

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

Special City Council Meeting

December 12, 2016
St. Francis City Hall
23340 Cree Street NW
4:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Payment of Claims
5. Sergeant Appointment
6. Interview Council Applicants and Fill Vacancy
 - a. Jerry Tveit 4:10 pm
 - b. Sarah Udvig 4:30 pm
 - c. Jeff Sandoval 4:50 pm
7. Adjournment

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 12/07/2016

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$74,613.03 plus any additional bills that are handed out on Monday night. ACH transfers for November total \$122,437.27 and there is 1 transfers to be made to Gridor for Payment #17 for \$371,485.00.

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:

- 12-12-2016 Packet List
- 12-12-2016 Other Checks



PAYMENT BATCH AP 12-12-16

ACE SOLID WASTE, INC.

12/01/2016	2331501	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	86.81
12/01/2016	2331501	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	38.56
12/01/2016	2331501	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	21.71
12/01/2016	2331501	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	49.97
12/01/2016	2331501	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	47.08
12/01/2016	2331501	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	21.70
12/01/2016	2331501	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	49.97
12/01/2016	2331501	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	71.38
12/01/2016	2331501	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	21.70
12/01/2016	2331501	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	71.38
12/01/2016	2331501	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	21.70
12/01/2016	2331501	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	153.35
					\$655.31

ANCOM TECHNICAL CENTER

11/28/2016	65040	E 101-42210-217	Other Operating Supplies	MINITOR V BATTERIES	108.00
					\$108.00

ANOKA COUNTY

12/07/2016	.1216	E 250-49200-444	Refund & Reimbursement	CLOSE TIF FUND	5,458.68
					\$5,458.68

ANOKA COUNTY TREASURY DEPT.

12/01/2016	B161201P	E 101-42110-321	Telephone	BROADBAND	37.50
12/01/2016	B161201P	E 101-42210-321	Telephone	BROADBAND	37.50
12/01/2016	B161201P	E 101-43100-321	Telephone	BROADBAND	37.50
12/01/2016	B161201P	E 101-45200-321	Telephone	BROADBAND	37.50
12/01/2016	B161201P	E 601-49440-321	Telephone	BROADBAND	37.50
12/01/2016	B161201P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

BERNICK COMPANIES, THE

12/02/2016	205078	E 609-49751-254	Miscellaneous Merchandise	MISC	25.00
12/02/2016	205079	E 609-49751-252	Beer For Resale	BEER	283.75
12/02/2016	205079	E 609-49751-255	N/A Products	NA	20.00
					\$328.75

BREAKTHRU BEVERAGE

12/01/2016	1080562036	E 609-49751-206	Freight and Fuel Charges	FREIGHT	40.77
12/01/2016	1080562036	E 609-49751-251	Liquor For Resale	LIQUOR	3,237.88
12/01/2016	1080562036	E 609-49751-253	Wine For Resale	WINE	156.55
12/01/2016	1080562036	E 609-49751-254	Miscellaneous Merchandise	MISC	28.59
					\$3,463.79

CRYSTAL SPRINGS ICE

12/05/2016	003.B002365	E 609-49751-254	Miscellaneous Merchandise	MISC	93.30
					\$93.30

DAHLHEIMER DIST. CO. INC.

11/29/2016	136322	E 609-49751-252	Beer For Resale	BEER	(25.20)
11/30/2016	136145	E 609-49751-252	Beer For Resale	BEER	1,692.90
11/30/2016	136145	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
					\$1,751.70

DOOR SERVICE COMPANY

11/29/2016	1002-8810	E 402-41400-560	C-O-L Furniture & Fixtures	DOORS CITY HALL	22,136.00
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\$22,136.00

ECM PUBLISHERS, INC.

12/02/2016	436216	E 101-41400-351	Legal Notices Publishing	ORD 225 NOTICE	112.88
12/02/2016	436217	E 101-41400-351	Legal Notices Publishing	2017 PROPOSED BUDGET NOTI	37.63
12/04/2016	436587	E 601-49440-352	General Notices and Pub Info	WASTEWATER POSITION NOTIC	85.50
12/04/2016	436587	E 602-49490-352	General Notices and Pub Info	WASTEWATER POSITION NOTIC	85.50
					<hr/>
					\$321.51

F.I.R.E.

12/03/2016	2109	E 101-42210-208	Training and Instruction	FIRE BEHAVIOR TRAINING	800.00
					<hr/>
					\$800.00

FREEDOM SERVICES, INC.-FD

12/06/2016	.1216	G 101-21706	Flex Account	FLEX- JANUARY	675.00
					<hr/>
					\$675.00

G&K SERVICES, INC

12/06/2016	1043640070	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
12/06/2016	1043640070	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					<hr/>
					\$9.80

GRANITE CITY JOBBING CO.

