. This conditional use deed specified that the property was to be used as a public use for future roadway purpose. Since the City has not put the property to use as a road and does not have any plans to do so, the City is required to re-convey the property back to the State of Minnesota. The adjoining property owner can then request and potentially purchase the property from the State at public auction. MOTION BY BROWN SECOND McCLISH TO APPROVE THE FIRST READING OF ORDINANCE 225, SECOND SERIES AUTHORIZING THE CONVEYANCE OF CITY SURPLUS PROPERTY TO STATE OF MINNESOTA PID 32-34-24-22-0002. Roll Call: Ayes: Motion carried 5-0.

b. **Resolution 2016-56: Amending Resolution 2016-17 (Adding Exhibit B to Original Res.):** MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2016-56 A RESOLUTION AMENDING RESOLUTION 2016-17 (ADDING EXHIBIT B TO ORIGINAL ORDINANCE). Motion carried 5-0.

c. **Resolution 2016-57: Appointing Additional Elections Judges for the General Election:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-57 A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE GENERAL ELECTION. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Community Economic Development: Monthly Report: Community Development Director Kate Thunstrom gave a monthly update on activity in building, code enforcement and zoning permits. Thunstrom also stated the St. Francis Forward Survey is now available online and open until December 15, 2016. The 2016 Housing Performance Score with the Met Council has increased due to programs the city has in place.

Bottle Shop:

Police:

Public Works:

City Administrator: Canvass Election Results: MOTION BY SKORDAHL SECOND BROWN TO SET THE DATE AND TIME TO CANVASS ELECTIONS RESULTS FOR MONDAY, NOVEMBER 14, 2016 AT CITY HALL STARTING AT 5:00 PM. Motion carried 5-0.

9. **Report from Councilmembers:** Brown reminded people to get out and vote. I recently had the opportunity to meet a woman from a company that runs water and sewer maintenance for cities.

McClish thanked our reserves for working the Anoka Halloween Parade and for our St. Francis Ambassador program for participating. McClish stated if people have budget questions please contact city staff and look on our website.

Skordahl wanted to thank staff for putting on the St. Francis Forward meeting. Nineteen citizens attended. We had a meeting the night before and it didn't come up at the council meeting. I know we have events listed on the bottom of the agenda but maybe we can move them up to under the Mayor's report.

10. **Report from Mayor:** Mayor Kane stated he was invited to a Cub Scout meeting last week. It is so fun to hear from them. I too attended the St. Francis Forward meeting. I was invited by the St. Francis Ambassadors to ride on the float for the Anoka Halloween parade. I even dressed up as a ninja turtle it was fun and very positive. I continue to send letters and have met with the governor face to face regarding the six million dollar grant that didn't get passed during the regular session for our wastewater upgrade. I would encourage everyone to send an email to the governor to help us receive this grant. We have Senator Benson and Speaker Daudt backing for this grant.

11. **Old Business:** None.

12. **New Business:** McClish read a letter to the mayor and city council indicating that he is resigning his position as a St. Francis City Council member and president of the St. Francis Eda committee effective immediately. McClish stated he is moving out of the city and will no longer be able to serve as a St. Francis Council member.

MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-58 A RESOLUTION DECLARING A VACANCY ON THE ST. FRANCIS CITY COUNCIL DUE TO THE RESIGNATION OF COUNCILMEMBER CHRIS McCLISH. Motion carried 4-0. McClish abstained.

13. **Adjournment:** Mayor Kane adjourned the Regular City Council Meeting at 6:29 pm.

Barbara I. Held, City Clerk

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

SPECIAL CANVASSING BOARD MINUTES

NOVEMBER 14, 2016

1. **Call to Order:** Mayor Steve Kane called the Canvassing Board to order at 5:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Tim Brown and Rich Skordahl. Councilmember Chris McClish and Richard Orpen excused. Also present were City Administrator Joe Kohlmann and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT THE NOVEMBER 14, 2016 SPECIAL CANVASSING BOARD AGENDA. Motion carried 3-0.
4. **Resolution 2016-59: Accepting the Results of the St. Francis Municipal Races in the 2016 State General Election:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-59 A RESOLUTION TO ACCEPT THE RESULTS OF THE 2016 STATE GENERAL ELECTION HELD ON NOVEMBER 8, 2016. Motion carried 3-0.

Mayor Kane adjourned the Canvassing Board Special meeting at 5:01 pm.

Barbara I. Held
City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

November 7, 2016

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

RE: Pay Request No. 16
Wastewater Treatment Improvements
St. Francis, Minnesota
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 16 for the above referenced project. This pay request is primarily for the site work, handrailing, roofing, painting, and plumbing work. The requested and certified amount is \$599,194.00.

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. 16)

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.:

16
9/27/16 TO 10/25/16

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

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

PERIOD TO:
PROJECT NO.:
SUBSTANTIAL CONTRACT DATE:
FINAL CONTRACT DATE:

R21.109015
03/20/17
05/19/17

CONTACT: Gregg Schreiner CONTRACTOR'S APPLICATION FOR PAYMENT

CONTACT: Paul Saffert

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

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.....	\$19,276,116.00		
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.....	\$19,276,116.00		
(Line 4 less Line 5 Total)			
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$18,676,922.00		
(Line 6 from prior payment)			
8. CURRENT PAYMENT DUE.....	\$599,194.00		
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$2,556,184.00		
(Line 3 less Line 6)			

CHANGE ORDER SUMMARY

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

ADDITIONS

DEDUCTIONS

NET CHANGES by Change Order:	TOTALS:	\$0.00	\$0.00	\$0.00
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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:

[Signature]
State of Minnesota



Subscribed and sworn to before me this 28th day of Oct 2016
Notary Public: *[Signature]*
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 in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$599,194.00
ENGINEER: Bolton & Menk, Inc.

By: *[Signature]* Date: 11/2/16

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 This Period		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	Amount	Percent	Amount				
Division 1										
1000.000	Mobilization Insurance & Bonds	\$360,000	\$360,000				\$0	\$360,000	100.0%	\$0
1020.001	General Construction - Allowance	\$260,000	\$163,000		\$67,000	27%	\$0	\$220,000	88.0%	\$30,000
1020.002	Utility Service - Allowance	\$26,000	\$14,887				\$0	\$14,887	59.3%	\$10,113
1020.003	Building Permit - Allowance	\$160,000	\$16,162		\$8,739	6%	\$0	\$24,901	16.8%	\$125,099
Subtotal for Division 1		\$786,000	\$544,049		\$75,739		\$0	\$519,788	79.0%	\$166,212
							check	\$619,788		
Division 2										
2020.000	Biosolids Site Reclamation	\$550,000	\$161,500				\$0	\$161,500	33.0%	\$388,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000	\$10,000				\$0	\$10,000	25.0%	\$30,000
2100.000	Site Preparation	\$50,000	\$30,000				\$0	\$50,000	100.0%	\$0
2110.000	Column Foundation Systems - Allowance	\$2,460,000	\$1,975,000				\$0	\$1,975,000	80.6%	\$475,000
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance	\$30,000					\$0	\$0	0.0%	\$30,000
2210.000	Finish Grading	\$30,000	\$1,070,000		\$26,000	2.27%	\$0	\$1,095,000	99.5%	\$5,000
2220.000	Excavating & Backfill	\$20,000	\$10,500		\$9,000	30.00%	\$0	\$18,000	60.0%	\$12,000
2300.000	Excavation & Embankment - Roadway & Pavement	\$30,000	\$28,500		\$500	1.67%	\$0	\$29,000	96.7%	\$1,000
2370.000	Storm Water Pollution Prevention Plan (SWPPP)	\$30,000	\$895,000		\$20,000	2.00%	\$30,000	\$935,000	93.5%	\$65,000
2560.000	Site Utilities	\$1,000,000	\$150,000		\$20,000	13.33%	\$0	\$220,000	13.3%	\$130,000
2600.000	Roads, Walks & Curbs	\$150,000	\$8,000		\$20,000	13.33%	\$0	\$28,000	18.7%	\$122,000
2613.000	Design Build Irrigation System - Allowance	\$150,000	\$15,000		\$0	0.0%	\$0	\$15,000	0.0%	\$135,000
2830.000	Chain Link Fence & Gates	\$15,000	\$10,000		\$0	0.0%	\$0	\$10,000	0.0%	\$5,000
2835.000	Modular Block Retaining Wall	\$10,000	\$40,000		\$0	0.0%	\$0	\$40,000	0.0%	\$10,000
2920.000	Soil Preparation, Seeding & Sodding	\$40,000	\$10,000		\$0	0.0%	\$0	\$10,000	0.0%	\$40,000
2921.000	Prairie Restoration	\$10,000	\$4,227,500.00		\$30,000	76.69%	\$30,000	\$4,352,000		\$1,323,000
Subtotal for Division 2		\$5,675,000	\$4,227,500.00		\$34,500		check	\$4,352,000		
								\$4,352,000		
Division 3										
3200.000	Concrete Reinforcement - 750 ton	\$1,520,000	\$1,508,720		\$11,280	0.74%	\$0	\$1,520,000	100.0%	\$0
3300.000	Cast in Place Concrete - 8600 cy	\$3,440,000	\$3,424,000		\$16,000	0.47%	\$0	\$3,440,000	100.0%	\$0
3400.000	Precast/Prestressed Concrete - Tees/Plank/Wall Panels	\$1,630,000	\$1,610,000		\$10,000	0.61%	\$0	\$1,620,000	99.4%	\$10,000
Subtotal for Division 3		\$6,590,000	\$6,542,720.00		\$37,280		check	\$6,580,000	99.85%	\$10,000
								\$6,580,000		

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					
Division 4									
4810.000	Unit Masonry Assemblies	\$0			\$0	\$0	\$0	0.0%	\$0
Subtotal for Division 4		\$0	\$0.00		\$0	\$0	\$0	0.00%	\$0
check									
Check									
Division 5									
5100.000	Structural Metal	\$30,000	\$30,000		\$27,000	\$0	\$30,000	100.0%	\$0
5500.000	Miscellaneous Metal Work	\$140,000	\$100,655		\$27,000	\$10,000	\$137,655	98.3%	\$2,345
5520.000	Handrails & Railings	\$50,000	\$30,000		\$10,000	\$10,000	\$50,000	100.0%	\$0
5521.000	Roof Hatches	\$5,000	\$5,000			\$0	\$5,000	100.0%	\$0
Subtotal for Division 5		\$225,000	\$166,655.00		\$37,000	\$20,000	\$223,655	98.95%	\$2,345
check									
Check									
Division 6									
6100.000	Rough Carpentry	\$10,000	\$9,000		\$1,000	\$0	\$10,000	100.0%	\$0
6200.000	Finish Carpentry	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0
6400.000	Interior Architectural Woodwork	\$1,000	\$1,000			\$0	\$1,000	100.0%	\$0
6410.000	Solids Surface Sills & Thresholds	\$3,000	\$3,000			\$0	\$3,000	100.0%	\$0
Subtotal for Division 6		\$15,000	\$14,000.00		\$1,000	\$0	\$15,000	100.00%	\$0
check									
Check									
Division 7									
7150.000	Dampproofing	\$5,000	\$5,000			\$0	\$5,000	100.0%	\$0
7190.000	Vapor Barrier	\$5,000	\$5,000			\$0	\$5,000	100.0%	\$0
7210.000	Building Insulation	\$20,000	\$16,000			\$0	\$16,000	80.0%	\$4,000
7335.000	Fully Adhered Membrane Roof System	\$170,000	\$150,000		\$20,000	\$0	\$170,000	100.0%	\$0
7600.000	Flashing & Sheet Metal Work	\$30,000	\$18,000			\$0	\$18,000	60.0%	\$12,000
7900.000	Caulking & Sealants	\$20,000	\$13,000			\$0	\$16,000	80.0%	\$4,000
Subtotal for Division 7		\$250,000	\$207,000.00		\$23,000	\$0	\$230,000	92.00%	\$20,000
check									
Check									
Division 8									
8110.000	Doors & Frames	\$50,000	\$24,000		\$7,000	\$15,000	\$46,000	92.0%	\$4,000
8360.000	Upward Acting Sectional Doors	\$15,000	\$13,000			\$0	\$13,000	86.7%	\$2,000
8700.000	Hardware	\$30,000	\$22,000		\$4,000	\$4,000	\$30,000	100.0%	\$0
8900.000	Glass & Glazing	\$5,000			\$5,000	\$0	\$5,000	83.3%	\$1,000
Subtotal for Division 8		\$101,000	\$59,000.00		\$16,000	\$19,000	\$94,000	93.07%	\$7,000
check									
Check									

Item No.	B Description of Work	C Scheduled Value	D From Previous Application		E Work Completed This Period		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (9/C)	I Balance To Finish (C-G)
			Percent	Amount	Percent	Amount				
Division 11 & 12										
11274.000	Vertical Turbine Pumps	\$160,000		\$157,000			\$0	\$157,000	98.1%	\$3,000
11245.000	Polymer Mix/ Feed System - Allowance	\$235,000					\$0	\$235,000	100.0%	\$0
11246.000	Carbon Feed System - Allowance						\$0	\$0	0.0%	\$0
11248.000	Ferric 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	\$120,000	100.0%	\$0
11311.000	Submersible Centrifugal Pumps	\$110,000					\$103,284	\$103,284	93.9%	\$6,716
11312.000	Recessed Impeller Vortex Pump	\$25,000					\$23,000	\$23,000	92.0%	\$2,000
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		\$88,000			\$0	\$88,000	97.8%	\$2,000
11345.000	Chlorination/ Dechlorination Equipment - Allowance	\$200,000					\$0	\$198,000	0.0%	\$0
11351.000	Clarifier Equipment - Suction Type Clarifier	\$290,000		\$198,000			\$0	\$288,000	99.0%	\$2,000
11373.000	Blower System (PD w/ Enclosure)	\$85,000		\$83,000			\$0	\$83,000	97.6%	\$2,000
11374.000	Fine Pore Membrane Aeration Equipment	\$85,000					\$0	\$85,000	100.0%	\$0
11385.000	Coarse Bubble Aeration System	\$85,000		\$85,000			\$0	\$85,000	100.0%	\$0
11386.000	Rapid Mixers	\$13,000					\$0	\$12,000	92.3%	\$1,000
11387.000	Submersible Mixers	\$55,000		\$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					\$23,701	\$23,701	60.8%	\$15,299
12300.000	Furnishings - Allowance	\$25,000					\$0	\$0	0.0%	\$25,000
12346.000	Casework	\$30,000		\$30,000			\$0	\$30,000	100.0%	\$0
Subtotal for Division 11 & 12		\$2,412,000		\$866,000.00			\$816,443	\$2,242,443	92.97%	\$169,557
check										
Division 13										
13128.000	Circular Tank Covers	\$290,000		\$290,000			\$0	\$290,000	100.0%	\$0
13211.000	Water Storage Tank Disinfection	\$1,000					\$0	\$0	0.0%	\$1,000
13222.000	Filter Underdrain System	\$90,000		\$90,000			\$0	\$90,000	100.0%	\$0
13226.000	Filter Media & Gravel	\$30,000					\$0	\$30,000	100.0%	\$0
13228.000	Filter Washwater Troughs	\$30,000		\$30,000			\$0	\$30,000	100.0%	\$0
13852.000	Grating	\$30,000		\$20,000			\$0	\$25,000	83.3%	\$5,000
Subtotal for Division 13		\$471,000		\$430,000.00			\$0	\$465,000	98.73%	\$6,000
check										
Grand Total		\$2,883,000		\$1,296,000.00			\$816,443	\$2,707,443	93.90%	\$175,557
check										

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	Work Completed This Period					
Division 14									
14300.000	Hoisting Equipment	\$12,000				\$9,264	\$9,264	77.2%	\$2,736
14620.000	Portable Hoist	\$4,000				\$0	\$0	0.0%	\$4,000
Subtotal for	Division 14	\$16,000	\$0.00		\$0	\$9,264	\$9,264	57.90%	\$6,736
			check						
Division 15									
15050.000	Industrial Hose & Fittings	\$8,000				\$0	\$0	0.0%	\$8,000
15080.000	Process Pipe & Pipe Fittings	\$955,000	\$740,000		\$95,000	\$10,000	\$845,000	98.8%	\$10,000
15100.000	Valves	\$400,000	\$390,000		\$5,000	\$5,000	\$400,000	100.0%	\$0
15101.000	Electric Valve Actuators				\$0	\$0	\$0	0.0%	\$0
15102.000	Pneumatic Valve Actuators				\$0	\$0	\$0	0.0%	\$0
15130.000	Gauges	\$20,000			\$18,000	\$0	\$18,000	90.0%	\$2,000
15140.000	Supports & Anchors	\$90,000	\$71,582		\$15,418	\$0	\$87,000	96.7%	\$3,000
15250.000	Mechanical Insulation	\$40,000			\$35,000	\$0	\$35,000	87.5%	\$5,000
15400.000	Plumbing	\$440,000	\$333,600		\$50,000	\$15,000	\$348,600	79.2%	\$91,400
15500.000	Heating/Ventilating & Air Conditioning	\$530,000	\$329,700		\$20,000	\$0	\$349,700	66.0%	\$180,300
15510.000	Hydronic Heating Systems	\$300,000	\$24,000		\$41,500	\$0	\$275,500	91.8%	\$24,500
15950.000	HVAC Controls	\$50,000	\$25,000		\$5,000	\$0	\$30,000	60.0%	\$20,000
15990.000	TAB	\$5,000			\$0	\$0	\$0	0.0%	\$5,000
Subtotal for	Division 15	\$2,736,000	\$2,123,882.00		\$234,918	\$30,000	\$2,388,800	87.31%	\$347,200
			check						
Division 16									
16010.000	Electrical General Provisions	\$50,000	\$48,200		\$0	\$0	\$48,200	96.4%	\$1,800
16100.000	Basic Materials & Methods	\$220,000	\$90,800		\$33,000	\$0	\$123,800	56.3%	\$96,200
16200.000	Power Generation System	\$200,000	\$185,000		\$0	\$0	\$185,000	92.5%	\$15,000
16400.000	Electrical Distribution	\$250,000	\$114,600		\$40,000	\$0	\$154,600	61.8%	\$95,400
16500.000	Lighting	\$80,000	\$8,500		\$50,000	\$0	\$78,500	98.1%	\$1,500
16700.000	Special Systems	\$20,000	\$6,200		\$2,000	\$0	\$8,200	41.0%	\$11,800
16900.000	Starters & Motor Control	\$250,000	\$198,000		\$22,000	\$0	\$220,000	88.0%	\$30,000
16950.001	Instrumentation & Control	\$1,000,000	\$957,000		\$15,000	\$60,000	\$992,000	93.2%	\$68,000
16950.002	Computer - Allowance	\$50,000			\$0	\$0	\$0	0.0%	\$50,000
Subtotal for	Division 16	\$2,120,000	\$1,508,300.00		\$162,000	\$80,000	\$1,750,300	82.56%	\$369,700
			check						
Grand Total		\$21,832,300	\$16,930,606		\$1,338,437	\$1,007,073	\$19,276,116	88.29%	\$2,556,184



Pay Req. No. 16
 Period Ending: 10/25/2016

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
Grand Totals										
1000.000	Medicalization Insurance & Bonds	\$21,832,300								
1020.001	General Construction - Allowance	\$360,000	\$39,427			\$39,427	\$39,427		\$39,427	
1020.002	Lobby Service - Allowance	\$15,000	\$25,000			\$25,000			\$25,000	
1020.003	Building Permit - Allowance	\$150,000	\$39,427			\$39,427	\$39,427		\$39,427	
Subtotal for Division 1										

Division 2										
2020.000	Biosolids Silo Reclamation	\$350,000								
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000								
2100.000	Silo Preparation	\$50,000								
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									
2210.000	Finish Grading	\$30,000								
2220.000	Excavating & Backfill	\$1,100,000								
2230.000	Removal of Pavement & Miscellaneous Structures	\$20,000								
2390.000	Excavation & Embankment - Roadway & Pavement	\$30,000								
2370.000	Storm Water Pollution Prevention Plan (SWPPP)	\$30,000								
2550.000	Silo Utilities	\$1,000,000	\$550,675			\$550,675	\$510,675	\$20,000	\$530,675	\$30,000
2800.000	Rocks, Walts & Cuts	\$150,000								
2813.000	Design Build Irrigation System - Allowance	\$150,000	\$280			\$280	\$280		\$280	
2830.000	Chain Link Fence & Gates	\$15,000								
2835.000	Modular Block Retaining Wall	\$10,000								
2920.000	Soil Preparation, Seeding & Sodding	\$40,000								
2921.000	Paints Resurfacing	\$10,000								
Subtotal for Division 2										

Division 3										
3200.000	Concrete Reinforcement - 780 ton	\$1,220,000	\$836,494			\$836,494	\$832,494	\$4,000	\$836,494	
3300.000	Cast-In Place Concrete - 8600 cy	\$3,440,000	\$1,299,056			\$1,299,056	\$1,299,056		\$1,299,056	
3400.000	Precast/Prestress Concrete - Tapered Parapet Wall Panels	\$1,520,000	\$2,133,550			\$2,133,550	\$2,131,550	\$2,000	\$2,133,550	
Subtotal for Division 3										

Division 4										
4810.000	Unit Masonry Assemblies	\$0	\$0			\$0	\$0		\$0	
Subtotal for Division 4										

Division 5										
5100.000	Structural Metal	\$30,000	\$5,000			\$5,000	\$5,000		\$5,000	
5500.000	Miscellaneous Metal Work	\$140,000	\$117,655			\$117,655	\$80,655	\$27,000	\$107,655	\$10,000
5520.000	Handrails & Railings	\$50,000	\$49,828			\$49,828	\$29,828	\$10,000	\$39,828	\$10,000
5521.000	Roof Hatches	\$8,000	\$5,140			\$5,140	\$5,140		\$5,140	
Subtotal for Division 5										

Division 6										
6100.000	Roof Carpentry	\$10,000								
6200.000	Finish Carpentry	\$1,000	\$500			\$500	\$500		\$500	
6400.000	Interior Architectural Woodwork	\$1,000	\$2,500			\$2,500	\$2,500		\$2,500	
6410.000	Solid Surface Sills & Thresholds	\$3,000	\$3,000			\$3,000	\$3,000		\$3,000	
Subtotal for Division 6										

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

Gilder Const., Inc.
 3890 27th Street SE
 Buffalo, MN 55913



Pay Req. No. 16
 Period Ending: 10/25/2016

Pay Item No.	Pay Application W/Version	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
Division 7										
7150.000	Dampproofing	\$3,000								
7190.000	Veget Barrier	\$3,000								
7210.000	Building Insulation	\$20,000								
7335.000	Fully Adhered Membrane Roof System	\$170,000								
7600.000	Fishing & Steel Metal Work	\$30,000								
7900.000	Coiling & Sealants	\$20,000								
Subtotal for Division 7		\$250,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 8										
8110.000	Doors & Frames	\$50,000	\$41,000			\$41,000	\$21,000	\$5,000	\$26,000	\$15,000
8360.000	Upward Acting Sectional Doors	\$15,000								
8700.000	Hardware	\$30,000	\$16,900			\$16,900	\$8,900	\$4,000	\$12,900	\$4,000
8800.000	Glass & Glazing	\$8,000								
Subtotal for Division 8		\$101,000	\$57,900	\$0		\$57,900	\$29,900	\$9,000	\$38,900	\$19,000
Division 9										
9111.000	Non-load Bearing Steel Framing	\$15,000								
9250.000	Grassm Drivell	\$25,000								
9310.000	Ceramic Tile	\$9,000								
9390.000	Acoustical Ceiling System	\$5,000								
9900.000	Wastewater Treatment Facility Parting	\$50,000								
9930.000	Concrete Slabbing	\$15,000								
Subtotal for Division 9		\$419,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Division 10										
1011.000	Marker Board	\$1,000								
10155.000	Total Compartment	\$2,300	\$1,329			\$1,329				\$1,329
10280.000	Safety Devices	\$4,000								
10280.000	Wall Surface Protection	\$1,000								
10600.000	Identifying Devices	\$8,000	\$1,037			\$1,037				\$1,037
10800.000	Total Accessories	\$2,000								
Subtotal for Division 10		\$16,300	\$2,366	\$0		\$2,366	\$0	\$0	\$0	\$2,366
Division 11 & 12										
11214.000	Vertical Turbine Pumps	\$160,000	\$149,975			\$149,975	\$149,975		\$149,975	
11245.000	Polymer Mtl Feed System - Allowance	\$235,000	\$235,000			\$235,000			\$235,000	
11246.000	Carbon Feed System - Allowance	\$235,000								
11248.000	Ferrous Chloride Feed System - Allowance	\$235,000								
11285.000	Ultrasound Densification - Allowance	\$539,000	\$532,052			\$532,052			\$21,457	\$532,052
11280.000	Hydraulic Cais	\$20,000	\$21,457			\$21,457			\$21,457	
11310.000	Centrifugal Wastewater Pumps	\$170,000								
11311.000	Submersible Centrifugal Pumps	\$110,000	\$103,284			\$103,284			\$21,792	\$103,284
11312.000	Recessed Impeller Vortex Pump	\$25,000	\$21,792			\$21,792			\$21,792	
11313.000	Sewer Impeller Centrifugal Pumps	\$25,000								
11320.000	Grit Removal System	\$54,000	\$37,406			\$37,406			\$37,406	
11330.000	Grit Separator System	\$35,000	\$20,000			\$20,000			\$20,000	
11335.000	Fine Screen	\$90,000	\$78,469			\$78,469			\$78,469	
11345.000	Chemical Dewatering Equipment - Allowance	\$200,000	\$167,535			\$167,535			\$167,535	
11351.000	Clarifier Equipment - Suction Type Clarifier	\$295,000	\$285,000			\$285,000			\$285,000	
11373.000	Blower System (FD w/ Endosulf)	\$200,000	\$167,535			\$167,535			\$167,535	
11374.000	Fine Pore Membrane Aeration Equipment	\$95,000	\$66,407			\$66,407			\$66,407	
11385.000	Coarse Bubble Aeration System	\$95,000	\$61,407			\$61,407			\$61,407	
11386.000	Rapid Mixers	\$19,000	\$12,000			\$12,000			\$12,000	
11387.000	Submersible Mixers	\$59,000	\$48,581			\$48,581			\$48,581	
11600.001	Laboratory Equipment	\$46,000								
11600.002	Laboratory Equipment - Allowance	\$23,000								
11630.000	Automatic Sampler	\$39,000	\$23,701			\$23,701			\$23,701	
12300.000	Furnishings - Allowance	\$25,000								
12460.000	Casework	\$30,000								
Subtotal for Division 11 & 12		\$3,412,000	\$1,964,086	\$0		\$1,964,086	\$593,831	\$535,792	\$1,147,023	\$816,243

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

Order Contn., Inc.
 390 27th Street SE
 Buffalo, MN 55913



Pay Req. No. 16
 Period Ending: 10/25/2016

Pay Item No	Pay Application Version	Scheduled Value	Previous Stored To Date	New Storage 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
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Division 13										
13226.000	Circular Tank Covers	\$290,000	\$178,516			\$178,516	\$178,516		\$178,516	\$178,516
13271.000	Water Storage Tank Distribution	\$1,000	\$80,000			\$80,000	\$80,000		\$80,000	\$80,000
13222.000	Filter Underdrain System	\$90,000	\$27,389			\$27,389	\$27,389		\$27,389	\$27,389
13228.000	Filter Media & Gravel	\$30,000	\$27,389			\$27,389	\$27,389		\$27,389	\$27,389
13662.000	Filter Washwater Troughs	\$30,000	\$27,389			\$27,389	\$27,389		\$27,389	\$27,389
13662.000	Grains	\$30,000	\$27,389			\$27,389	\$27,389		\$27,389	\$27,389
Subtotal for Division 13		\$477,000	\$285,873	\$0		\$285,873	\$285,873	\$0	\$285,873	\$0

Division 14										
14200.000	Heating Equipment	\$12,000	\$9,264			\$9,264	\$9,264		\$9,264	\$9,264
14220.000	Per Boiler Hoses	\$4,000	\$3,264		Commodity	\$3,264	\$3,264		\$3,264	\$3,264
Subtotal for Division 14		\$16,000	\$12,528	\$0		\$12,528	\$12,528	\$0	\$12,528	\$0

Division 15										
15050.000	Industrial Hose & Fittings	\$6,000	\$600,072			\$600,072	\$600,072		\$600,072	\$600,072
15060.000	Process Pipe & Pipe Fittings	\$855,000	\$339,180			\$339,180	\$339,180		\$339,180	\$339,180
15100.000	Valves	\$400,000	\$339,180			\$339,180	\$339,180		\$339,180	\$339,180
15101.000	Electrical Valve Actuators	\$20,000	\$11,771			\$11,771	\$11,771		\$11,771	\$11,771
15102.000	Pneumatic Valve Actuators	\$20,000	\$11,771			\$11,771	\$11,771		\$11,771	\$11,771
15140.000	Supports & Anchors	\$90,000	\$15,000			\$15,000	\$15,000		\$15,000	\$15,000
15230.000	Mechanical Insulation	\$40,000	\$171,683			\$171,683	\$171,683		\$171,683	\$171,683
15400.000	Plumbing	\$440,000	\$171,683			\$171,683	\$171,683		\$171,683	\$171,683
15500.000	Heating Ventilation & Air Conditioning	\$300,000	\$50,000			\$50,000	\$50,000		\$50,000	\$50,000
15510.000	Hydronic Heating Systems	\$300,000	\$50,000			\$50,000	\$50,000		\$50,000	\$50,000
15560.000	HVAC Controls	\$50,000	\$1,137,686			\$1,137,686	\$1,137,686		\$1,137,686	\$1,137,686
15560.000	TAB	\$50,000	\$1,137,686			\$1,137,686	\$1,137,686		\$1,137,686	\$1,137,686
Subtotal for Division 15		\$2,736,000	\$1,137,686	\$0		\$1,137,686	\$1,137,686	\$0	\$1,137,686	\$0

Division 16										
16010.000	Electrical General Provisions	\$50,000	\$20,000			\$20,000	\$20,000		\$20,000	\$20,000
16100.000	Basic Materials & Methods	\$220,000	\$20,000			\$20,000	\$20,000		\$20,000	\$20,000
16200.000	Power Generator System	\$250,000	\$70,715			\$70,715	\$70,715		\$70,715	\$70,715
16400.000	Electrical Distribution	\$90,000	\$20,000			\$20,000	\$20,000		\$20,000	\$20,000
16500.000	Lighting	\$20,000	\$20,000			\$20,000	\$20,000		\$20,000	\$20,000
16700.000	Special Systems	\$20,000	\$20,000			\$20,000	\$20,000		\$20,000	\$20,000
16900.000	Starters & Motor Control	\$250,000	\$60,000			\$60,000	\$60,000		\$60,000	\$60,000
16950.001	Instrumentation & Control	\$1,000,000	\$60,000			\$60,000	\$60,000		\$60,000	\$60,000
16990.002	Computer - Allowance	\$50,000	\$60,000			\$60,000	\$60,000		\$60,000	\$60,000
Subtotal for Division 16		\$2,120,000	\$60,000	\$0		\$60,000	\$60,000	\$0	\$60,000	\$0

Grand Totals \$21,832,300 \$6,583,478 \$9,264 \$6,592,742 \$4,907,877 \$697,792 \$5,605,669 \$1,007,073

CRANE AUTHORITY INVOICE

REV ESTIMATE #16
 MAY 14300.000

Bill to: Gridor Construction
 3990 27th Street SE
 Buffalo, MN 55313
 Phone 763-746-9075

Ship To Gridor Construction Inc.
 C/O Wastewater Treatment Plant
 4020 St. Francis Blvd.

Invoice Date: 10/21/2016
 Due Date: 11/21/2016
 Job #: 11335

Your PO #: 2015-09/14210
 Your Job #: NA
 Ship Via: Pre-pay, Add

Invoice #: 202013
 Terms: Net 30 Days

Line Item	Description	Qty.	Unit	Price	Total
1	Item #CMT-15-20-900-NN Bridge Crane and Runway System Runway Capacity: 4,000 Lbs. Runway Length 20'-0" (Including 12" Cantilevers on both ends) Bridge Length: 15'-0" Bridge Span: 13'-0" Support Center: 18'-0" Overall Width: 15'-0"	1	ea	\$6,430.00	\$6,430.00
2	CM Hurricane Manual chain Hoist w/Hook Mount Item #5630A Capacity: 4,000 Lbs Lift: 15'	1	ea	593	\$593.00
3	CM Hurricane Manual chain Hoist Item #5626A Capacity: 2,000 Lbs. Lift: 10' CBTP-0100 Trolley	1	ea	705	\$705.00

Freight

\$910.00

Remit to: Crane Authority
 2715 Curtiss Street
 Downers Grove, IL 60515
 630-725-9515 Phone
 630-725-9517 Fax

INVOICE TOTAL \$8,638.00
 AMOUNT DUE \$8,638.00

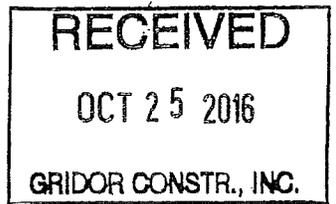
HOID

Job NO,

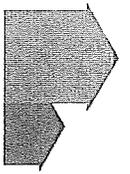
X1.0725

#9 Kled

Tax copy



Approved [Signature]
 Date Paid 15-08-14-21-10
 For 15-08-14-21-10
 Check No



SUN MECHANICAL INC
 10834 178TH CIRCLE NW
 ELK RIVER MN 55330
 763-274-2866

License: 0696364-PM

Owner: Gridor Construction Company
 3990 27th Street SE
 Buffalo MN 55313

Job Location: ST. FRANCIS WWTF
 4020 St. Francis Blvd. NW
 St. Francis MN 55070

Progress Billing/5510.000

Application: 12
 Period: 10/15/2016

FOR REFERENCE ONLY

PAY ESTIMATE #16
 15250.000
 15400.000

Application For Payment On Contract

Original Contract.....	764,950.00
Net Change by Change Orders.....	13,493.94
Contract Sum to Date.....	778,443.94
Total Complete to Date.....	613,943.94
Total Retained.....	0.00
Total Earned Less Retained.....	613,943.94
Less Previous Billings.....	572,443.94
Current Payment Due.....	41,500.00
Balance on Contract.....	164,500.00

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: *James M. Gridor* Date: _____

Digitally signed by James M. Gridor, DN: cn=James M. Gridor, o=SUN MECHANICAL INC, email=jm.gridor@sunmechanical.com, c=US, Date: 2016.10.25 10:26:13 -0500

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: SUN MECHANICAL INC

Thank you for your prompt payment.

PROGRESS BILLING

Application: 12
 Period: 10/15/2016

Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Total Comp.	%	Balance	Retained
San GW Mat'l	37,000.00		37,000.00	37,000.00		37,000.00	100.00		
San GW Labor	36,000.00		36,000.00	36,000.00		36,000.00	100.00		
W&V Mat's	26,400.00		26,400.00	22,500.00		22,500.00	85.23	3,900.00	
W&V Labor	25,500.00		25,500.00	20,500.00		20,500.00	80.39	5,000.00	
Water Mat'l	59,400.00		59,400.00	54,000.00		54,000.00	90.91	5,400.00	
Water Labor	57,600.00		57,600.00	47,600.00		47,600.00	82.64	10,000.00	
Fixtures Mat'l	90,000.00		90,000.00	80,000.00		80,000.00	88.89	10,000.00	
Fixtures Labor	40,700.00		40,700.00	9,000.00		9,000.00	22.11	31,700.00	
Gas Mat'l	22,000.00		22,000.00	11,000.00	5,000.00	16,000.00	72.73	6,000.00	
Gas Labor	52,400.00		52,400.00	18,000.00	20,000.00	38,000.00	72.52	14,400.00	
Air Mat'l	31,000.00		31,000.00	22,000.00		22,000.00	70.97	9,000.00	
Air Labor	17,500.00		17,500.00	7,500.00		7,500.00	42.86	10,000.00	
HWHT Mat'l	27,000.00		27,000.00	20,000.00		20,000.00	74.07	7,000.00	
HWHT Labor	43,000.00		43,000.00	28,000.00		28,000.00	65.12	15,000.00	
Term. Units Mat'l	20,500.00		20,500.00	18,000.00	500.00	18,500.00	90.24	2,000.00	
Term. Units Labor	18,100.00		18,100.00	4,000.00	1,000.00	5,000.00	27.62	13,100.00	
Equipment Mat'l	66,000.00		66,000.00	66,000.00		66,000.00	100.00		
Equipment Labor	33,000.00		33,000.00	13,000.00	5,000.00	18,000.00	54.55	15,000.00	
Insulation Mat'l	21,500.00		21,500.00	11,500.00	7,000.00	18,500.00	86.05	3,000.00	
Insulation Labor	21,500.00		21,500.00	14,500.00	3,000.00	17,500.00	81.40	4,000.00	
Tools	3,850.00		3,850.00	3,850.00		3,850.00	100.00		
Mobilization	15,000.00		15,000.00	15,000.00		15,000.00	100.00		
Change Order# 2		8,323.00		8,323.00		8,323.00	100.00		
Change Order# 3		5,170.94		5,170.94		5,170.94	100.00		
Totals:	764,950.00	13,493.94	778,443.94	572,443.94	41,500.00	613,943.94	78.87	164,500.00	



AIA Document G702 - 1992

Application and Certificate for Payment

TO OWNER: Atrn: Accounts Payable

Gridor Construction
3990 27th Street SE
Buffalo, MN 55313

Senra-Sota Sheet Metal, Inc.
3075 3rd Street South PO Box 400
Waite Park, MN 56387

PROJECT: St Francis WWTF

St. Francis Wastewater Treatment Facility
St. Francis, MN

VIA ARCHITECT:

APPROVED
FOR 15-09 15500-5

Date Paid

Check No.

APPLICATION NO: 9

PERIOD TO: 10/31/2016

CONTRACT FOR: HVAC

CONTRACT DATE: 12/11/2015

PROJECT NOS:

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

TAD ESTIMATE #14
1421 15800.000
15950.000
15990.000
FOR REFERENCE ONLY

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 578,300.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 578,300.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 367,121.80
5. RETAINAGE:
 - a. 5.00 % of Completed Work 28,178.50
 - (Column D + E on G703)
 - b. 5.00 % of Stored Material 1108.93 Ret
 - (Column F on G703) 21,069.57

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 18,356.09

6. TOTAL EARNED LESS RETAINAGE \$ 348,765.71
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 327,696.13
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 21,069.58

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 229,534.29

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	6.00	0.00
Total approved this Month	0.00	0.00
TOTALS	6.00	0.00
NET CHANGES by Change Order	0.00	0.00

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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

CONTRACTOR: Senra-Sota Sheet Metal, Inc.

By: [Signature]

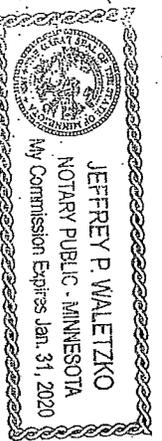
State of: MINNESOTA

County of: STEARNS

Subscribed and sworn to before me this 18 day of October 2016.

Notary Public: [Signature]

My Commission expires: 1-31-22



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$

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

ARCHITECT: _____

By: _____

Date: _____

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 the rights of the Owner or Contractor under this Contract.

RECEIVED

OCT 20 2016

GRIDOR CONSTRUCTION, INC.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

PROJECT: St Francis WWTF
St. Francis Wastewater Treatment Facility
ARCHITECT'S PROJECT NO.:

APPLICATION NO.: 9
APPLICATION DATE: 10/18/2016
PERIOD TO: 10/31/2016

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	General Conditions-labor	\$36,110.00	\$21,666.00	\$3,614.00	\$0.00	\$25,277.00	70%	\$10,833.00	\$1,263.85
2	Insulation	\$28,438.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	53%	\$13,438.00	\$750.00
3	Controls	\$123,497.00	\$41,000.00	\$5,000.00	\$0.00	\$46,000.00	37%	\$77,497.00	\$2,300.00
4	Refrigeration Piping	\$15,684.00	\$7,842.00	\$0.00	\$0.00	\$7,842.00	50%	\$7,842.00	\$392.10
5	Test and Balance	\$9,993.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,993.00	\$0.00
6	Ductwork-labor	\$64,321.00	\$32,160.50	\$6,432.10	\$0.00	\$38,592.60	60%	\$25,728.40	\$1,929.63
7	Ductwork-mat'l	\$46,520.00	\$23,260.00	\$4,652.00	\$0.00	\$27,912.00	60%	\$18,608.00	\$1,395.60
8	FRP Duct-labor	\$2,974.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,974.00	\$0.00
9	FRP Duct-mat'l	\$17,802.00	\$17,802.00	\$0.00	\$0.00	\$17,802.00	100%	\$0.00	\$890.10
10	Louvers,Dampers, Fire/Smoke Dampers-labor	\$8,105.00	\$5,358.00	\$0.00	\$0.00	\$5,358.00	66%	\$2,747.00	\$267.90
11	Louvers,Dampers, Fire/Smoke Dampers-mat'l	\$5,841.00	\$4,088.70	\$0.00	\$0.00	\$4,088.70	70%	\$1,752.30	\$204.44
12	Gas Fired Unit Heaters-labor	\$2,120.00	\$848.00	\$212.00	\$0.00	\$1,060.00	50%	\$1,060.00	\$53.00
13	Gas Fired Unit Heaters-mat'l	\$5,033.00	\$4,617.00	\$0.00	\$0.00	\$4,617.00	92%	\$416.00	\$230.85
14	Make Up Air Units-labor	\$8,403.00	\$5,041.80	\$840.30	\$0.00	\$5,882.10	70%	\$2,520.90	\$294.11
15	Make Up Air Units-mat'l	\$121,192.00	\$115,816.00	\$0.00	\$0.00	\$115,816.00	96%	\$5,376.00	\$5,790.80
16	Energy Recovery Units-labor	\$2,801.00	\$840.30	\$0.00	\$0.00	\$840.30	30%	\$1,960.70	\$42.02
17	Energy Recovery Units-mat'l	\$6,344.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	95%	\$344.00	\$300.00
18	Fan Coil Units, Mini-Splits, Cond Unit-labor	\$3,650.00	\$1,095.00	\$730.00	\$0.00	\$1,825.00	50%	\$1,825.00	\$91.25
19	Fan Coil Units, Mini-Splits, Cond Unit-mat'l	\$23,701.00	\$21,563.00	\$0.00	\$0.00	\$21,563.00	91%	\$2,138.00	\$1,078.15
20	Exhaust Fans-labor	\$6,169.00	\$2,467.60	\$616.90	\$0.00	\$3,084.50	50%	\$3,084.50	\$154.23
21	Exhaust Fans-mat'l	\$15,801.00	\$14,497.00	\$0.00	\$0.00	\$14,497.00	92%	\$1,304.00	\$724.85
22	Gravity Hood-labor	\$842.00	\$168.40	\$84.20	\$0.00	\$252.60	30%	\$589.40	\$12.63
23	Gravity Hood-mat'l	\$1,112.00	\$1,020.00	\$0.00	\$0.00	\$1,020.00	92%	\$92.00	\$51.00
SUB-TOTALS		\$656,463.00	\$342,151.30	\$22,178.50	\$0.00	\$364,329.80	65%	\$192,123.20	\$18,216.51

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CONTINUATION SHEET

AIA DOCUMENT G703 (instructions on reverse side)

PAGE 3 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
 PROJECT: St Francis WWTF
 St. Francis Wastewater Treatment Facility
 ARCHITECT'S PROJECT NO.:
 APPLICATION NO.: 9
 APPLICATION DATE: 10/18/2016
 PERIOD TO: 10/31/2016

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+H)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
24	Dehumidifiers-labor	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$700.00	\$0.00
25	Dehumidifiers-matl	\$14,982.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,982.00	\$0.00
26	Grilles, Registers, Diffusers-labor	\$3,122.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,122.00	\$0.00
27	Grilles, Registers, Diffusers-matl	\$3,043.00	\$2,792.00	\$0.00	\$0.00	\$2,792.00	92%	\$251.00	\$139.60
TOTALS		\$578,300.00	\$344,943.30	\$22,178.50	\$0.00	\$367,121.80	63%	\$211,178.20	\$18,366.09

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APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: GRIDOR CONSTR. INC.
3990 27TH STREET SE
BUFFALO, MN 55313

PROJECT: ST FRANCIS WWTP

FROM: KILLMER ELECTRIC CO., INC.
5141 LAKELAND AVE. NO.
CRYSTAL, MN 55429

APPLICATION NO: 12
APPLICATION DATE: 10-20-15
PERIOD TO: 10-31-16

CONTRACT FOR: BID CATEGORY - ELECTRICAL

CONTRACT DATE: 7-13-15
KILLMER JOB # 23405

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract. Continuation Sheet 0709 is attached.

1. ORIGINAL CONTRACT SUM	\$2,068,000.00
2. Net change by Change Orders	\$10,480.76
3. CONTRACT SUM TO DATE	\$2,078,480.76
4. TOTAL COMPLETED & STORED TO DATE	\$1,709,645.09
5. RETAINAGE:	5%
a. % of Completed Work	\$85,482.25
b. % of Stored Material	\$0.00
Total Retainage:	\$85,482.25
6. TOTAL EARNED LESS RETAINAGE	\$1,624,162.84
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$1,342,880.84
8. CURRENT PAYMENT DUE	\$81,282.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$454,317.92

CHANGE ORDER SUMMARY

ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$10,480.76
Total approved this month	\$0
TOTALS	\$10,480.76
NET CHANGES by Change Order	\$10,480.76

AMOUNT CERTIFIED \$

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

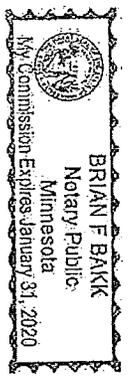
NET CHANGES by Change Order: \$10,480.76

ARCHITECT: _____ Date: _____

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

CONTRACTOR: KILLMER ELECTRIC CO., INC.
By: *[Signature]* Date: 10/20/16

State of: Minnesota
County of: Hennepin
Subscribed and sworn to before me this 20th day of Oct, 2016
Notary Public: *[Signature]*
My Commission expires: 1-31-20



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

FOR REFERENCE
H&I DIV. 16

1545 ESTIMATE # 16

APPLICATION AND CERTIFICATE FOR PAYMENT

APPLICATION NUMBER: 12
 APPLICATION DATE: 10-20-16
 PERIOD TO: 10-31-16

ST FRANCIS WWTP

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D Work Completed		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETE & STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			PREVIOUS APPLICATIONS (D+E)							
	GENERAL CONDITIONS	68,000.00	24,750.00		3,600.00	✓	28,350.00	42%	39,650.00	
	BASIC MATERIALS AND METHODS MOTORS	215,000.00	83,600.00		24,900.00	✓	108,500.00	50%	108,500.00	
	POWER GENERATION SYSTEM	24,100.00	6,180.00		3,300.00		9,480.00	39%	14,620.00	
	ELECTRIC DISTRIBUTION	215,000.00	185,000.00				185,000.00	86%	30,000.00	
	LIGHTING	146,400.00	125,600.00				125,600.00	86%	20,800.00	
	SPECIAL SYSTEMS	124,600.00	78,755.00		12,000.00	✓	90,755.00	73%	33,845.00	
	STARTERS AND MOTOR CONTROL	16,900.00	5,100.00		1,200.00	✓	6,300.00	37%	10,600.00	
	INSTRUMENTATION AND CONTROL	722,000.00	653,572.00		21,400.00	✓	674,972.00	93%	47,028.00	
		536,000.00	458,428.09		14,000.00		472,428.09	88%	63,571.91	
CO #1	CHANGE ORDER NO. 1	5,860.00	3,100.00		2,760.00	✓	5,860.00	100%	-	
CO #2	CHANGE ORDER NO. 2	4,620.76			2,400.00		2,400.00	52%	2,220.76	
	TOTALS	2,078,480.76	1,624,085.09		85,560.00	-	1,709,645.09	82%	368,835.67	0



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

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Chief of Police
SUBJECT: 2017 PATROL subscription renewal
DATE: November 21, 2016

OVERVIEW:

In 2016 the police department subscribed to "PATROL" or Peace Officer Accredited Training Online. PATROL is a training website offered through The League of Minnesota Cities Insurance Trust. Through PATROL officers can access monthly web-based courses on current legal issues and research on important developments impacting Minnesota law enforcement. The courses are POST board approved and would count towards the officers continuing education credits which they need to keep their peace officer license active. The PATROL method could supplement other off site training courses which would involve officers traveling to other locations, possible overtime and travel reimbursements. In 2016 several officers completed online training that would have otherwise had to be completed at another location.

ACTION TO BE CONSIDERED:

Asking for approval to renew our subscription agreement with PATROL for the year 2017.

BUDGET IMPLICATION:

The fee to cover all active officers for the year 2017 would amount to \$990.00 which would be paid for through the police department 2017 training budget.

Attachments:

•

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: Mn Deer Hunters Assc. Rum River Chapter Previous Gambling Permit Number: X-30002-16-010

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 1917 Rum River Dr. NW

City: Isanti State: Mn Zip: 55040 County: Anoka

Name of Chief Executive Officer (CEO): Ron Schleif

Daytime Phone: 763-753-3254 Email: Rschleif@msn.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
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): Beef O Brady's of St. Francis

Address (do not use P.O. box): 23212 St. Francis Blvd

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

Date(s) of activity (for raffles, indicate the date of the drawing): 12-13-2016

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: \$ _____)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to 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;">CITY APPROVAL for a gambling premises located within city limits</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; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</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>TOWNSHIP (if required by the county) 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>
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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: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: 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>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</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 \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<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 & 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>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: St Francis Lions Previous Gambling Permit Number: X 802688

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1622197

Mailing Address: P O Box 173

City: St Francis State: MN Zip: 55070 County: Anoka

Name of Chief Executive Officer (CEO): Don Geviner

Daytime Phone: 612 323 4500 Email: daniel.geviner@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least 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.)

Current calendar year Certificate of Good Standing
 Don't have a copy? This certificate must be obtained each year from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
 Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service-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.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted: 5-12-16 & 11-12-16

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: 12-17-16
 -OR-
 conducted on up to 12 consecutive days in connection with a:

county fair Dates: _____

civic celebration Dates: _____

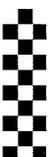
Minnesota State Fair Dates: _____

Person in charge of bingo event: Jim Helen Daytime Phone: 763 753 1265

Name of premises where bingo will be conducted: St Francis Am. Legion #1622

Premises street address: P O Box 2316

City: St Francis If township, township name: _____ County: Anoka



LG240B Application to Conduct Excluded Bingo

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>MAIL OR FAX APPLICATION & ATTACHMENTS</p> <p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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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 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 Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & 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.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4g

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Metropolitan Council Local Planning – Grant Agreement
DATE: November 21, 2016

OVERVIEW:

Metropolitan Council is providing various types of assistance in regards to the completion of the 2040 Comprehensive Plan, including direct staff assistance, guidance, tools and resources, mapping assistance and training and financial resources.

To support local governments updating their local Comprehensive Plans, Met Council has approved grant opportunities to qualified communities. St. Francis was eligible for \$32,000.00 in grant assistance. Council took action on June 6, 2016 to request the grant funds to assist in the costs necessary for St. Francis to complete its Comprehensive Plan requirements. Documentation was submitted to Met Council outlining the potential costs and steps the City will complete.

ACTION TO BE CONSIDERED:

Attached is the Grant Agreement from the Metropolitan Council. This agreement has been reviewed by Barna, Guzy & Steffen, city's legal counsel, and the attached document meets the needs of both parties.

BUDGET IMPLICATION:

Receive a grant award of \$32,000.00 for the purposes of completing the Comprehensive Plan

Attachments: Metropolitan Council Local Planning Assistance Program, Grant Agreement

Grantee: City of St. Francis

Grant No.: SG05357-01

Grant Amount: \$ 32,000

End Date: December 31, 2019

Council's Authorized Agent: LisaBeth Barajas

**METROPOLITAN COUNCIL
LOCAL PLANNING ASSISTANCE PROGRAM
GRANT AGREEMENT**

THIS GRANT AGREEMENT is made and entered into by the Metropolitan Council ("Council") and the metropolitan-area governmental unit identified above as the "Grantee."

WHEREAS, Minnesota Statutes section 473.867 authorizes the Council to establish a planning assistance fund for the purpose of making grants and loans to local governmental units to help local governmental units in the seven-county metropolitan area conduct and implement comprehensive planning activities, including the "decennial" review of local comprehensive plans and fiscal devices and official controls as required by section 473.864, subdivision 2; and

WHEREAS, on May 25, 2015, and on April 27, 2016, the Council adopted initial and additional need-based eligibility criteria for awarding available local planning program assistance and established potential 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, on December 10, 2014, the Council authorized an initial transfer of funds to the planning assistance fund, and on December 9, 2015, the Council authorized an additional transfer of funds to the total planning assistance fund for grants or loans to local governments under Minnesota Statutes section 473.867;

WHEREAS, the Grantee is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121, or is an eligible metropolitan-area city or town acting in partnership with at least 4 other cities or towns and is authorized to submit a joint application and execute this Agreement on behalf of the partnership or consortium; and

WHEREAS, the Grantee submitted an application for local planning assistance grant funds and was awarded a grant to help fund eligible comprehensive planning activities identified in the application.

NOW THEREFORE, in reliance on the representations and statements above and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01 Definition of Terms. For the purposes of this Agreement, the terms defined in this paragraph have the meanings given them in this paragraph unless otherwise provided or indicated by the context.

- (a) “*Comprehensive Development Guide*” means the comprehensive development guide for the seven-county metropolitan area adopted by the Council pursuant to Minnesota Statutes section 473.145. The *Comprehensive Development* guide includes: *Thrive MSP 2040* and the *Housing Policy Plan* (as amended) adopted by the Council pursuant to Minnesota Statutes section 473.145; the *Master Water Supply Plan* adopted by the Council pursuant to Minnesota Statutes section 473.1565; and the “metropolitan systems plans” adopted by the Council pursuant to Minnesota Statutes sections 473.146 and 473.147.
- (b) “*Comprehensive plan*” means a local comprehensive plan update required under Minnesota Statutes section 473.864, subdivision 2 that complies with Minnesota Statutes sections 473.858 through 473.865 and other applicable laws, including those provisions in section 473.859 requiring housing elements and housing implementation programs.
- (c) “*Metropolitan Land Planning Act*” means the land use planning provisions of Minnesota Statutes Chapter 473, including Minnesota Statutes section 473.175 and sections 473.851 through 473.871.
- (d) “*Metropolitan system plans*” means the transportation portion of the *Comprehensive Development Guide*, and the policy plans, and capital budgets for metropolitan wastewater service, transportation, and regional recreation open space.

II. GRANT FUNDS

2.01 Grant Amount and Conditions. The Council will provide to the Grantee the “Grant Amount” identified at Page 1 of this Agreement which the Grantee shall use for authorized purposes and eligible activities. The grant funds are made available to the Grantee subject to the following terms and conditions:

- (a) ***Timely Plan Update Submission.*** Notwithstanding the December 31, 2019 “End Date” identified on Page 1 of this Agreement, the Grantee must review and update its comprehensive plan as required by Minnesota Statutes section 473.864, subdivision 2, by December 31, 2018.
- (b) ***Consultation with Council and Adjacent Review.*** The Grantee must submit its draft plan update to adjacent governmental units for a 6-month adjacent review period as required by Minnesota Statutes section 473.858, subdivision 2 prior to submitting the plan update to the Council for review. Prior to submitting its draft plan to adjacent units, the Grantee must consult with the Metropolitan Council Sector Representative for its district at least twice to update the Council on plan progress and potential policy conflicts.
- (c) ***Consultation with Watershed Management Organizations.*** The Grantee must ensure local surface water management planning requirements of Minnesota Statutes sections 473.859, subdivision 2 and 103B.235 are met by the December 31, 2018, deadline.
- (d) ***Completeness; Plan Content.*** The comprehensive plan submitted by the Grantee must be “complete” as described in the Council’s *Local Planning Handbook*, which is available online at metro-council.org/handbook.aspx, and must comply with the plan content requirements of Minnesota Statutes section 473.859 and other applicable law. If the plan is not complete as described in the *Local Planning Handbook*, the plan must be made complete within three (3) months of the incompleteness determination, or as otherwise mutually agreed to by the Council and the Grantee.
- (e) ***Conformance to Metropolitan System Plans and Policy Plans.*** The comprehensive plan submitted by the Grantee must conform to metropolitan system plans of the Council. The comprehensive

plan is deemed to comply with this condition if the Council concludes after its review that the plan is not likely to have a substantial impact on or contain a substantial departure from metropolitan system plans and allows the plan to go into effect without a plan modification.

- (f) **Consistency and Compatibility.** The comprehensive plan update submitted by the Grantee must be consistent with the adopted policies of the Council, including housing policy. In addition, the comprehensive plan must also be compatible with the plans of adjacent and affected jurisdictions.

2.02 Disbursement Schedule. The Council will disburse fifty percent (50%) of the Grant Amount to the Grantee within thirty (30) days after final execution of this Agreement. The Council will disburse the remaining fifty percent (50%) of the Grant Amount after:

- (a) the Grantee has submitted, as appropriate, either (i) the entire current comprehensive plan and the certification required under Minnesota Statutes section 473.864, subdivision 2(a); or (ii) submitted the entire updated comprehensive plan and amendment or amendments to its comprehensive plan necessitated by its review to the Council for review; and
- (b) the Council has reviewed and acted upon the Grantee's submission; and
- (c) the Grantee has complied with the terms and conditions stated in Paragraph 2.01.

2.03 Authorized Use of Funds. The grant funds provided to the Grantee under this Agreement shall be used only for the purposes and eligible activities described in the Grantee's work plan and budget as approved by the Council. A copy of the Grantee's approved work plan and budget is attached to and incorporated into this Agreement as Attachment A. Eligible activities include, but are not limited to, staff pay, consultant and professional services, printing, and publishing. Grant funds may not be used for per diem payments to appointed or elected board or commission members. Grant funds also may not be used to purchase or acquire equipment or other tangible, nonexpendable personal property, or for activities inconsistent with the Council's *Comprehensive Development Guide*, the Metropolitan Land Planning Act, Minnesota's Critical Areas Act, or other applicable state laws. The Grantee agrees to promptly remit to the Council any unspent grant funds and any grant funds that are not used for the authorized purposes specified in this paragraph.

III. REPORTING, ACCOUNTING, AND AUDIT REQUIREMENTS

3.01 Progress Reports. The Grantee will provide to the Grantee's assigned Sector Representative a written midpoint progress report and a written final progress report describing the status of the work plan activities described in Attachment A. These reports ensure the grant funds are appropriately expended as described in the work plan and budget. The reports shall be subject to the following content and schedule requirements.

- (a) **Midpoint Progress Report.** At approximately the midpoint of the Grantee's work plan activities, the Grantee must submit to the Council a written midpoint progress report which includes: a summary of the work plan activities completed; a summary of work plan activities to be accomplished during the remaining months of the work plan with associated anticipated completion dates; and a summary of unanticipated issues and opportunities that affect the work plan, time schedule for project completion, or budget. The midpoint progress report also must include a summary of project costs and sources of funds for those expenditures, and a list of itemized expenditures of funds received from the Council and matching funds by category in the budget.
- (b) **Final Progress Report.** Upon completion of the work plan activities described in Attachment A, the Grantee must submit to the Council a written final progress report which includes: a summary

of the work plan activities completed since the submission of the midpoint progress report; a summary of project outcomes, total project costs and sources of funds for those expenditures including both this grant, city funds, and other sources of funds; and a list of itemized expenditures of the grant funds.

3.02 Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts, financial records, and supporting documents relating to the receipt and expenditure of the grant funds. Notwithstanding the expiration and termination provisions of Paragraphs 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the work plan activities described in Attachment A. If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved or until the end of the regular six-year period, whichever is later.

3.03 Audits. The books, records, documents, and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years following the completion of the work plan activities described in Attachment A.

3.04 Authorized Agent. The Council's authorized agent for purposes of administering this Agreement is the individual identified on page 1 of this Agreement, or another designated Council employee. Written reports submitted to the Council should be directed to the attention of the authorized agent at the following address:

Metropolitan Council
Community Development Division
390 Robert Street North
Saint Paul, Minnesota 55101-1805

IV. GRANT AGREEMENT TERM

4.01 Term and End Date. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Paragraph 4.02 or extended by written agreement pursuant to Paragraph 4.03, this Agreement will expire on the "End Date" identified at Page 1 of this Agreement. The term of this Agreement may be extended by written agreement of the Council, but only in conjunction with an extension authorized under Minnesota Statutes section 473.864, subdivision 2.

4.02 Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. Termination of this Agreement does not alter the Council's authority to recover funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement, the Council may take any action to protect its interests and may require the Grantee to return all or part of the funds.

4.03 Amendment. The Council and the Grantee may amend this Agreement by written mutual consent. Amendments, changes, or modifications to the Grantee's approved work plan and budget shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee.

V. GENERAL PROVISIONS

5.01 Conflict of Interest. The members, officers, and employees of the Grantee shall comply with all applicable federal and state statutory and regulatory conflict of interest laws and provisions.

5.02 Liability. To the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the funded work plan activities. This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this paragraph shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes Chapter 466, or other applicable state or federal law.

5.03 Compliance with Law. The Grantee agrees to conduct the work plan activities in compliance with all applicable provisions of federal, state, and local laws.

5.04 Acknowledgment. The Grantee shall appropriately acknowledge the funding assistance provided by the Council in promotional materials, reports, publications, and notices relating to the project activities funded under this Agreement.

5.05 Warranty of Legal Capacity. The individual signing this Agreement on behalf of the Grantee represents and warrants that the individual is duly authorized to execute this Agreement and that this Agreement constitutes the Grantee's valid, binding, and enforceable agreements.

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

METROPOLITAN COUNCIL

GRANTEE

By: _____
Beth Reetz, Director
Community Development Division

By: _____
Steve Kane, Mayor
City of St. Francis

Date: _____

Date: _____

By: _____
Joe Kohlmann, City Administrator
City of St. Francis

Date: _____

ATTACHMENT A

Grantee's Work Plan and Budget

This Attachment A comprises this page and the Grantee's work plan and budget as approved by the Council.

City of St. Francis 2040 Comprehensive Plan Update

Proposed Work Plan

Date: 08/22/2016

	Estimated Time-table (months)	Task Lead (Staff / Consultant)	Estimated Cost (Grant Funded)	Estimated Cost (Match Funded)
TOTAL - COMPREHENSIVE PLAN UPDATE			\$ 32,000	\$ 51,000
1: Project Kick off, Administration and Community Involvement	Jun '16 - Jan '17	Kate/Consultant	\$ 8,450	\$ 8,450
1.1 Consultant Selection & Project Administration	June-Sept 2016			
1.2 Organization and project initiation	Oct - Dec 2016			
1.3 Public Involvement	Nov '16-Jan '17			
2: Community Character, Profile and Future Vision	Feb - Jun 2017	Kate/Consultant	\$ 10,000	\$ 6,000
2.1 Identification and Analysis of Population, Household, Employment, and other community characteristics				
2.2 Identification of THRIVE Community Designation(s) and Related Policy				
2.3 Assessment of regional and national demographic, economic, and environmental trends, issues, and opportunities				
3: Plan Development	Feb '17 - Oct '17	Consultant/Engineer	\$ 13,550	\$ 20,450
3.1 Land Use		Consultant	\$ 2,500	\$ 2,500
3.2 Transportation		Engineer	\$ 2,500	\$ 2,500
3.3 Water Resources: stormwater, water, wastewater		Engineer	\$ 1,525	\$ 2,675
3.4 Parks & Trails		Consultant	\$ 1,525	\$ 2,975
3.5 Housing		Consultant	\$ 3,000	\$ 3,300
3.6 Resilience		Consultant	\$ 1,000	\$ 3,000
3.7 Economic Competitiveness		Consultant	\$ 1,500	\$ 3,500
4: Implementation Plan	Jun '17 - Jan'18	Kate/Consultant	\$ -	\$ 16,100
4.1 Description of proposed programs, fiscal devices, & other strategies				
4.2 Implementation timeline				
4.3 Capital Improvements Program (CIP)				
4.4 Description of relevant official controls, and schedule for changes				

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4h

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Police Records Clerk Job Description Update**
DATE: 11-21-2016

OVERVIEW:

At the August 7th, 2016 Worksession, Staff discussed the positive benefits of cross training employees with functions of multiple departments. When the Office Assistant and Administrative Assistant positions were created at City Hall, they were designed so that they could support all functions/departments: Community Development, Building, Clerk, Finance and Administrator. This particular model has proven to work well.

When the Public Works Department hired an office support staff in 2016, that position description was designed to provide further training into police administrative functions. With that, our Police Records Clerk is the last administrative support position that would need a description updated in order to provide for a broader scope of work duties.

Staff updated the attached job description to include day-to-day activities for Public Works along with the understanding that "other duties as assigned" could relate to Public Works functions. This will be the final piece in aligning the organization to have broad and cross trained support staff.

The result of these additional duties moves the Police Records Clerk up one pay grade to a Grade 6. The general guidance at the Worksession was to update the job description for the Police Records Clerk.

ACTION TO BE CONSIDERED:

Motion to authorize the job description updates for the Police Records Clerk.

BUDGET IMPLICATION:

This will result in an increase of approximately \$0.90 per hour and is budgeted for 2017.

Attachments:

Attached is the updated job description.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: November 2016

Position Title: Police Records Clerk

Status: Non-Exempt

Department: Police

Approved: _____

Accountable to: Administrative Assistant

Primary Objectives

Performs routine to semi-skilled clerical, receptionist and data entry support for the police department; performs related duties as required.

Supervision Received

Works under the general and technical supervision of the Administrative Assistant.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Enters offense, arrest, and other police data into the records management system; enters citations into Visions software; codes arrests according to the Minnesota Offense Table; reviews for accuracy and ensures the information is kept confidential.
- * 2. Transcribes reports and statements; prepares and forwards incident reports to appropriate agencies.
- * 3. Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- * 4. Retrieve copies and provides police reports to the public in accordance with strict guidelines on what can be released and when; calculates and collects appropriate fee and prepares receipts.
- * 5. Performs general clerical support work including: typing a variety of documents, letters, reports and memos, maintaining records and files, scanning, copying, printing, faxing, handling incoming and outgoing mail, records as appropriate, and retrieving data or documents and disposal of.
- * 6. Prepares case files and reviews to see that all required supporting documents have been submitted; contacts officers for missing information and makes sure it gets to the proper agencies in a timely manner.

- *7. Performs queries in CJIS, DVS and Anoka County records name database and provides the information to the requestor as needed.
- 8. Performs records checks after obtaining appropriate releases; refers any questionable requests to the Administrative Assistant.
- 9. Issues snowmobile permits; verifies identification and insurance and signs off on impounded vehicles authorizing release.
- 10. Performs assigned duties of supervisor in their absence.
- 11. Performs routine duties for Public Works including but not limited to Water/Sewer work orders; Safety Committee minutes/attendance; and monitoring snow plowing- as assigned or needed.
- 12. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Working knowledge of police department policies and procedures as it pertains to administrative support work
- * ➤ Working knowledge of data practices laws and related department procedures.
- * ➤ Working knowledge of database and word-processing software and the Minnesota Offense Table.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information and use of law enforcement databases.
- * ➤ Considerable ability to operate standard office equipment.
- * ➤ Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- * ➤ Working ability to obtain and maintain CJIS Hot Files certification.
- Working ability to respond to questions and requests for information.
- * ➤ Working ability to perform work that some requires bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

MINIMUM QUALIFICATIONS

- One year of responsible office support work including receptionist, data entry, word processing and operation of standard office equipment.
- Must obtain CJIS Hot Files certification within one year of employment and maintain thereafter.

* Note: Asterisked items are essential to the job.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4i

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 11/21/2016

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$208,942.11 plus any additional bills that are handed out on Monday night. ACH transfers for October total \$121,152.49 and there is 1 transfers to be made to Gridor for Payment #16 for \$599,194.00.

ACTION TO BE 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

Attachments:

- 11-21-2016 Packet List
- 11-21-2016 Other Checks



PAYMENT BATCH AP 11-21-16

AIR COMFORT

11/10/2016	.1116	G 101-20820	Surcharge Payable	REF PERMIT #16-268	2.00
11/10/2016	.1116	R 101-32213	Mechanical	REF PERMIT #16-268	150.00
11/10/2016	.1116-2	G 101-20820	Surcharge Payable	REF PERMIT #16-269	1.00
11/10/2016	.1116-2	R 101-32213	Mechanical	REF PERMIT #16-269	75.00
					\$228.00

AIRGAS NORTH CENTRAL

10/31/2016	9939964790	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.46
10/31/2016	9939964790	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.46
10/31/2016	9939964790	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.46
10/31/2016	9939964790	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.46
10/31/2016	9939964790	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.48
					\$57.32

ALLIED BLACKTOP COMPANY

11/09/2016	22961	E 603-49490-403	Street Sweeping	FALL STREET SWEEPING	6,144.50
					\$6,144.50

ALLINA HEALTH

10/31/2016	110021310	E 101-42210-305	Medical & Testing Fees	4TH QUARTER	347.29
					\$347.29

ANOKA CONSERVATION DISTRICT

08/25/2016	2016153	E 603-49490-303	Engineering Fees	STORMWATER RETROFIT	6,500.00
					\$6,500.00

ANOKA COUNTY CENTRAL COMM.

11/04/2016	2016101	E 101-42110-218	Equipment Repair & Maintenance	MOTOROLA BATTERY	114.00
					\$114.00

ANOKA COUNTY TREASURY DEPT.

11/01/2016	B161101P	E 101-42110-321	Telephone	BROADBAND	37.50
11/01/2016	B161101P	E 101-42210-321	Telephone	BROADBAND	37.50
11/01/2016	B161101P	E 101-43100-321	Telephone	BROADBAND	37.50
11/01/2016	B161101P	E 101-45200-321	Telephone	BROADBAND	37.50
11/01/2016	B161101P	E 601-49440-321	Telephone	BROADBAND	37.50
11/01/2016	B161101P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

ASPEN MILLS

11/02/2016	189207	E 101-42110-437	Uniform Allowance	UNIFORMS-BLACK	179.45
					\$179.45

BARNUM GATE SERVICES, INC

11/08/2016	18477	E 101-42110-401	Repairs/Maint Buildings	GATE MAINTENANCE	187.34
11/08/2016	18477	E 101-43100-401	Repairs/Maint Buildings	GATE MAINTENANCE	187.35
11/08/2016	18477	E 101-45200-401	Repairs/Maint Buildings	GATE MAINTENANCE	187.34
11/08/2016	18477	E 601-49440-401	Repairs/Maint Buildings	GATE MAINTENANCE	187.35
11/08/2016	18477	E 602-49490-401	Repairs/Maint Buildings	GATE MAINTENANCE	187.34
					\$936.72

BERNICK COMPANIES, THE

11/04/2016	194841	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
11/04/2016	194842	E 609-49751-252	Beer For Resale	BEER	328.10
11/04/2016	194842	E 609-49751-255	N/A Products	NA	20.00

\$368.10

BGS (BARNA GUZY)

10/31/2016	164460	E 101-41600-304	Civil Legal Fees	MUNICIPAL	835.00
10/31/2016	164461	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	162.00
10/31/2016	164464	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST. FRANCIS	312.00
10/31/2016	164554	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
10/31/2016	164592	G 803-22139	Esc-Rum River Terrace	RUM RIVER TERRACE	556.00
10/31/2016	164819	E 101-41600-304	Civil Legal Fees	SALE OF REMNANT PARCEL	196.00
					<hr/>
					\$7,061.00

BOLTON & MENK, INC.

10/14/2016	0195709	E 101-41910-303	Engineering Fees	EAST SHOP PLAT	605.00
10/14/2016	0195710	E 603-49490-303	Engineering Fees	MS4 PERMIT	3,583.00
10/14/2016	0195713	E 417-43100-303	Engineering Fees	PEDERSON DR IMPROVE 2015	9,922.00
10/14/2016	0195715	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND ADDIT	8,026.00
10/14/2016	0195717	E 101-41910-303	Engineering Fees	2016 GENERAL ENGINEERING	292.00
10/14/2016	0195717	E 101-43100-303	Engineering Fees	2016 GENERAL ENGINEERING	1,854.90
10/14/2016	0195717	E 101-45200-303	Engineering Fees	2016 GENERAL ENGINEERING	187.50
10/14/2016	0195717	E 603-49490-303	Engineering Fees	2016 GENERAL ENGINEERING	250.00
10/31/2016	0196456	G 602-16500	Construction in Progress	WASTEWATER FACILITY IMP	33,847.45
					<hr/>
					\$58,567.85

BREAKTHRU BEVERAGE

10/19/2016	2080151443	E 609-49751-251	Liquor For Resale	LIQUOR	(298.65)
11/03/2016	1080549358	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.12
11/03/2016	1080549358	E 609-49751-251	Liquor For Resale	LIQUOR	1,598.88
11/03/2016	1080549358	E 609-49751-253	Wine For Resale	WINE	379.32
11/03/2016	1080549358	E 609-49751-254	Miscellaneous Merchandise	MISC	70.24
11/10/2016	1080552778	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.80
11/10/2016	1080552778	E 609-49751-251	Liquor For Resale	LIQUOR	513.00
11/10/2016	1080552778	E 609-49751-253	Wine For Resale	WINE	260.00
11/10/2016	1080552779	E 609-49751-252	Beer For Resale	BEER	130.50
					<hr/>
					\$2,707.21

BURCH, BRANDON

11/08/516	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	97.13
					<hr/>
					\$97.13

CASWELL, ROSE

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	78.63
					<hr/>
					\$78.63

CDW GOVERNMENT, INC.

11/01/2016	FVK2411	E 402-41400-570	C-O-L Office Equip & Misc.	SCANNER	2,890.79
					<hr/>
					\$2,890.79

CENTURY LINK

11/07/2016	.1116	E 601-49440-321	Telephone	PHONE	66.50
11/07/2016	.1116	E 602-49490-321	Telephone	PHONE	66.49
					<hr/>
					\$132.99

CONNEXUS ENERGY

10/21/2016	LGT0000285	E 101-43100-386	Street Lighting	STREET LIOGHT FIXTURES	4,034.00
					<hr/>
					\$4,034.00

COURIER, THE

11/03/2016	88181	E 101-41400-352	General Notices and Pub Info	VETERAN'S AD	45.00
11/03/2016	88181	E 101-43210-439	Recycling Days	RECYCLING AD	118.00
					<hr/>
					\$163.00

CRYSTAL SPRINGS ICE

11/01/2016	003.B001992	E 609-49751-254	Miscellaneous Merchandise	MISC	95.12
11/07/2016	003.B002082	E 609-49751-254	Miscellaneous Merchandise	MISC	98.54
					<hr/>
					\$193.66

DAHLHEIMER DIST. CO. INC.

11/02/116	1223004	E 609-49751-252	Beer For Resale	BEER	3,589.15
11/02/116	1223004	E 609-49751-255	N/A Products	NA	25.10

11/09/2016	1223046	E 609-49751-252	Beer For Resale	BEER	8,273.65
11/09/2016	1223046	E 609-49751-255	N/A Products	NA	25.10
					\$11,913.00
DAVIS, JUANITA					
11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	64.75
					\$64.75
DEX MEDIA EAST LLC					
11/05/2016	.1116	E 609-49750-340	Advertising	ADVERTISING	77.00
					\$77.00
DUBOIS, CAROLE					
11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	90.19
					\$90.19
ECM PUBLISHERS, INC.					
11/04/2016	426623	E 101-41410-351	Legal Notices Publishing	CANVASSING BOARD NOTICE	26.88
11/11/2016	428992	E 101-41110-343	Other Advertising	COUNCIL VACANCY AD	26.88
					\$53.76
EMPIRE PIPE SERVICES					
10/16/916	2144	E 602-49490-229	Project Repair & Maintenance	2016 STORM SEWER INSPECTIC	852.50
10/16/916	2144	E 603-49490-414	Storm Sewers	2016 STORM SEWER INSPECTIC	852.50
					\$1,705.00
F.I.R.E.					
11/08/2016	2077	E 101-42210-208	Training and Instruction	TRAINING	900.00
					\$900.00
FREEDOM SERVICES, INC.-FD					
11/16/2016	.1216	G 101-21706	Flex Account	NOVEMBER 2016 FLEX	675.00
		G 101-21706	Flex Account	FLEX-DECEMBER	675.00
					\$1,350.00
FREEDOM SERVICES, INC-MA					
11/07/2016	11911	E 101-41540-301	Auditing and Acct g Services	Admin Fee	73.60
					\$73.60
G&K SERVICES, INC					
11/01/2016	1043611914	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
11/01/2016	1043611914	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
11/08/2016	1043617523	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
11/08/2016	1043617523	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					\$19.60
GRANITE CITY JOBBING CO.					
11/01/2016	27009	E 609-49750-210	Operating Supplies	OP SUPPLIES	14.78
11/01/2016	27009	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/01/2016	27009	E 609-49751-254	Miscellaneous Merchandise	MISC	4.44
11/01/2016	27009	E 609-49751-256	Tobacco Products For Resale	TOBACCO	809.29
11/01/2016	27009	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
11/08/2016	27777	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/08/2016	27777	E 609-49751-256	Tobacco Products For Resale	TOBACCO	492.12
					\$1,328.17
GREAT LAKES COCA-COLA					
10/31/2016	3608200911	E 609-49751-254	Miscellaneous Merchandise	MISC	394.24
					\$394.24
HACH COMPANY					
		E 602-49490-235	Lab Supplies	CREDIT FROM STATEMENT	(90.67)
11/02/2016	10177726	E 602-49490-235	Lab Supplies	CHEMICALS	105.58
11/03/2016	314349747	E 602-49490-235	Lab Supplies	CHEMICALS	314.66
					\$329.57
HANSON, ELEANOR					
11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	62.44

\$62.44

HAWKINS, INC.

11/03/2016	3976870	E 601-49440-216	Chemicals and Chem Products	CHLORINE	464.50
11/04/2016	3977448	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	5,041.95
					<u>\$5,506.45</u>

HEIFORT, JULIE

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	94.82
					<u>\$94.82</u>

HENRYS WATERWORKS, INC.

10/28/2016	18738	E 601-49440-229	Project Repair & Maintenance	VALVE STEM EXTENSIONS	664.28
10/28/2016	18741	E 601-49440-217	Other Operating Supplies	FLAGS & MARKING PAINT	141.68
10/28/2016	18741	E 602-49490-217	Other Operating Supplies	FLAGS & MARKING PAINT	141.69
					<u>\$947.65</u>

HOISINGTON KOEGLER GROUP, INC

11/08/2016	016-043-4	E 101-41910-318	Economic Development	ST. FRANCIS DOWNTOWN PLAN	7,872.16
					<u>\$7,872.16</u>

INNOVATIVE OFFICE SOLUTIONS, L

11/04/2016	IN1381327	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	120.29
11/10/2016	IN1388219	E 101-41400-200	Office Supplies	OFFICE SUPPLIES - CITY HALL	277.48
					<u>\$397.77</u>

ISD #15

11/07/2016	2802	E 101-45200-221	Vehicle Repair & Maintenance	SHOP SUPPLIES	15.98
					<u>\$15.98</u>

JJ TAYLOR DISTRIBUTING

11/02/2016	2598899	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/02/2016	2598899	E 609-49751-252	Beer For Resale	BEER	1,653.30
11/02/2016	2598899	E 609-49751-255	N/A Products	NA	19.20
11/09/2016	2598933	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/09/2016	2598933	E 609-49751-252	Beer For Resale	BEER	640.60
					<u>\$2,319.10</u>

JOHNSON BROS WHLSE LIQUOR

10/31/2016	5574807	E 609-49751-253	Wine For Resale	WINE	536.00
11/02/2016	5578132	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.80
11/02/2016	5578132	E 609-49751-251	Liquor For Resale	LIQUOR	1,132.00
11/02/2016	5578133	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
11/02/2016	5578133	E 609-49751-253	Wine For Resale	WINE	211.30
11/07/2016	599866	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)
11/07/2016	599866	E 609-49751-253	Wine For Resale	WINE	(105.20)
11/07/2016	599867	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
11/07/2016	599867	E 609-49751-251	Liquor For Resale	WINE	(72.00)
11/09/2016	5583310	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.80
11/09/2016	5583310	E 609-49751-251	Liquor For Resale	LIQUOR	1,544.63
11/09/2016	5583311	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
11/09/2016	5583311	E 609-49751-253	Wine For Resale	WINE	235.85
					<u>\$3,538.82</u>

JOHNSON, ANN E.

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	120.25
					<u>\$120.25</u>

KENNEDY & GRAVEN

		E 602-47000-630	Cost of Issuance	BOND ISSUANCE COSTS	2,200.00
					<u>\$2,200.00</u>

MCDONALD DIST CO.

11/03/2016	319926	E 609-49751-252	Beer For Resale	BEER	2,972.40
11/03/2016	319926	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
11/03/2016	319926	E 609-49751-255	N/A Products	NA	78.60
11/10/2016	321956	E 609-49751-252	Beer For Resale	BEER	4,668.75
11/10/2016	321956	E 609-49751-255	N/A Products	NA	76.25

\$7,832.00

MEDTOX LABORATORIES, INC.

10/31/2016	10201695907	E 101-43100-441	Miscellaneous	MED TESTING	6.25
10/31/2016	10201695907	E 101-45200-441	Miscellaneous	MED TESTING	6.25
10/31/2016	10201695907	E 601-49440-441	Miscellaneous	MED TESTING	6.25
10/31/2016	10201695907	E 602-49490-441	Miscellaneous	MED TESTING	6.25
					<u>25.00</u>

\$25.00

METRO SALES, INC.

10/31/2016	INV652361	E 101-41400-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 101-42110-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 101-42400-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 101-43100-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 101-45200-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 601-49440-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 602-49490-200	Office Supplies	COPIES	95.29
10/31/2016	INV652361	E 609-49750-200	Office Supplies	COPIES	95.29
					<u>762.32</u>

\$762.32

MIDLO, MICHAEL

	G 803-22000	Deposits		REFUND DRIVEWAY ESCROW	200.00
					<u>200.00</u>

\$200.00

MIDWEST TESTING LLC

11/02/2016	3993	E 601-49440-229	Project Repair & Maintenance	METERS & TESTING	1,487.50
11/02/2016	3993	E 601-49440-460	Well Head Protection	METERS & TESTING	1,487.50
					<u>2,975.00</u>

\$2,975.00

MINE SAFETY APPLIANCES CO, LLC

11/09/2016	98710418	E 101-42210-218	Equipment Repair & Maintenance	XCELL SENSOR O2	235.30
					<u>235.30</u>

\$235.30

MINKLER, KATHY

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	74.00
					<u>74.00</u>

\$74.00

MINKLER, MICHAEL

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	74.00
					<u>74.00</u>

\$74.00

MN BUREAU OF CRIMINAL APPREHEN

	E 101-42110-441	Miscellaneous		FINGERPRINTS & BACKGROUND	32.00
					<u>32.00</u>

\$32.00

MN DEPT OF HEALTH

11/07/2016	.1116	E 601-49440-208	Training and Instruction	RENEWAL	23.00
					<u>23.00</u>

\$23.00

MN DEPT OF LABOR & INDUSTRY

11/01/2016	ABR01512461	E 601-49440-401	Repairs/Maint Buildings	PRESSURE VESSEL	10.00
					<u>10.00</u>

\$10.00

MN STATE FIRE CHIEFS ASSN.

10/10/2016	200001367	E 101-42210-208	Training and Instruction	REGISTRATION - MCDONOUGH	300.00
					<u>300.00</u>

\$300.00

MOE, GERALD

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	154.94
					<u>154.94</u>

\$154.94

NESS, MAUREEN

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	136.44
					<u>136.44</u>

\$136.44

NORTHWEST ASSOC. CONSULTANTS

11/01/2016	22625	E 101-41910-311	Contract	CITY PROJECTS	1,003.00
11/01/2016	22626	G 803-22139	Esc-Rum River Terrace	RUM RIVER TERRACE PUD	438.75

438.75

11/01/2016	22626	G 803-22141	Emmerich-Tamarack subdivision	EMMERICH MINOR SUBDIVISION	195.00
11/01/2016	22626	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND	175.50
					\$1,812.25

PACE ANALYTICAL SERVICES

10/28/2016	1612724415	E 602-49490-313	Sample Testing	SAMPLE TESTING	60.00
11/07/2016	161272888	E 601-49440-313	Sample Testing	TESTING	120.00
11/10/2016	16273106	E 602-49490-313	Sample Testing	TESTING	45.00
11/15/2016	12161165	E 602-49490-313	Sample Testing	TESTING	900.55
					\$1,125.55

PAUSTIS WINE COMPANY

10/31/2016	8567724-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
10/31/2016	8567724-IN	E 609-49751-253	Wine For Resale	WINE	533.48
					\$543.98

PETERSON, HELEN

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	74.00
					\$74.00

PHILLIPS WINE & SPIRITS CO.

11/02/2016	2068131	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.28
11/02/2016	2068131	E 609-49751-251	Liquor For Resale	LIQUOR	4,744.20
11/02/2016	2068132	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
11/02/2016	2068132	E 609-49751-253	Wine For Resale	WINE	420.00
11/09/2016	2071725	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.12
11/09/2016	2071725	E 609-49751-251	Liquor For Resale	LIQUOR	349.90
11/09/2016	2071726	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.80
11/09/2016	2071726	E 609-49751-253	Wine For Resale	WINE	58.50
					\$5,652.40

PMA SECURITIES, INC

11/09/2016	INV01611	E 602-47000-630	Cost of Issuance	BOND INSUANCE COST	2,000.00
					\$2,000.00

QUILL CORPORATION

11/09/2016	1716142	E 609-49750-200	Office Supplies	OFFICE SUPPLIES -LIQUOR STC	183.61
					\$183.61

SOUTHERN GLAZERS OF MN

11/03/2016	1471339	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.52
11/03/2016	1471340	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.08
11/03/2016	1471340	E 609-49751-251	Liquor For Resale	LIQUOR	1,240.18
11/10/2016	1473905	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.68
11/10/2016	1473905	E 609-49751-253	Wine For Resale	WINE	354.00
					\$1,619.46

ST. FRANCIS FIRE RELIEF ASSN.

11/16/2016	.1116	E 101-42210-124	Fire Pension Contributions	2016 FIRE AID	35,591.96
					\$35,591.96

ST. FRANCIS TRUE VALUE HARDWAR

10/17/2016	35570	E 602-49490-229	Project Repair & Maintenance	PLUMBING SUPPLIES	54.53
10/17/2016	35571	E 602-49490-229	Project Repair & Maintenance	PW SUPPLIES	3.02
10/17/2016	35574	E 602-49490-229	Project Repair & Maintenance	PLUMBING SUPPLIES	6.13
10/17/2016	35577	E 602-49490-229	Project Repair & Maintenance	PLUMBING SUPPLIES	25.55
10/18/2016	35583	E 602-49490-229	Project Repair & Maintenance	PLUMBING SUPPLIES	136.65
10/20/2016	36562	E 602-49490-229	Project Repair & Maintenance	SUPPLY RETURN	(52.62)
10/20/2016	36563	E 602-49490-229	Project Repair & Maintenance	CLAMPS	11.34
					\$184.60

STEINKE, RAY

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	71.69
					\$71.69

THE AMERICAN BOTTLING COMPANY

11/10/2016	7421262807	E 609-49751-254	Miscellaneous Merchandise	MISC	316.02
					\$316.02

THOMPSON, CAROLYN

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	74.00
					<u>74.00</u>

THOMPSON, NANCY

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	55.50
					<u>55.50</u>

TOM LYNCH ELECTRIC

11/14/2016	.1116	G 609-16200	Buildings	LED LIGHTING LIQUOR STORE	12,857.00
					<u>\$12,857.00</u>

U S BANK EQUIPMENT FINANCE

11/07/2016	317337269	E 101-42110-311	Contract	RICOH	235.00
11/10/2016	317581502	E 101-41400-240	Office Equip	COPIER LEASE	96.50
11/10/2016	317581502	E 101-43100-240	Office Equip	COPIER LEASE	96.50
11/10/2016	317581502	E 101-43210-240	Office Equip	COPIER LEASE	96.50
11/10/2016	317581502	E 101-45200-240	Office Equip	COPIER LEASE	96.50
11/10/2016	317581502	E 601-49440-240	Office Equip	COPIER LEASE	96.50
11/10/2016	317581502	E 602-49490-240	Office Equip	COPIER LEASE	96.50
					<u>\$814.00</u>

VINOCOPIA, INC.

10/28/2016	0164874-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.50
10/28/2016	0164874-IN	E 609-49751-251	Liquor For Resale	LIQUOR	99.00
					<u>\$102.50</u>

WARREN, EARL

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	138.75
					<u>\$138.75</u>

WATKINS, DAVID

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	180.00
					<u>\$180.00</u>

WATKINS, LINDA

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	143.38
					<u>\$143.38</u>

WATSON, GEORGE

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	92.50
					<u>\$92.50</u>

WELANDER, ELLSWORTH

11/08/2016	.1116	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	74.00
					<u>74.00</u>

\$208,942.11**FUND SUMMARY**

101 GENERAL FUND	\$66,142.48
402 CAPITAL EQUIPMENT	\$2,890.79
417 2015-PEDERSON DRIVE	\$9,922.00
601 WATER FUND	\$4,909.11
602 SEWER FUND	\$46,113.96
603 STORM WATER	\$17,330.00
609 MUNICIPAL LIQUOR FUND	\$52,042.52
803 ESCROW	\$9,591.25
Total	<u><u>208,942.11</u></u>

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

6a

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: 23611 Ambassador Blvd. NW
DATE: 11-21-2016

OVERVIEW:

The property located at 23611 has a long history of City Code violations. In 2015, the City assessed \$7,925 to the property in unpaid Administrative Fines, payable in 2016. The City received the *attached letter* from Keven Bachman.

The City sent all notices to a Dan Norenberg (occupant of the home) who is on a contract for deed on the property. Keven Bachman is the property owner in the contract for deed according to the letter. He is claiming that he as the owner never received notices regarding the violations. The record does seem clear that all notices were sent to Dan Norenberg at the property noted. Dan Norenberg is the contacted noted on Anoka County records.

Staff acknowledges that the property has been brought up to compliance generally since Keven Bachman has been involved. Also, Staff acknowledges that Dan Norenberg attempted to appeal the citations but missed the 10 day window to do so. Staff also acknowledges the main goal of Code Enforcement is to get compliance. With that, this is a rare situation where the property owner on the Anoka County record system is debated.

The City Council has basically three options:

- 1) Direct Staff to prepare a Resolution for 12/5 rescinding the assessment
- 2) Direct Staff to prepare a Resolution for 12/5 reducing the assessment
- 3) No action and leave the assessment in place.

Things to consider:

- 1) The property has generally been brought into compliance under Keven Bachman
- 2) An attempt was made to appeal the citations but not in accordance with City Code

ACTION TO BE CONSIDERED:

Consider an action as noted above.

Attachments: Letter from Keven Bachman, Code Enforcement summary, letter acknowledging the failed appeal, and sample photos of some of the violations that were at the property.

November 15, 2016

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

Dear St. Francis City Council,

Please add me to the St. Francis City Council Meeting agenda for new business for Monday, November 21, 2016 to appear before the Council. The topic is:

Notification to Property Owner did not occur for 23611 Ambassador Blvd, NW, St. Francis, MN 55070

Administrative Penalty(s) to the current occupant have resulted in a very large Special Assessment against the Property. Notification to Property Owner did not occur, per City of St. Francis Ordinance process. I am the Property Owner.

City of St. Francis failed to notify the Property Owner in this Contract for Deed scenario. I discussed this with the current City Administrator and he said this is a rare situation. I agree, I can see how this oversight happened. The City Administrator educated me on that due to where this was in the whole process, the City Council would need to approve the resolution to this as he did not have the current authority to do so. I am seeking approval by the City Council, or the City Council authorizing the City Administrator or the Community Development Director (in charge of Ordinance enforcement and fines as I understand it), to reach settlement in this matter. I also recommend updating the Ordinance Procedure, or detailing the notification process for city personnel, so a similar future situation does not occur again. A Contract for Deed property does have a different Owner than the typical mortgage financed Owner scenario.

I have a proposal to resolve this and the apparent ongoing issues between the City of St. Francis and the occupant of 23611 Ambassador Blvd. It is in the best interest of all parties to resolve this now and get the property the rest of the way to being compliant for the items cited. Since I have become involved, the Community Development Director had already independently noticed there has been great improvement progress for items stored in the front yard. Unseen, but this is also the case for the backyard. All that is needed is the City Council to approve the next steps to get everything fully resolved for this situation.

Keven Bachman
20050 West Ford Brook Drive NW
Anoka, MN 55303

This is intended to act as a summary of enforcement actions against the property located at 23611 Ambassador Blvd.

July 9th, 2014 Administrative Notice; J&D, parking off pavement

August 1st, 2014. No response from Admin Notice of July 9th. Inspection revealed J&D, parking off pavement continues

August 5th 2014, Administrative Citation 1st occurrence. \$100.00 for parking off pavement, \$100.00 for outdoor storage of J&D

August 25th, 2014. No response from Admin Citation. Inspection revealed J&D, parking off pavement continues

September 2nd, 2014, Administrative Citation 2nd occurrence, 2 violations

September 18th, 2014. No response to Admin Citation. Inspection revealed J&D, parking off pavement continues

September 30th, 2014, Administrative Citation 3rd occurrence, 2 violations

October 15th, 2014. No response to Admin Citation. Inspection revealed J&D, parking off pavement continues

October 17th 2014, Administrative Citation, 4th occurrence. 2 violations

November 6th, 2014. No response from Admin Citation. Inspection revealed J&D, parking off pavement continues

November 7th, 2014, Administrative Citation, 5th occurrence. 2 violations

April 6th, 2015. No response from Admin Citation. Inspection revealed J&D and parking off pavement continues

April 7th 2015, 6th occurrence citation sent by direction of City Attorney

April 7th 2015, letter sent for notice of abatement

April 20th 2015, grading work observed without required permits/ approvals. Stop work order posted

April 28th 2015, grading work continues, permit application not yet received.

April 28th 2015, email received from City Engineer stating he was in contact with the owner and reiterated to him that a permit was required

May 6th, 2015, citation issued for violation of stop work order

May 19th, 2015, citation issued for grading without permit

August 25th, 2015 parking off pavement continues. Junk and debris, household appliances in rear yard, tires,

October 30th, 2015 letter regarding Notice of Appeal attempt from owner.

There has been no enforcement efforts to my knowledge since last October. As a matter of practice, all citations issued are sent to a CC list including the City Administrator, Zoning Administrator, Police Chief and Finance director.

I am working on a similar summary for several other properties in the city where they have not responded to the Administrative Enforcement efforts.

If you have any questions please let me know.

Andy Schreder | Building Official | City of St. Francis
23340 Cree St NW | St. Francis, MN 55070 | www.stfrancismn.org
Ph.: 763.235.2317 | Fax: 763.753.9881 | aschreder@stfrancismn.org



"A City of Progress, Pride and Possibilities"



October 30, 2015

Mr. Daniel Norenberg
23611 Ambassador Blvd
St Francis MN 55070

Re: Citation Appeal

Dear Mr. Norenberg,

On October 27, 2015 you delivered to St. Francis City Hall a Notice of Appeal related to an Administrative Citation. Pursuant to Section 2-11 of the City Code, you must file an appeal of a citation within 10 days of the date the citation was issued.

You have been in receipt of numerous citations for junk and debris, parking off pavement, and violations of a stop work order related to grading without a permit. The most recent citation was issued on May 14, 2015.

Your appeal request was received greater than 10 days from the time of the issuance of the last citation and therefore no appeal hearing will be scheduled.

If you have any question feel free to contact me.

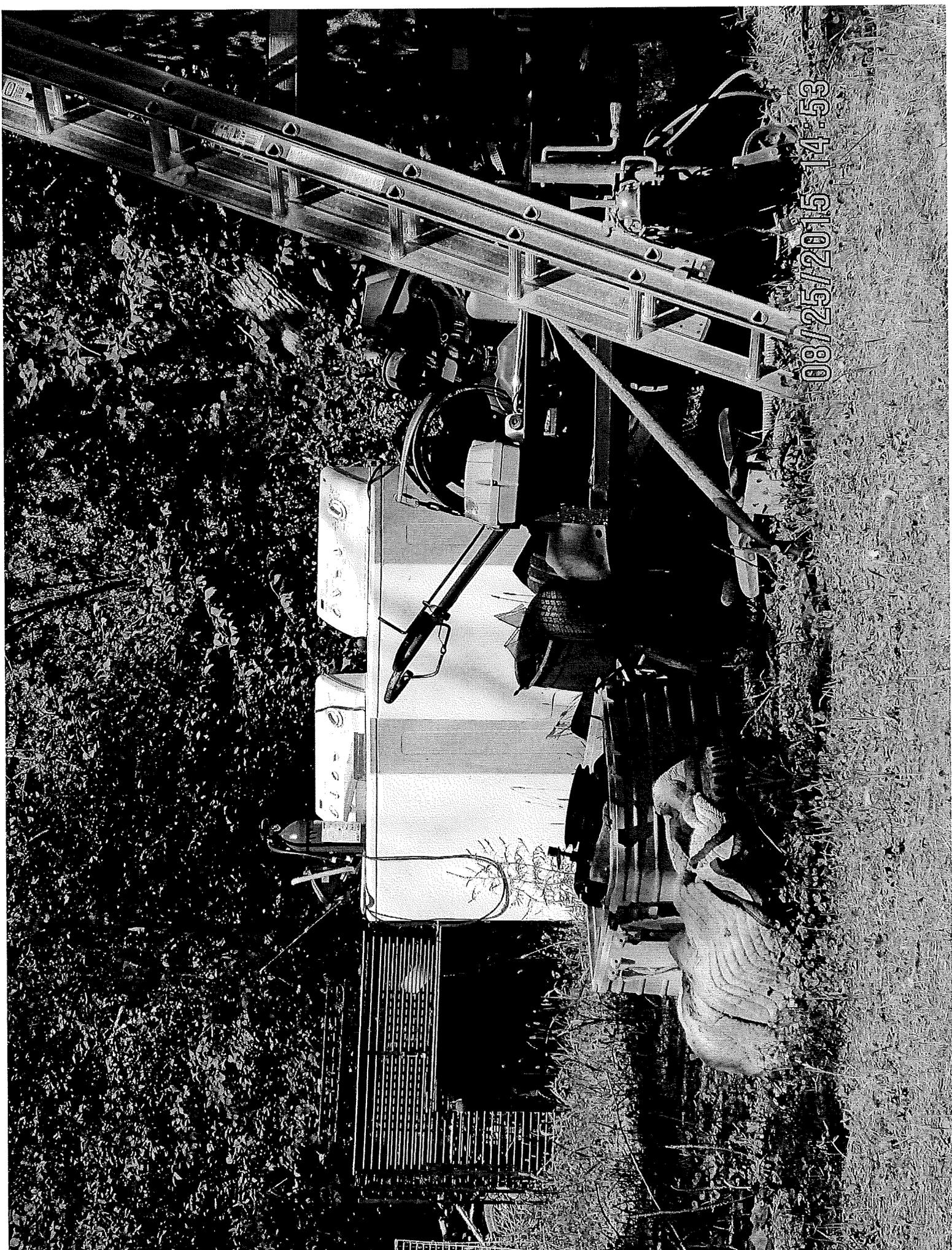
Sincerely,

A handwritten signature in black ink, appearing to read 'Nate Sparks', with a long horizontal flourish extending to the right.

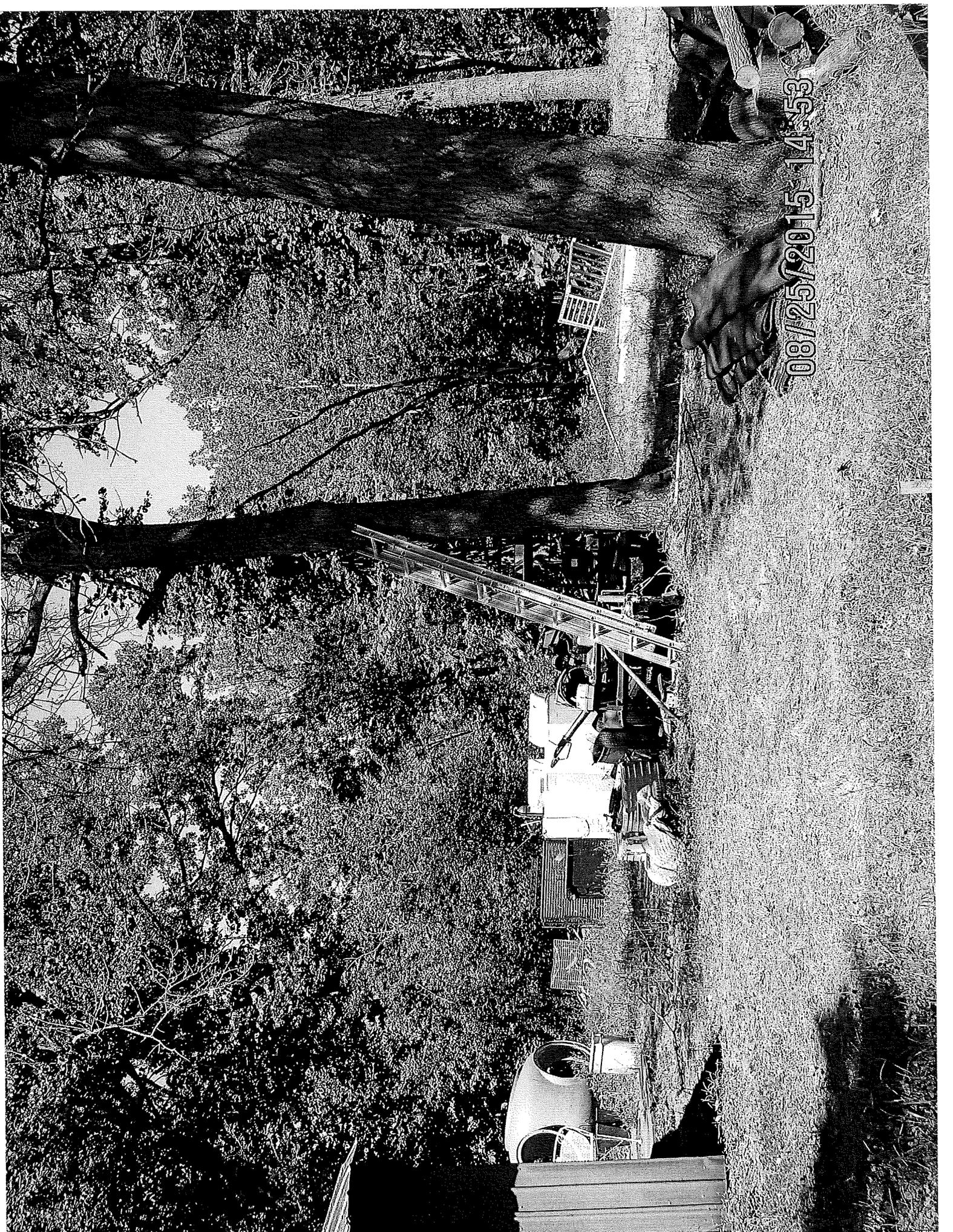
Nate Sparks
City Planner
City of St. Francis
(763) 231-2555

cc: Andy Schreder, Building Official
Joe Kohlmann, City Administrator
Jeff Harapat, Police Chief
Scott Lepak, City Attorney

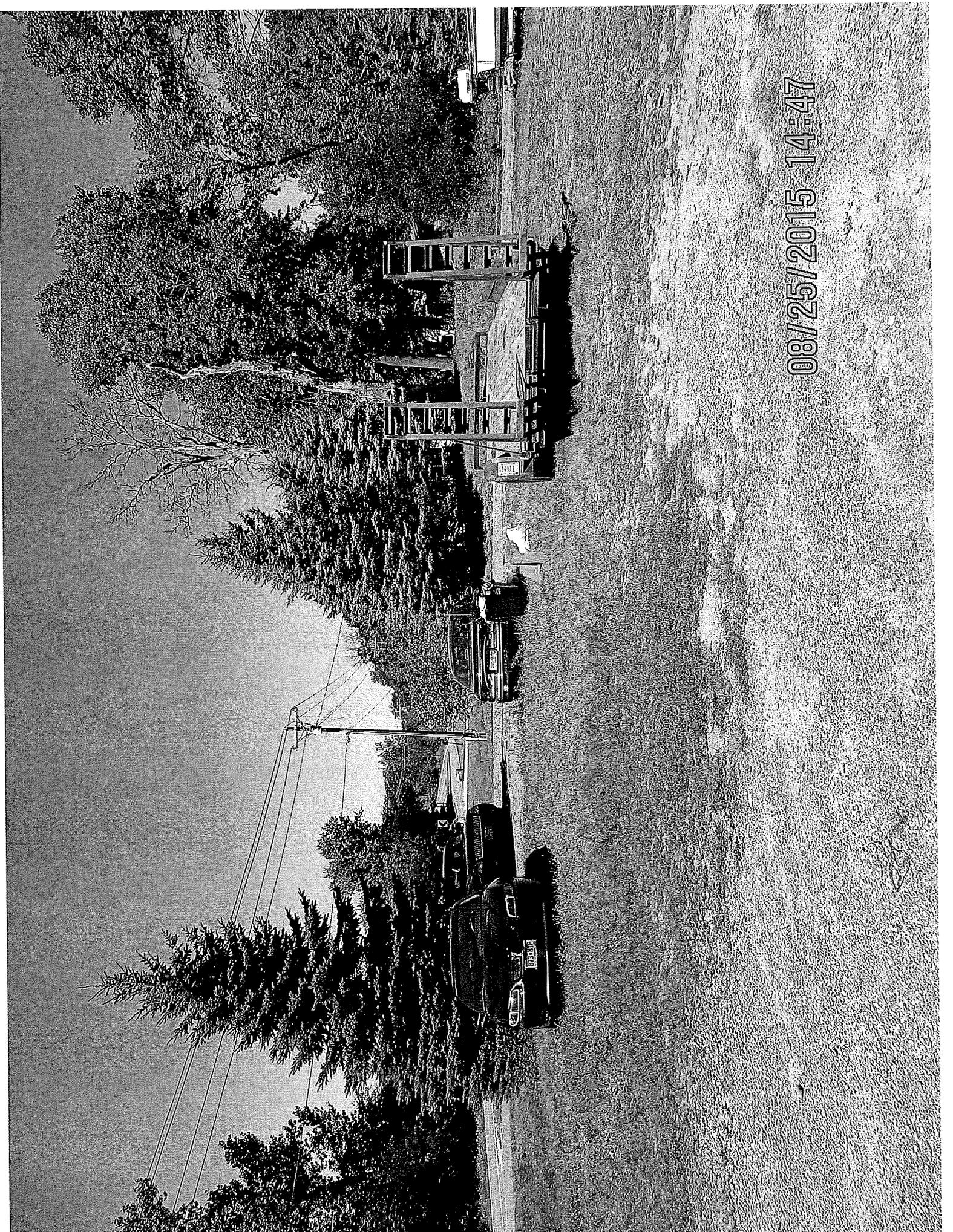




08/25/2015 14:53



08/25/2015 14:53



08/25/2015 14:47

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK
STEVEN G. THORSON

*Also Licensed in Wisconsin

BGS

Barna, Guzy & Steffen, Ltd.

ATTORNEYS AT LAW

200 Coon Rapids Boulevard NW, Suite 400

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TIMOTHY D. ERB
KAREN K. KURTH
ADRIEL B. VILLARREAL
TAMMY J. SCHEMEL
JENNIFER C. MOREAU
DAVID R. SCHAPS
THOMAS R. WENTZELL

OF COUNSEL
JON P. ERICKSON
W. JAMES VOGL, JR.

MEMORANDUM

TO: Honorable Mayor and City Councilmember, City Administrator Joe Kohlmann

FROM: David Schaps, Assistant City Attorney

THROUGH: Scott Lepak, City Attorney

RE: Reconveyance of Property to the State of Minnesota

DATED: October 12, 2016

Background:

Please allow this memorandum to provide information regarding a surplus remnant property owned by the City of St. Francis.

In August, the City Council approved an ordinance providing the sale for real property identified as PID 32-34-24-22-0002 to NSK Properties, LLC as purchaser and adjoining land owner. The conveyance was to be achieved through a quit claim deed to the purchaser after a review of the title on the property.

Subsequent to the approval, the City was informed by the State of Minnesota via Anoka County that there was an unrecorded conditional use deed attached to the property. This conditional use deed specified that the property was to be used as a public use for future roadway purposes.

Since the City has not put the property to use as a road and does not have any plans to do so, the City is required to reconvey the property back to the State of Minnesota. The adjoining property owner can then request and potentially purchase the property from the State at public auction.

Recommendation: The City Attorney's office recommends the City Council reconvey the property back to the State of Minnesota in accordance with the terms of the conditional use deed.

Council Action Requested: Motion to approve the ordinance reconveying the property to the State of Minnesota as attached.

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

Ordinance 225, Second Series

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY SURPLUS
PROPERTY TO STATE OF MINNESOTA.
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 State of Minnesota has notified the City that a conditional use deed is applicable to the property for a public use for roadway purposes; and

WHEREAS, Currently, no public roadway has been constructed on the property, nor is there any public improvement plan to do so; and

WHEREAS, The State of Minnesota requires any property not put into use for public purposes be reconveyed back to the State in accordance with the conditional use deed restriction.

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

1. The Mayor and City Clerk are authorized to execute the attached documents and transfer the property to the State of Minnesota upon the approval as to form by the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS __ DAY OF NOVEMBER, 2016.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

695040-v1

APPLICATION BY GOVERNMENTAL SUBDIVISION FOR CONVEYANCE OF TAX-FORFEITED LANDS

Minnesota Statutes 1979, Section 282.01

0168484

SEE

In the Matter of the Application of City of St. Francis, a Governmental Subdivision for a Conveyance of Certain Lands.

Comes now City of St. Francis and alleges:

1. That applicant is a (a) municipality

2. That (b)

3. That there is situated within applicant's boundaries in the County of Anoka certain tax-forfeited land described as follows: F32-34-24-22-0002

That part of the 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 NW corner of said Section, thence proceeding Easterly a distance of 300 feet on a line parallel with the North line of said NW 1/4; thence South and parallel with the West line of said 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 NW 1/4 a distance of 300 feet to the West line of said NW 1/4; thence North on the West line of said NW 1/4 a distance of 38.4 feet; thence Easterly and parallel with the North line of said NW 1/4 a distance of 300 feet to the point of beginning.

4. That said lands are (c) Tax-forfeit

5. That applicant desires to obtain said land for the following purposes: (d) Public Use For future roadway purposes.

6. That there is need for such lands for the following reasons: FOR FUTURE ROADWAY PURPOSES.

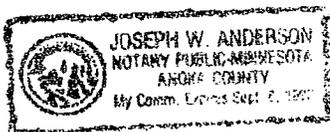
Wherefore applicant prays that said lands be conveyed to it for the use stated herein.

City of St. Francis By James Lucas Its Mayor and Sharon Fulkerson Its Clerk-Treasurer

State of Minnesota, } ss. County of Anoka

James Lucas & Sharon Fulkerson each being first duly sworn, depose and say, each for himself, that they are respectively the Mayor and Clerk-Treasurer of the City of St. Francis; that they have read the foregoing application and know the contents thereof; and that the matters stated therein are true.

James Lucas Sharon Fulkerson Subscribed and sworn to before me this 22nd day of June, 1987



Joseph W. Anderson Notary Public, Anoka County, Minn. My commission expires 9-6-92

(a) State facts relative to legal organization. (b) State facts showing authorization of acquisition of land hereinafter described by resolution of governing body or by voters, etc., as the case may require, attaching copies of resolutions, if any. (c) Describe nature of lands, use of surrounding property and other similar facts. (d) Give statement of facts as to the use to be made of such lands.

RESOLUTION OF COUNTY BOARD UPON APPLICATION

WHEREAS, the County Board of ANOKA County, Minnesota, has examined into the allegations of the application of City of St. Francis dated June 22 19 87, for the conveyance of certain lands therein described; note,

Therefore, be it resolved by the County Board of ANOKA County, Minnesota, that it hereby approves said application and recommends that the same be granted.

James G. Rasmussen
Michael ...
County Board of said County

State of Minnesota, } ss.
County of ANOKA

I, Charles R. Lefebvre, county auditor and clerk of the County Board of Anoka County, Minnesota, hereby certify that I have compared the foregoing copy of resolution of the County Board of said county with the original record thereof in the minutes of the proceedings of said board at a meeting duly held July 28, 19 87, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly adopted by said board at said meeting. I further certify that the application referred to in said resolution is hereto attached.

Witness my hand and seal this July 29 day of 19 87

Charles R. Lefebvre
County Auditor and Clerk of the County Board
ANOKA County, Minnesota

OFFICE OF THE COMMISSIONER OF TAXATION

St. Paul, Minn., 19

Upon due consideration of the within application it is ordered that the same be and it is hereby rejected granted.

Commissioner of Taxation
By Dennis J. Ems Deputy

APPLICATION BY GOVERNMENTAL SUBDIVISION
For Conveyance of Tax-Forfeited Lands
Application filed, 19
Res. Co. Bd. Dated, 19
(Granted) or (Rejected) by Commissioner of Taxation, 19
County Auditor

Reconveyance of Forfeited Lands to the State of Minnesota
By a Governmental Subdivision
Under Minnesota Statutes, Section 282.01, Subdivision 1d

State Deed Tax Due: \$1.65
Date:

WHEREAS, pursuant to the statute now codified as Minnesota Statutes, Section 282.01, Subdivision 1a(e), the State of Minnesota, on the 22nd day of June, 1987, conveyed to the City of St. Francis, a governmental subdivision of the State of Minnesota (hereinafter "Governmental Subdivision"), by state deed numbered 0168484, the real property described below (hereinafter "Property") to be used for an authorized public use, and

WHEREAS, the Governmental Subdivision has either failed to put the Property to the public use for which it was conveyed, or has abandoned the public use for which it was conveyed, and now desires to reconvey the Property under Minnesota Statutes, Section 282.01, Subdivision 1d to the State of Minnesota, to be held in trust according to Minnesota Statutes, Section 281.25,

NOW THEREFORE, the Governmental Subdivision, pursuant to said laws, and pursuant to the duly adopted resolution of its governing body number Ordinance No. , dated November 7, 2016, does hereby convey and quitclaim the property in the County of Anoka, described as follows, together with all appurtenances thereunto belonging:

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 point of beginning. Subject to easements of record.

to the State of Minnesota, to be held in trust as provided by Minnesota Statutes, Section 281.25, upon like conditions and with like effect as if the Property had not been conveyed to the Governmental Subdivision for a public use.

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

City of St. Francis
(Name of Governmental Subdivision)

By: Signature Title Date

By: Signature Title Date

STATE OF MINNESOTA)
) ss.
County of)

The foregoing instrument was acknowledged before me this day of , by and , respectively the and the of , under the laws of the State of Minnesota, on behalf of the .

Notary Date

Form approved by the Attorney General's Office.

THIS INSTRUMENT WAS DRAFTED BY:
Minnesota Department of Revenue
600 N. Robert St.
St. Paul, MN 55101
(651) 556-3000

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

County Auditor
_____ County

Approval

The undersigned, acting for the Commissioner of Revenue of the State of Minnesota, under delegation of authority duly filed with the Secretary of State, does hereby approve the foregoing conveyance to the State of Minnesota.

Dated: _____

STATE OF MINNESOTA

Commissioner of Revenue

By: _____
The duly appointed delegate of the Commissioner of
Revenue, for these purposes.

STATE OF MINNESOTA)
)ss.
COUNTY OF RAMSEY)

This Approval was acknowledged before me on _____ by _____,
the duly appointed delegate of the commissioner of revenue for these purposes.

Notary

Date

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Fee Schedule changes for Community Development
DATE: November 21, 2016

OVERVIEW:

The Community Development Department is requesting Fee Schedule updates associated with the Division and Use of Property and Building Permit fees. Below is an explanation of the requested changes.

Division and Use of Property:

I am proposing an increase in several "Escrow" deposits to reflect the actual potential costs. Escrow Deposits as defined by City Code are to cover all actual costs including but not limited to planning, engineering, legal or other consultant fees or costs in the processing of the application. If funds collected are not utilized in the processing of the application, funds are refunded to the applicant. Recent events have identified that the City is not collecting enough, therefore applicants are receiving substantial additional bills. In the process of recent applications staff has received concerns from applicants of their frustration that the City collects an amount not reflective of the actual costs, therefore misleading in fees.

I am also requesting the addition of a Home Occupation (Permitted) fee as we have established the fees for those who require the process to complete an IUP but we did not identify the fee associated with the Permits for those applications deemed as Permitted in City Code.

Building Permits:

Several items were identified within Building Permits that needed updates and/or corrections.

- Include the Valuation schedule as set by MN Statute, updated in 2015
- Building Demolition, to increase the fee and secure an escrow to ensure clean-up is handled meeting public needs
- Building Relocation, to establish a fee to meet existing City Code requirements and identify the requirement of the Performance Security
- Fence, remove the fee for fences under 7' in height in which are not required to be reviewed by Building Code
- Engineer Grading Review, increase to reflect changes in cost
- Irrigation, include wells and increase to \$75 to reflect costs
- Solar Ground Mounted, establish the permit fee for requirements of Solar Code created in 2016



- Water Softener Permit, increase to \$55 to be reflective of cost to complete. Fee is no longer capped by State Statute
- Windows/Exterior Doors, remove cost as separate line item for insert windows, all windows other than inserts to be collected by valuation in project.

ACTION TO BE CONSIDERED:

Division and Use of Property, it has been identified through the City's current process that the escrow amounts being collected are not reflective of the actual costs required to process an application. Action to be considered is a request to increase escrow amounts.

Building Permits, after a review of

- the actual costs associated with the City of St. Francis to process and inspect permits, comparing staff and expected hourly rates, and
- a review of nine surrounding cities, permit fees and staffing levels to ensure costs are reasonable and fair

The actions to be considered are to adjust, add and remove various permit fees.

BUDGET IMPLICATION:

The changes requested for escrows will not impact the City budget.

The changes requested for Building Permits will move to balance the cost of staff requirements as it relates to the actual processing of permits, secure escrows that are used to protect city infrastructure and remove costs including their respective process that are not required by Building Code.

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

ORDINANCE 226, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS ____ OF _____, 2016.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

SECTION 9
FEE SCHEDULE

SECTION:

2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A. Administrative Penalties.

1. Administrative Enforcement Penalties:
 - a. 1st Offense \$100
 - b. 2nd Offense \$200
 - c. 3rd Offense \$500
 - d. 4th Offense \$1,000
 - e. 5th Offense and Beyond \$2,000
2. Administrative Hearing Fee \$100

B. Animal Impound Fees.

1. Administrative Fee \$50/day
2. Pick Up Service Fee:
 - a. 8 AM to 6 PM \$60/hour
 - b. 6 PM to 8 AM \$80/hour
3. Boarding Fee \$25/day

C. Animal License:

1. Dog License \$10/1-2 year vaccinations
\$15/3 year vaccination
2. Kennel:
 - a. First 10 Dogs \$100/year
 - b. Each Additional Dog \$10/year

D. Amusement and Recreation.

1. Amusement Machine \$15/location + \$15/machine
2. Dance:
 - a. Annual \$100/year
 - b. Per Event \$10/event

E. Business and Service License.

1.	Investigation Fee	\$25
2.	Adult Entertainment Use	\$2,000/year
3.	Sauna/Massage Parlors	\$2,000/year
4.	Fireworks – Retail/Tent	\$50/occurrence
5.	Fireworks – Pyrotechnic Display	\$50/occurrence
6.	Pawnbroker	\$1,000/year
7.	Refuse Hauler	\$200/year + \$50/truck
8.	Massage Therapist	\$200/year
9.	Taxicab Driver License Fee	\$150/year
10.	Taxicab Operator License Fee	\$150/year
11.	Towing/Impound	\$150/year
12.	Finger Printing	\$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	\$50
	b. Month	\$150
	c. Year	\$300
14.	Excavations/Mining:	
	a. Active Area Fee	\$50/acre
	b. Inactive Area Fee	\$25/acre
	c. Restoration Credit	\$25/acre

F. Liquor License.

1.	3.2% Malt – Off Sale	\$50/year
2.	3.2% Malt – Off Sale – Special Event	\$25/event
3.	3.2% Malt – On Sale	\$200/year
4.	Club License	\$200/year
5.	Wine License	\$200/year
6.	Intoxicating Liquor – On Sale	\$4,000/year
7.	Intoxicating Liquor – Sunday Sales	\$200/year
8.	Investigation Fee:	
	a. Single Application	\$200
	b. Partnership	\$300
	c. Corporation	\$400

G. Tobacco License. \$150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	\$35 + \$2,000 escrow
2.	Road Right-of-Way – Permit Application	\$150 + Consultant Fees
3.	Street Opening	\$50 + Bond or Deposit and Consultant Fees

I. Document Services.

1.	Accident, Police and Fire Reports	\$.25/page; over 100 pages TBD
2.	Copies	\$.25/page copied
a.	CDs	\$15
b.	Colored Copies of Photos	\$3/page
c.	Certificate of Survey (non-homeowner)	\$2
d.	City Council Agenda & Minutes (mailed):	
1)	Resident	\$25/year
2)	Non-Resident	\$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
1)	Resident	\$12/year
2)	Non-Resident	\$12/year + postage

J. General and Miscellaneous.

1.	Lockouts	\$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	\$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	\$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or \$75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	\$30/check
9.	Snowmobile Permit	\$15
10.	Special Assessment Administrative Fee	\$100
11.	Special Assessment Search	\$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	\$55/hour
2.	Belos with Attachment	\$55/hour
3.	Crane Truck	\$45/hour
4.	Electric Generator	\$60/hour
5.	Grader	\$90/hour
6.	Kubota/Attachments Mower	\$50/hour
7.	Pick Up Truck	\$40/hour
8.	Single Axle Truck	\$65/hour

- | | | |
|-----|--|-------------------------------------|
| 9. | Single Axle Truck with Plow | \$85/hour |
| 10. | Tool Cat/Skid Steer w/Attachments | \$60/hour |
| 11. | Tractor with Loader or Attachments | \$60/hour |
| 12. | Pay Loader | \$90/hour |
| | * Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas | |
| 13. | Staff Time | Two Times Step 8 of Their Pay Grade |

L. Council / Commission Pay.

- | | | |
|----|---|---|
| 1. | City Council Per Diems Per Day | \$35 for four hours or less;
\$70 for more than four hours |
| a. | Special Council Meetings | |
| b. | Council Retreats/Work Sessions | |
| c. | Economic Development Authority Meeting (EDA) | |
| d. | League of MN Cities Functions | Prior Approval Required |
| e. | Labor Negotiations | Prior Approval Required |
| f. | Employee Interviews | Prior Approval Required |
| g. | Mayor Only: | |
| | 1) School/County Liaison | Mayor may appoint Council members to fulfill his obligations and approve attendance |
| | 2) MN Mayors Association | |
| | 3) Speaking Engagements at Other Civic Org. | |
| | 4) Closing of Property Acquisition | |
| | 5) Fire District Study Group | |
| 2. | Planning Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 3. | Park Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 4. | Economic Development Authority | \$20/meeting paid annually |
| 5. | Upper Rum River Watershed – Resident Appointed by Council | \$20/meeting paid annually |

M. Parks and Recreation.

- | | <u>Resident</u> | <u>Non-Resident</u> |
|----|--------------------------------------|------------------------|
| 1. | Concession Stand | \$25 |
| 2. | Ball Park Use – Outside Organization | \$50 |
| | | \$100/night for season |
| | | \$200/night for Season |
| 3. | Clean Up Deposit | \$50 - refundable |
| 4. | Key Replacement | \$75 - refundable |
| 5. | Football Field | \$50 |
| 6. | Football Youth Program | \$25/each |
| | | \$43/week per team |

7.	Gazebo Rental	\$50	\$100
8.	Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
9.	Restroom	\$25	\$50
10.	Shelter	\$25	\$50
11.	Soccer	\$34/week per team	
12.	Soccer Field	\$25/each	\$35/each
13.	Warming House	\$50	\$100

- *St. Francis City Council has the authority to charge an annual fee of \$100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits.*

N. Community Center.

1.	Resident		\$30/event
2.	Non-Resident		\$55/event
3.	Damage Deposit		\$100
4.	Late Key Return		\$25 if not returned within 2 business days of event
5.	City Purposes		Free
6.	City Benefit:		
	a. St. Francis Lions/Lioness		Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
	b. St. Francis Senior Citizens Group		
	c. St. Francis Area Jaycees		
	d. St. Francis Youth Association (4-H, Scouts, Hockey, etc.)		
	e. St. Francis Ambassador Program		
	f. St. Francis Area Chamber of Commerce		
	g. Other Governmental Agencies		
	h. Local Church Organizations		
	i. Local Business/Non-Profit Organizations		Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
7.	Priority for Use in Event of Conflict:		
	a. City of St. Francis		Based on earliest request if more than one applicant of the same class seeks conflicting dates
	b. Non-Profit located within City limits		
	c. Residents (individuals or groups)		
	d. Non-Profit located outside City limits		
	e. Non-Residents (individuals or groups)		

O. Division and Use of Property.

	<u>Fee</u>	<u>Escrow</u>
1. Administrative Subdivision	\$200	\$250 <u>\$ 650</u>
2. Annexation	\$250	\$300 <u>\$2,000</u>
3. Appeal	\$200	\$250
4. Comprehensive Plan Amendment	\$450	\$650 <u>\$2,000</u>
5. Conditional Use Permit	\$350	\$650 <u>\$2,000</u>
6. Environmental Review	\$350	\$650
7. Excavation/Fill Permit (Admin)	\$100	\$250
8. Excavation/Fill Permit (IUP)	\$350	\$650 <u>\$2,000</u>
9. Fence-Under Six Feet in Height	\$50	
10. Home Occupation (IUP)	\$350	\$650 <u>\$2,000</u>
11. <u>Home Occupation (Permitted)</u>	<u>\$ 50</u>	
12. Interim Use Permit	\$350	\$650 <u>\$2,000</u>
13. Minor Subdivision	\$350	\$400 <u>\$1,000</u>
14. Ordinance Amendment	\$350	\$650 <u>\$1,000</u>
15. Planned Unit Development	\$350	\$650 <u>\$2,000</u>
16. Rental Housing Licensing:		
a. License	\$150	
b. License Renewal	\$100	
c. License Renewal Multiple Family	\$75	
17. Sign Permit Zoning Review (Admin)	\$75	
18. Sign Permit Zoning Review (Full)	\$250	\$350
19. Sign Permit Zoning Review (Temporary)	\$25	
20. Rezoning	\$350	\$650 <u>\$1,000</u>
21. Site and Building Plan Review (Admin)	\$100	\$250
22. Site and Building Plan Review (Regular)	\$350	\$450
23. Street/Utility Easement Vacation	\$350	\$650 <u>\$1,000</u>
24. Subdivision:		
a. Sketch Plan	\$300	\$500
b. Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
c. Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
d. Final Plat	\$350	\$650
25. Temporary Habitation Permit	\$200	\$5,000
26. Temporary Outdoor Sales Permit/ License	\$50	
27. Wetland Replacement Plan Review With Plat	\$350	\$650
28. Wetland Replacement Plan and Excavation	\$350	\$650
29. Vacant Building Registration Fee;		
a. First Year	\$125	
b. Second Year Renewal	\$175	

c.	Third Year Renewal	\$250		
d.	Fourth Year Renewal	\$350		
e.	Fifty Year Renewal and Beyond	\$500		
30.	Vacant Building Administration Fee	\$100		
31.	Variance Application	\$350	\$650	<u>\$1,500</u>
32.	Park Dedication	\$2,500/lot		
33.	TIF Application/ <u>Business Subsidy</u>	\$2,500	<u>\$3,000</u>	\$2,500 <u>\$3,000</u>
34.	Landscaping Escrow Admin Fee	\$100		

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

P. Building Permits.

Valuation Schedule as set by State Statutes 326B.153 BUILDING PERMIT FEES.

Subdivision 1. Building permits.

(a) Fees for building permits submitted as required in section 326B.106 include:

(1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and

(2) the surcharge required by section 326B.148.

(b) The total valuation and fee schedule is:

(1) \$1 to \$500, \$29.50;

(2) \$501 to \$2,000, \$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;

(3) \$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;

(4) \$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;

(5) \$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;

(6) \$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;

(7) \$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and

(8) \$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.

	<u>Fee</u>	<u>Escrow/State Fee</u>
1. Basement Finishes Permit	\$140	**See Below
2. Building Demolition	\$95 <u>\$110</u>	**See Below + <u>\$500</u>
3. Building Demolition – Commercial	By Valuation	<u>\$1,000</u>
4. <u>Building Relocation Permit</u>	<u>\$110</u>	<u>Performance Security Required</u>
5. Contractor Verification Fee	\$10	
6. Dock Permit	\$50	\$100
7. Driveway Permit	\$50	\$200 (may be waived by staff)
8. Fence – Residential	\$40	
a. <u>Residential</u> Over Six <u>Seven</u> Feet in Height	By Valuation	
b. Commercial	By Valuation	
9. Fireplace	\$95	**See Below
10. Fuel Tank Removal	\$95	**See Below
11. Engineer's Grading Review of Building Permit	\$130 <u>\$140</u>	
12. Water Heater	\$75	**See Below
13. HVAC – Heating Installations	\$95/each	**See Below
HVAC – Air Conditioning	\$55/each	**See Below
14. Inspections – After Hours	\$70/hour, minimum 2 hours	
15. Investigation Fee	Not to exceed permit fee	
16. Irrigation/ <u>Wells</u>	\$50 back flow <u>\$75</u> <u>preventer</u>	**See Below
17. Mobile <u>Manufactured</u> Home Setup	By Valuation	
18. On-Site Septic:		
a. Type I – IV	\$275	**See Below
b. Type V	By cost incurred	
c. Operating Permit	\$125/year	**See Below
19. Plumbing (includes Water Heater)	\$95	
20. Pools – <u>Above Ground</u>	\$75	**See Below
• Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.		
21. Pools – In Ground	By Valuation	
22. Re-inspection Fee	Not to exceed \$75/trip	
22. Roofing:		
a. Residential	\$95	**See Below
b. Commercial	By Valuation	
23. Septic System Pumping Verification	\$20	
24. Siding:		
a. Residential	\$95	**See Below
b. Commercial	By Valuation	
25. Signs	By Valuation	

26.	<u>Solar-Ground Mounted</u>	<u>\$95</u>	
27.	Water Softener Permit:		
	a. Residential	\$15 by State <u>\$55</u>	**See Below
		Statute	
	b. Commercial	By Valuation	
25.	Windows/Exterior Doors	\$95	**See Below
28.	Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	

- Anything not listed above will be based on valuation + plan review + State surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.
- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently \$1 per permit.**

Q. Escrow Deposits.

1.	Urban:	
	a. Curb Box and Meter	\$1,500
	b. Final Grading	\$500 - \$1,000
	c. Litter/Debris Cleanup	\$100 - \$300
	d. 2" Caliper Tree (new)	\$300
	e. Sod	\$2,000
	f. Seeding/Sprinkler	\$2,000
	g. 3" Black Dirt	\$500
	h. Erosion Control in Place	\$300
	i. Street Cleaned	\$200
	j. Driveway Installed	\$1,500
2.	Rural:	
	a. Final Grading	\$500 - \$1,000
	b. Litter/Debris Cleanup	\$100 - \$300
	c. 2" Caliper Tree (new)	\$300
	d. Sod/Seeding	\$300 - \$2,000
	e. Erosion Control in Place	\$300
	f. Culvert	\$1,500
	g. Driveway Installed	\$1,500

R. Utility Fees.

1.	Access Charge:	
	a. Sewer Equivalent Connection	\$4,284
	b. Water Equivalent Connection	\$3,060
2.	Trunk Line Charge:	
	a. Water Trunk Line Availability	\$2,956
	b. Sanitary Sewer Trunk Line Availability	\$4,150
3.	Tapping and Connection Permits:	
	a. Tapping and Water Connection	\$125
	b. Tapping and Sewer Connection	\$125
	c. Water Connection	\$50
	d. Sewer Connection	\$50
4.	Meter Deposit:	
	a. 3/4"	Cost
	b. 1" and larger	Cost + 10%
5.	Water Shutoff (7:00 am - 3:30 pm)	\$35
6.	Water Reconnect (7:00 am - 3:30 pm)	\$35
	• <i>The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.</i>	
7.	Meter Repair (not removal or Installation)	Time and materials with \$50 minimum
8.	Curb Stop Locate:	
	a. Summer	\$25 minimum
	b. Winter	\$50 minimum
9.	Curb Stop Driveway Cover	Cost
10.	Curb Stop Repair	Time and materials with \$50 minimum
11.	Curb Stop Box	Cost
12.	Hydrant and Gate Valve Repair	Time and materials with \$50 minimum
13.	Hydrant Meter Deposit	\$800
14.	Non-Response to Tagging Notice	\$250/month until resolved
15.	Unmetered Use of City Water	\$200

S.	Water Rates.	<u>*11/1/15 / *12/1/16 Effective Date</u>
	1. Monthly Base Fee	\$16.50 / \$19.80
	a. MN State Test Fee	\$.53
	2. Charge per 1,000 Gallons Used per Equivalent Connection:	
	a. 0 – 14,999	\$5.10 /\$6.12 equivalent conn
	b. 15,000 – 29,999	\$5.34 /\$6.42 equivalent conn
	c. 30,000 – 44,999	\$6.18 /\$7.42 equivalent conn
	d. 45,000+	\$7.38 /\$8.86 equivalent conn
	3. Bulk Water:	
	a. System Access Charge	\$50
	b. Charge per 1,000 Gallons Used	\$6.16

- T. Sewer Rates.
- | | | |
|----|-------------------------------|--|
| 1. | Monthly Base Fee | \$17.50 /\$24.50 |
| 2. | Charge per 1,000 Gallons Used | \$6.86 / \$9.60 equivalent |
| 3. | Sewer Users Only | Sewer Base Rate + 6,000 Gallons @ Water Rate |
- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.*
 - *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.*
 - *Note: Consumption amounts are not billed greater than actual usage.*

STARTING IN 01/01/2016

Storm Water Rates \$5.00/month/parcel (\$60 annual)

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Acting Police Chief
SUBJECT: **Seized Vehicle/Forfeiture Auction**
DATE: 11/21/16

OVERVIEW:

The Police Department previously auctioned off police seized vehicles at a public auction on October 22, 2016. There were several vehicles that we had not received a title for so they were not able to be sold at that auction. The vehicle in this resolution was not referenced in the previous resolution. The police department also seized a Jay Bird Wireless Head Phone and a PEAK-Backup camera during a traffic stop. This equipment has not be claimed and therefore we would also like to declare the equipment surplus and be sold at an online auction at a later date.

ACTION TO BE CONSIDERED:

To have the forfeited vehicle(s) be declared surplus property in order to sell them at public auction. Also allow the miscellaneous seized property to be sold at the same time. The proceeds raised from the sale of the vehicle and equipment will be placed into the police department forfeiture fund minus fees for Brown Auction Service and proceeds to the Anoka County Attorney's Office and State of Minnesota.

BUDGET IMPLICATION:

No impact to the department budget is anticipated. St Francis Police Reserve Officers are expected to work at the event on a volunteer basis.

Attachments:

- Resolution 2016-60
- Brown Auction Service Ad

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

RESOLUTION 2016-60

A RESOLUTION DECLARING POLICE RECOVERED PROPERTY
SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY

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

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

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

Police Recovered Property

Value

Volkswagen-Passat 1998
Jay Bird Wireless Head Phone-New in box
PEAK-Backup camera-New in box

Items to be Auctioned off
at a later date

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st DAY
OF NOVEMBER, 2016.

APPROVED:

ATTEST:

Steve Kane, Mayor of St. Francis

Barbara I. Held, City Clerk

Brown Auction Service



Brown Auction

- A Full Service Auction Company
- No Estates too large or too small!
- Consignments welcome.

612-598-9031

www.BrownAuction.biz

SOLD!



Contractor Tool & Equipment Auction Mochinski Construction Co. On-Line Only Auction

23358 St Francis Blvd NW
St Francis, MN 55070

[Click Here For Detailed Map](#)

Preview Inspection Saturday, November 19th (10am-5pm)
Bidding Starts Closing Monday, November 21st at 7pm
Load Out Removal is Tuesday, November 22nd (10am-6pm)

We have been commissioned to liquidate the contractor tools of Mochinski Construction of Chisago City, MN. Dick was a good friend and also a great customer of Brown Auction. He will be missed by us and many of his construction friends. We have transported his tools and equipment to our St Francis location. Preview inspection and pickup will be conducted there.

Online Registration & Auction Bidding

Great selection of professional grade power tools including Makita, Dewalt, Porter Cable, Bosch, Dayton, Paslode, Hilti, Delta, Craftsman, Milwaukee, Stihl and more. Commercial ladders, commercial air circulators, compressors, grinders, impact wrench, Kelly power rammer, bandsaw, Miller portable spot welder, car dolly, drywall cart, bullet heaters, Stihl & McCulloch chain saws, chains and binders, picks & axes, HUGE 7 ft log chain with 8" hooks, lot of 10 vintage knives (Schrade, Imperial, Japan & Germany), bottle jacks (20 & 8 ton), lawn leaf vacuum/blower, Lesco paint sprayer, portable lighting, Proctor wall jacks, oak blueprint file cabinet, Paslode nails & staples, quartz heater, Signode steel bander, 1985 Ford F-350 diesel dump truck, 1962 VW dune buggy and even a beer barrel rocking chair toilet!

NOTE: We have added 3 seized vehicles from the St Francis Police Department to this auction. We were waiting for the titles and they came in after our Oct. 22nd auction. Super nice 2009 Ford Expedition XLT, 1994 Saturn SL2 (runs & drives) and 2006 VW Passat (no keys). All have titles.

Stihl 046 chain saw and Stihl TS400 concrete saw



Stihl 046 Chain Saw #95



Lot of 4 NEW stone and masonry cutting wheels, 14" by 20mm

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Building and Administration Software
DATE: November 21, 2016

OVERVIEW:

PermitWorks is a comprehensive module based software program that is designed to support city services such as permits, inspections, code enforcement, rental licensing, business and animal licensing. The software offers various modules to provide flexibility to acquire what is beneficial to meet a city's needs. The program also allows extensive support in reporting, tracking and planning. To support the needs of the City of St. Francis, the benefits could be recognized with modules that support the Building functions relating to permits, inspections and septic systems, the Community Development department would benefit in code enforcement, vacant and rental registration and the Administrative department would benefit through Business licensing. In discussions with Public Works it has also been identified that the modules supporting Building needs would also support their inspection and parcel needs.

Information specific to the modules can be viewed at
<http://www.permitworksmn.com/projects.html>

Three separate software programs that are designed to meet the needs of municipalities were reviewed. Based on City needs, workflow and types of programs administered, PermitWorks was identified as the most effective program.

ACTION TO BE CONSIDERED:

Acceptance of the proposed and enter into agreement with PermitWorks to implement the software program modules for building and administration

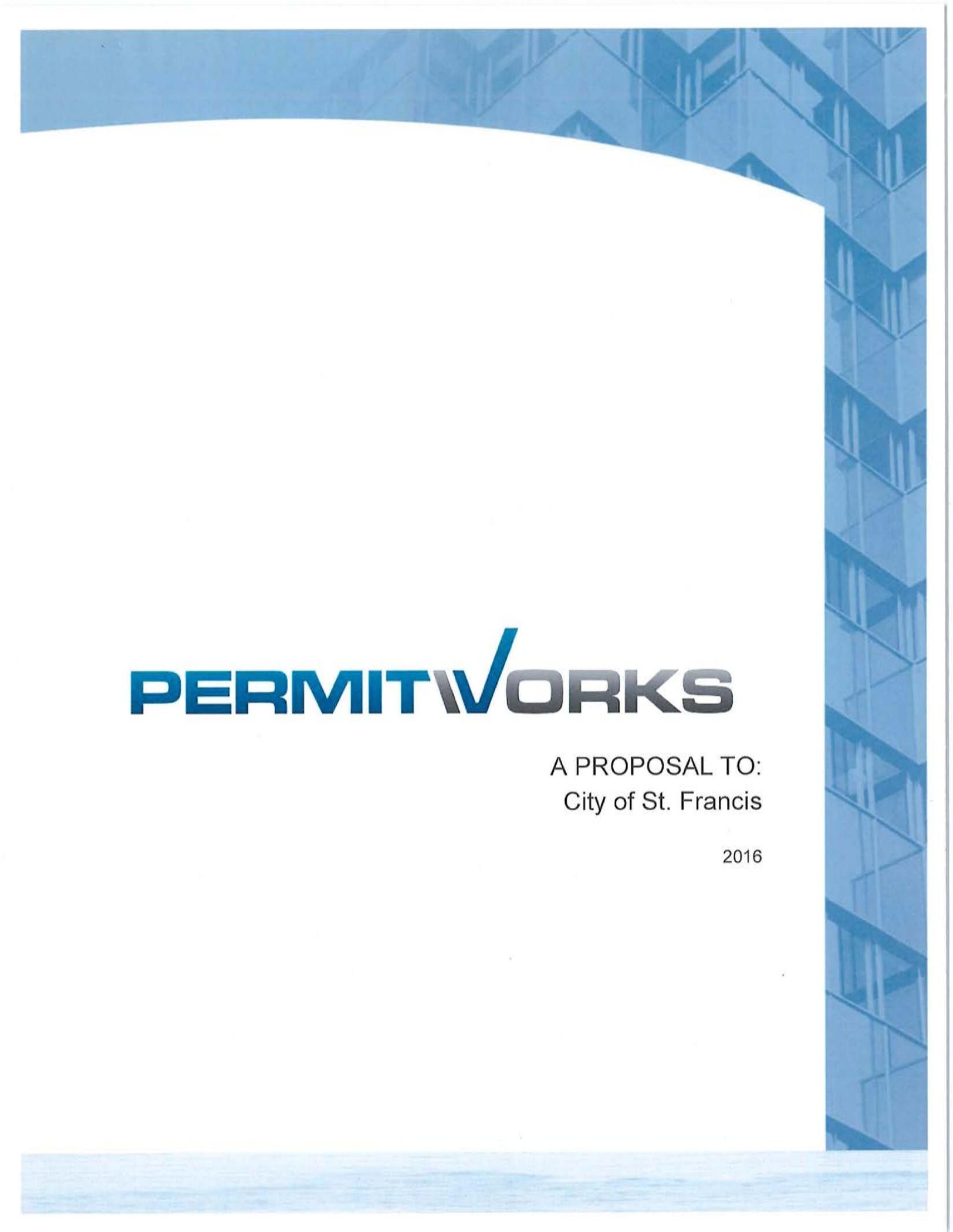
BUDGET IMPLICATION:

Budgeted expense, allocated for in the 2017 Fiscal Year within the Community Development and Building Department budgets.

Start-up cost is an "up-to" amount that would be reduced with staff assisted implementation

Attachments:

- PermitWorks Proposal to City of St. Francis
- PermitWorks Information packet



PERMITWORKS

A PROPOSAL TO:
City of St. Francis

2016

PermitWorks suite of applications began in 1991. The software products were designed by combining the in-depth knowledge of numerous public sector professionals and governmental auditors with the technical skill of in-house programmers. Today, PermitWorks continues to be a customer-driven application.

The following is a proposal for the implementation of PermitWorks applications at the City of St. Francis. The proposal outlines the implementation process; documents the tasks involved, and provides our estimated fees.

About PermitWorks

PermitWorks is an integrated portfolio of specialized software applications designed to simplify and manage the processes within building, community development and other municipal departments. Its modular nature allows each application to function completely on its own allowing the City to implement PermitWorks according to its objectives and budget. However, implementing the modules simultaneously (or over time) produces an integrated system that allows for the sharing of data and functionality without unnecessary duplication.

- ***Permits & Inspections.*** *Permits & Inspections* automates the permitting and inspection processes. It stores permit records, calculates fees, and generates standard reports, including the MN State Surcharge Report. It provides a method for managing inspections by allowing inspectors the ability to schedule inspections and record results. It produces numerous inspection status reports as well as inspection tickets and Certificate of Occupancies.
- ***Geobase & Planning.*** *Geobase* is an easy-to-use software application for storing property information in a central database for all other modules to access. Records are linked to the property identification number allowing a user to view activity (i.e. permits, licenses, and planning issues) that exists on a given property. *Planning* allows staff to track various planning issues, such as conditional use permits, variances, rezoning, preliminary and final plats and so on. It also provides a suitable system for tracking complaints.
- ***Licenses.*** Business, Contractor and Animal Licenses module automates the licensing processes. It stores license records, calculates fees, and generates standard reports. It provides a method for tracking incidents for business licenses and it interfaces with permits for contractor licenses.
- ***Code Enforcement.*** From the initial complaint through to tracking a violation this Code Enforcement module is designed to keep you organized. Automated actions based on case type prompt the user when a due date has arrived. User defined fields and tabs based on case type provide space for all case information. Integrate with Microsoft Outlook tasks. Report on pending cases, closed cases along with other standard reports.

SCOPE OF SERVICES

Data Conversion

Before PermitWorks can be rendered operational, the parcel database must be populated with client property information. Typically, converting an existing database is the most effective method to achieve this task. The data source must include PIN, short legal description (i.e. plat name, block and lot), the property address number and street name and owner last name (or company name). Optional fields include long legal description, zoning district and owner mailing address. The County is a common source for property data.

Data conversion takes place prior to the installation of the software. The time required for data conversion greatly depends on the format and quality of the data source. Ideally, the data should be submitted in an MS Excel file format with the required data stored in separate fields.

There are two steps in the data conversion process. The first step is the initial data import. Queries are created to convert data from the third-party database structure to the PermitWorks database structure. After the queries have been created and tested, the data is imported into PermitWorks.

The second step is standardization of the imported data. Following the initial conversion, the PermitWorks property table is populated with unmodified data. Standardization involves running queries against street and subdivision data to clean up inconsistent records. Standardization reduces the possibility of lengthy, unsuccessful searches which often result in the entry of duplicate records.

Installation

PermitWorks staff installs the PermitWorks database on the network server, installs the client software on the workstations, and verifies user access to the application. Application forms are configured with default application settings. Data files will be empty and ready for population. The number of workstations requiring access to the software and any unforeseen hardware incompatibilities can directly affect the amount of time required to install the program. If your network administrator is not present at the time of installation, PermitWorks personnel will need administrator-level access to the network in order to create the required directories. PermitWorks will work with you to schedule a time that is most convenient for staff. PermitWorks requires Microsoft SQL Server Express 2008 or SQL Server 2008 or higher to be installed.

Implementation & Configuration

The implementation of PermitWorks takes a coordinated effort from PermitWorks and City staffs. PermitWorks uses a dedicated and experienced staff to manage a system implementation. Our staff works closely with you through all phases of implementation, from planning, to post-installation support, so that you can achieve a greater level of productivity quickly and efficiently. The City's level of participation during the configuration process and the amount of time the City dedicates to training has a direct impact on the total cost and success of implementation. The City chooses how much they want to invest in internal resources (City staff) and outside resources (PermitWorks). Utilizing PermitWorks implementation services significantly shortens the implementation cycle resulting in an operational system more quickly.

START UP COSTS

SOFTWARE MODULES	Software License (one-time cost)	2016 Annual SSP (annual cost)
Permits & Inspections Module	\$4,995.00	\$1,495.00
Code Enforcement Module	\$4,995.00	\$1,495.00
Scheduler (Outlook Integration)	\$1,695.00	\$595.00
Business/Rental Licensing Module	\$1,695.00	\$595.00
Septic Tracking	No Charge	No Charge
Software Totals	\$13,380.00	\$4,180.00

IMPLEMENTATION & TRAINING SERVICES

Not to exceed amounts listed (labor billed hourly)

Sever Installation & Configuration of System Manager	\$540.00
Client Installation	\$150.00
Parcel Data Conversion & Import	\$960.00
Geobase: Implementation & Training	\$360.00
Permits & Inspections: Implementation & Training (Includes Scheduler Setup & Training)	\$3,000.00
Code Enforcement: Implementation & Training	\$3,000.00
Business/Rental Licensing Module: Implementation & Training	\$960.00
Implementation & Training Total	\$8,970.00

The costs associated with implementing PermitWorks at the City of St. Francis have been calculated with the assumption that PermitWorks staff would perform **all** implementation duties. Cost can be significantly less with staff participation in implementation.

Cost Summary	Total
Software License Fee	\$13,380.00
2016 Software Support Fees (Reoccurring Annual Fees)	\$4,180.00
Implementation & Training Services	\$8,970.00
TOTAL	\$26,530 .00

License fees are based on a server license format. Purchasing PermitWorks software requires compliance with the Software License Agreement. A copy of the license agreement is enclosed for your review.

Annual SSP fees for subsequent years are automatically invoiced in January of each calendar year and are payable within 30 days. A copy of the SSP is included for your review.

Thank you for the opportunity to provide this proposal for PermitWorks. If you should have any questions regarding it, please email me at maryn@permitworks.co. We look forward to the possibility of working with you and the staff at the City of St. Francis in the near future.

Sincerely,

Maryn Lutz
PermitWorks
maryn@permitworks.co



PermitWorks 2016 Software Support Program (SSP)

PermitWorks, LLC is committed to providing superior client satisfaction through support and timely enhancements of our PermitWorks suite of software products. The Software Support Program (SSP) is our means of packaging these services for our customers. SSP customers benefit from continual product improvements and on-going application support, leading to enhanced productivity and staff development.

SSP Features

Software support provided through the SSP covers solely the features and functionality of PermitWorks inherent by design. PermitWorks, LLC offers support via e-mail or through remote communication software.

PHONE SUPPORT

Unlimited technical phone support for those items covered by the Software Support Program (SSP) is available to SSP customers during normal office hours for the period from 1/1/2016 through 12/31/2016. The PermitWorks support staff will make every effort to respond quickly and to provide the best solution for a given situation. Response time varies, but PermitWorks, LLC agrees to respond to a support request within 24 (business) hours. "Response" is defined as acknowledgment of having received your support request. Acknowledgment may occur by means of direct conversation, voicemail, e-mail reply. It is not implied that the situation will be resolved within that time period. Each situation is unique; therefore, the time necessary to correct an issue varies with the situation. PermitWorks, LLC will work with you to resolve all issues in a timely and acceptable manner.

Please provide detailed information, error messages, screen prints or report samples to assist with our analysis and to expedite resolution to the situation.

Normal Office Hours: Monday through Friday, 8a to 5p. Closed Holidays.

DIAL-IN SUPPORT/REMOTE SUPPORT

- Dial-in support is essential to resolve complex technical problems.
- PermitWorks, LLC prefers the use of Remote Desktop Connection or  for remote support of the PermitWorks suite of modules. Troubleshooting and correcting remote access technical problems are not covered by the SSP. However, assistance is available at an hourly rate through our Networking Services staff. PermitWorks, LLC reserves the right to modify its

remote software requirement should it become necessary in the event of fundamental changes to the program.

- Please refer to the “Support Not Covered Under the SSP” section to determine if your support request falls outside SSP coverage.

SOFTWARE ENHANCEMENTS

Routine feature enhancements are included in the Software Support Program (SSP) fees. These updates improve the quality and general usefulness of the Software and are available at no extra charge to SSP customers. System enhancements are selected based on feedback from existing and potential customers. Once selected, the necessary analysis and programming are worked into the development schedule. Upon final testing, enhancements are grouped and distributed by module. Updates are assigned a release number and are considered new versions of the Software. Non-SSP customers may purchase the new enhancements at the current full retail price of the PermitWorks module(s).

PermitWorks, LLC distributes enhancement updates to SSP customers and remote installation services will be provided by PermitWorks, LLC at no extra charge.

Note: Fundamental changes to the application are considered major enhancements and will be provided to SSP customers at an upgrade fee. Fundamental modifications include, but are not limited to, re-write of program code in a new Visual Basic release or in a new language, changes to support a new operating system, upgrades to the database structure, or the addition of extensive functionality. Upgrade installation services are not included in the SSP.

TRAINING ISSUES

Phone support is not a replacement for initial training; should the need become apparent, we may suggest attending a formal training session to enable you to become more self-reliant. The purpose of training is to enable users to work more efficiently by resolving basic functionality issues on their own. Web based training is provided by PermitWorks, LLC.

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: 2017 Squad car purchase/replacement
DATE: November 21, 2016

OVERVIEW:

State bid has opened for the 2017 Dodge Chargers and I would like to place an order with Burnsville Dodge for 2 Dodge Chargers to be used as marked squad cars. These Chargers would replace our 2013 squad cars. One of our current 2013 squad cars has approximately 90,000 miles and would be traded into Burnsville Dodge. The other 2013 squad car with approximately 43,000 will be converted into an unmarked squad car for use by the department investigator. The purchase of squad car(s) is regularly done on an annual basis with 2 squad cars requested every other year. The year 2017 is the next scheduled year for the purchase of 2 squad cars. By maintaining a fleet of newer late model squad cars the department is able to increase trade in value and minimize maintenance costs.

ACTION TO BE CONSIDERED:

I recommend that the council approve placing the order for (2) 2017 Dodge Chargers. These vehicle orders are filled in the order that they are received and by ordering as soon as possible we have typically received the vehicle(s) by March or April of the following year.

BUDGET IMPLICATION:

The vehicles are a budgeted item in the 2017 proposed budget and the state bid price is approximately \$24,751 for each vehicle. When the squad cars arrive the 2013 Dodge Charger with approximately 90,000 miles on it will be traded in and its value will be deducted from the price of one of the new vehicles. By trading in our squad cars with less than 100,000 miles it makes a drastic difference on the trade in value.

Attachments:

- None

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: **Additional Water/Wastewater Systems Operations Specialist**
DATE: 11-21-2016

OVERVIEW: Nearly 2 years ago the City realized it must change the way it processed wastewater generated by its residents. The new standards imposed upon the City by the MPCA meant the City had to build a new facility called a mechanical activated sludge treatment plant capable of meeting these new standards. With this, the City was also made aware that these types of facilities required a lot more man hours to operate per week. Based on average staffing levels from similar facilities this treatment plant will require an average of 40 man hours per week for routine operation, quality control, daily in-house lab work for process control, operating performance/efficiency and additional permit required samples. Also, this facility will have much more equipment to inspect and maintain with some monthly and yearly cleaning operations requiring 60 man hours per week. In comparison, our old facility requires an average of about 10 man hours to operate per week. In order to properly maintain this facility the Council will need to consider increasing staff levels to cover the additional hours needed to operate the new facility. The City has budgeted for the addition of one new water/waste water operator in 2017. Based on the averages it appears the additional hours required are not fully covered by the addition of only one operator; this "gap" will be monitored and if needed, considered for future budgeting purposes. Keep in mind as any facility continues to age, it requires more and more preventative maintenance to properly care for these assets.

ACTION TO BE CONSIDERED: City Council may consider declaring a Water/Wastewater Systems Operations Specialist position vacancy in the Public Works Department and authorize Staff to fill said position with a tentative start date after January 1, 2017.

BUDGET IMPLICATION: \$62,116.00 is budgeted in 2017 for this position. This is split between water & sewer budgets.

Attachments:

- Job Description

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: March 2014

Position Title: Water/Wastewater System Operations
Specialist

Status: Non-Exempt

Department: Public Works - Water and Wastewater

Approved: _____

Accountable to: Water/Wastewater System Operations
Specialist Supervisor

Primary Objectives

Performs routine manual and skilled preventive and maintenance work on the City's water treatment facility, waste water distribution system, collection system and wastewater treatment facility and SCADA systems; performs related duties as required.

Supervision Received

Works under the general and technical supervision of the Water/Wastewater System Operations Specialist Supervisor.

Supervision Exercised

May provide work direction to seasonal workers.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Performs technical and basic maintenance, repairs, services, and operations associated with the City's water and wastewater systems.
- * 2. Performs daily inspections of wastewater treatment facility, lift stations, WTP and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system is in compliance with local, State, and Federal requirements; notifies the Water/Wastewater System Operations Specialist Supervisor of any problems or concerns.
- * 3. Collects, records and analyzes daily water and wastewater readings and samples chemical feed accordingly; informs the Water/Wastewater System Operations Specialist Supervisor of any abnormal readings or problems.

- * 4. Inspects water and sewer hookups and curb-stops, performs locates as requested and turns water on and off as directed.
- * 5. Follows all safety and operational rules, regulations, policies and practices.
- * 6. Flushes and repairs hydrants and removes snow around them in the winter.
- * 7. Responds to sewer backup calls and determines if the main is flowing properly; notifies the homeowner or business as to whether the problem is the City's or their responsibility.
- 8. Checks for causes of high customer bills by checking for leaks, checking to see if water meter is working, and repairing meters; inspects new meters after installation by contractor.
- * 9. Prepares water and wastewater samples for the lab to pick up and test; collects data for reports, calibrates instruments and routinely checks equipment for accuracy and reliability.
- *10. Monitors wastewater treatment system & assists with discharging effluent according to established guidelines or specific direction from supervisory staff, assist with proper operation of WTP and WWTP including building and ground maintenance, equipment maintenance, plant operations, lab work, chemical calculations, record keeping and maintains records amount of water pumped.
- 11. Climbs water tower to change light bulbs and flags and checks vents and locks.
- *12. Reports equipment malfunctions and makes proper equipment checks before operating. Operates and performs routine maintenance on all vehicles and equipment.
- *13. Completes all required maintenance and safety reports and informs the Water/Wastewater Supervisor of any equipment or safety problems.
- 14. Assists in the ground and building maintenance of all city properties, including snow removal.
- *15. Plows snow on streets, parking lots, trails and sidewalks and applies ice control material.
- *16. Attends Water and Wastewater seminar classes to maintain required Operator's Licenses.
- *17. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- *18. Responds to calls during non-work hours (On-Call) as required.
- 19. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Working knowledge of repair, maintenance and operations associated with Municipal Water and Waste Water Treatment and Wastewater Collection and water distribution systems.
- * ➤ Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools in water and wastewater maintenance operations.

- * ➤ Working knowledge of occupational hazards and standard safety precautions necessary in the work.
- * ➤ Working knowledge of basic tools, plumbing, carpentry and electrical wiring.
- * ➤ Considerable ability to operate department vehicles, equipment and tools.
- * ➤ Considerable ability to use large motor skills to perform tasks requiring manual dexterity and to be able to lift equipment, hand tools, and supplies weighing up to 75 pounds or more.
- * ➤ Considerable ability to adhere to with federal, state and local laws, rules and requirements related to water and wastewater systems operation and safety.
- * ➤ Working ability to visually detect work to be done, equipment problems and supply needs.
- * ➤ Working ability to effectively operate a telephone or radio for work calls and a computer with SCADA and standard office software.
- * ➤ Considerable ability to work independently, follows oral and written instructions and guidelines, and manages time effectively.
- * ➤ Considerable ability to work with and around irritants, fumes, and hazardous chemicals.
- * ➤ Considerable ability to stand and walk, sometimes for long periods of time.
- * ➤ Working ability to establish and maintain effective working relationships with supervisors, city employees, representatives and contractors and to deal with the public in a pleasant, courteous and tactful manner.
- * ➤ Working ability to read and comprehend technical information.
- * ➤ Working ability to operate a telephone or radio for work calls, and to hear and respond to callers.
- * ➤ Working ability to work in adverse weather conditions and environments, including confined spaces.
- * ➤ Working ability to bend, crouch, stoop, push and pull during the workday, sometimes repetitively and to perform strenuous and repetitive labor.
- * ➤ Ability to respond to calls during non-working hours as required.
- * ➤ Working ability to develop and maintain accurate records.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Minnesota Class B driver's license with tanker endorsement or ability to obtain within 6 months and must have experience with one of the following:
 - Completion of an accredited Vocational Training Program in water and wastewater operations or equivalent; OR
 - One year of maintenance experience with a sanitary collection and water distribution system; OR
 - One year of related maintenance experience with a Licensed Utility Contractor.
- Must possess or obtain a Minnesota Water Operator's Class D License and a Minnesota Wastewater Operator's Class D License within six months and maintain thereafter.

* Note: Asterisked items are essential to the job.



Streets and Parks Monthly Report - October 2016

Public Works
 4058 St. Francis Blvd. NW
 St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
Parks	Park Inspections	Inspect equipment, buildings, and trees.	132	Inspections
Parks	Park Vandalism	Park Damage, Graffiti, etc.	2	Hours
Parks	Irrigation Blowouts	Winterized irrigation systems at city properties.	4	Systems
Parks	Mowing	16 City Parks were mowed 2 times each and weed whipped 1 time each.	91	Acres Mowed
Parks	Bagging Leaves	Picking up leaves in city parks.	128	Yards
Parks	Trail Mowing	Mowing Alongside Trails	4.7	Miles
Parks	Events	Preparation and Inspection	13	8 Soccer Games 5 misc.
Storm	Catch Basins	Cleaned Catch Basins	28	Catch Basins
Storm	MS4	Activities that involved MS4.	6	Hours
Streets/Parks	Training	Lockout /Tagout	1	Training Session
Streets	Mowing	Ditch mowing along the side of roadways.	54	Miles of Road
Streets	Sign Replacement	Replacing Various Signs	5	Signs Replaced
Streets	Grading	Grade Gravel Roads	11.2	Miles of Road Graded
Streets/Parks	Callouts	Response for service requests outside normal working hours.	2	1 Sewer Dept. 1 Misc.
Streets	New Gravel	Placement of new gravel on 241 st Ave.	1,765	Tons



Water and Sewer Monthly Report - October 2016

Public Works
 4058 St. Francis Blvd. NW
 St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Water Treatment Report			
Water	Operational hours	Hours spent at facility	44	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
		Total Finished Water	11,458	Million Gallons
		Total Raw Water	11,685	Million Gallons
		Average Daily Flow	.369	Million Gallons
		Average Chlorine	.45	Mg / l
		Average Raw Iron	1.12	Mg / l
		Average Raw Manganese	.08	Mg / l
		Average Fluoride	.68	Mg / l
		Iron Removal	99.5 %	
		Manganese Removal	75%	
Wastewater	Wastewater Treatment Report			
Wastewater	Operational Hours	Hours spent at facility	44	Hours
Wastewater	Inspect Ponds	Daily inspection of WWTF ponds.	21	Inspections

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Blower	Daily inspection of blowers.	21	Inspections
Wastewater	Inspect Control Building	Daily inspection of control building.	21	Inspections
Wastewater	Monthly Sampling	Perform required monthly sampling: 2 Influent (6 Constituents); 1 Effluent (6 Constituent) 4 Monitoring wells (67 Constituents)	85	Constituents
Wastewater	pH Readings	Take required pH readings.	3	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	210	Lift Station Inspections
		Discharge Point	RIB	
		Total Influent	12.156	Million Gallons
		Total Effluent	10.021	Million Gallons
		Influent TSS	440	Mg / l
		Effluent TSS	20	Mg / l
		TSS Removal	98 %	
	System Tasks			
Water/Sewer	Locates	Process Locate Requests	60	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings (city owned and large user meters)	53	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect new water and sewer connections	3	
Water/Sewer	Water Misc.	Work orders: re-reads, high water usage, no read list, and meter installs.	30	Work Orders
Water/Sewer	Monthly Projects			
Water	Meter Flow Calibration	Verify Meter Accuracy	12	
Water	School Tours- WTP	4 th Grade Class Tours of Facility	2	
Sewer	Install Ferric Chloride Line and Pumps	Install Ferric Line and Pumps for Phosphorus removal.	20	Feet
Sewer	New Wastewater Treatment Plant Training	Clarifier and Bio Solids Tank Inspection	4	Hours
Water	Roof Inspections	Inspect Roof WTP and Well House	2 Buildings	
Sewer	Weekly WWTP Meeting	Progress Report	4	
Sewer	Lift Station Maintenance	Wash, clean floats, check alarms, pull pumps and inspect.	5	Lift Stations

**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
Administrator

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Sergeant Position(s) and Police Officer position**
DATE: 11-21-2016

OVERVIEW:

In April of 2016, Chief Harapat retired and Sergeant Rehling was promoted to Chief. As a result a vacancy occurred at the Sergeant position. An officer was hired to get the department at full staff. Sergeant Schwieger was later promoted to Acting Chief. Since June of 2016, two officers have left and two replacement officers have filled those positions and are trained.

The Police Department has a one, possibly two vacant Sergeant positions, depending on future City Council action. Also, with the recent news of Chief Rehling, there will be another officer position opening at the Police Department. In short Staff is looking for approval to open the Sergeant position(s) and a patrol officer. A potential timeline is below:

- 1) Open the vacant Sergeant position(s) open to internal candidates immediately.
- 2) Decide on an appointment of Chief of Police on 12/5
- 3) Consider appointing Sergeant(s) on 12/29
- 4) Open and fill a new officer position to back fill the department

ACTION TO BE CONSIDERED:

Motion to open Sergeant position(s) to internal candidates and post for an additional officer get the department to full staffing levels.



CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Administrator

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: City Council Vacancy
DATE: 11-21-2016

OVERVIEW:

Councilmember McClish resigned at the November 7th, 2016 meeting. Staff has posted a notice of the vacancy and the City Council shall appoint after 30 days. Staff is taking applications through December 7th, 2016. After that Staff is looking to set aside a day for the City Council to interview candidates and likely make an appointment at the December 19th Meeting.

ACTION TO BE CONSIDERED:

Motion to set a date to hold City Councilmember interviews for the applicants.