11/29/2016	29821	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/29/2016	29821	E 609-49751-256	Tobacco Products For Resale	TOBACCO	355.28
					<hr/>
					\$359.53

HACH COMPANY

11/29/2016	10211254	E 601-49440-235	Lab Supplies	CHEMICALS	253.41
11/29/2016	10212601	E 601-49440-235	Lab Supplies	CHEMICALS	219.40
					<hr/>
					\$472.81

IDEAL SERVICE, INC

11/02/2016	8304	E 601-49440-228	Equipment Maintenance	PREVENTATIVE MAINTENANCE	315.00
11/02/2016	8304	E 602-49490-228	Equipment Maintenance	PREVENTATIVE MAINTENANCE	315.00
					<hr/>
					\$630.00

JJ TAYLOR DISTRIBUTING

11/30/2016	2615826	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/30/2016	2615826	E 609-49751-252	Beer For Resale	BEER	1,124.10
					<hr/>
					\$1,127.10

JOHNSON BROS WHLSE LIQUOR

11/30/2016	5599585	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.88
11/30/2016	5599585	E 609-49751-251	Liquor For Resale	LIQUOR	1,176.90
11/30/2016	5599586	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
11/30/2016	5599586	E 609-49751-253	Wine For Resale	WINE	256.70
					<hr/>
					\$1,470.08

LMC INSURANCE TRUST

12/01/2016	54855	E 101-41110-360	Insurance	PROPERTY INSTALL #1	46.90
12/01/2016	54855	E 101-41120-360	Insurance	PROPERTY INSTALL #1	1.10
12/01/2016	54855	E 101-41400-360	Insurance	PROPERTY INSTALL #1	533.83
12/01/2016	54855	E 101-41410-360	Insurance	PROPERTY INSTALL #1	11.44
12/01/2016	54855	E 101-41500-360	Insurance	PROPERTY INSTALL #1	157.44
12/01/2016	54855	E 101-41600-360	Insurance	PROPERTY INSTALL #1	154.56
12/01/2016	54855	E 101-41910-360	Insurance	PROPERTY INSTALL #1	172.59
12/01/2016	54855	E 101-41940-360	Insurance	PROPERTY INSTALL #1	527.04
12/01/2016	54855	E 101-42110-360	Insurance	PROPERTY INSTALL #1	3,413.66
12/01/2016	54855	E 101-42210-360	Insurance	PROPERTY INSTALL #1	1,810.55
12/01/2016	54855	E 101-42400-360	Insurance	PROPERTY INSTALL #1	279.82
12/01/2016	54855	E 101-43100-360	Insurance	PROPERTY INSTALL #1	3,350.96
12/01/2016	54855	E 101-43210-360	Insurance	PROPERTY INSTALL #1	61.86
12/01/2016	54855	E 101-45000-360	Insurance	PROPERTY INSTALL #1	0.63
12/01/2016	54855	E 101-45200-360	Insurance	PROPERTY INSTALL #1	3,294.16
12/01/2016	54855	E 101-49200-360	Insurance	PROPERTY INSTALL #1	7.33
12/01/2016	54855	E 601-49440-360	Insurance	PROPERTY INSTALL #1	3,432.17
12/01/2016	54855	E 602-49490-360	Insurance	PROPERTY INSTALL #1	2,990.39
12/01/2016	54855	E 609-49750-360	Insurance	PROPERTY INSTALL #1	2,831.32

12/01/2016	54856	E 609-49750-360	Insurance	ANNUAL PREMIUM	2,327.00
					\$25,404.75

MCDONALD DIST CO.

12/01/2016	328038	E 609-49751-252	Beer For Resale	BEER	2,096.80
12/01/2016	328038	E 609-49751-255	N/A Products	NA	40.90
12/01/2016	330119	E 609-49751-252	Beer For Resale	BEER	360.00
					\$2,497.70

MN FIRE CERTIFICATION BOARD

11/14/2016	4507	E 101-42210-433	Dues and Subscriptions	RECERTIFICATIONS	200.00
					\$200.00

OREILLY AUTO PARTS

11/30/2016	1539-497276	E 101-42210-221	Vehicle Repair & Maintenance	PARTS & SUPPLIES	79.77
					\$79.77

PACE ANALYTICAL SERVICES

09/23/2016	12160952	E 602-49490-313	Sample Testing	CHEMICALS & TESTING	1,093.55
					\$1,093.55

PAUSTIS WINE COMPANY

11/28/2016	8570847-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
11/28/2016	8570847-IN	E 609-49751-253	Wine For Resale	WINE	575.49
					\$585.99

PREMIER UPHOLSTERY, INC.

11/28/2016	49920	E 601-49440-221	Vehicle Repair & Maintenance	DODGE PICKUP UPHOLSTERY F	129.50
11/28/2016	49920	E 602-49490-221	Vehicle Repair & Maintenance	DODGE PICKUP UPHOLSTERY F	129.50
					\$259.00

RITWAY BUSINESS FORMS

11/30/2016	16-85433	E 101-41400-200	Office Supplies	W-2S & 1099	58.25
11/30/2016	16-85433	E 601-49440-200	Office Supplies	W-2S & 1099	58.25
11/30/2016	16-85433	E 602-49490-200	Office Supplies	W-2S & 1099	58.25
11/30/2016	16-85433	E 609-49750-200	Office Supplies	W-2S & 1099	58.25
					\$233.00

SOUTHERN GLAZERS OF MN

11/30/2016	1481587	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.88
11/30/2016	1481587	E 609-49751-253	Wine For Resale	WINE	1,554.00
11/30/2016	1481588	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.65
11/30/2016	1481588	E 609-49751-251	Liquor For Resale	LIQUOR	1,143.69
11/30/2016	1481589	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
11/30/2016	1481589	E 609-49751-251	Liquor For Resale	LIQUOR	89.91
					\$2,829.41

THARP, STEVE

12/02/2016	.1216	E 602-49490-229	Project Repair & Maintenance	TILL WATER PONDS	675.00
					\$675.00

THORPE DISTRIBUTING COMPANY

12/02/2016	1180601	E 609-49751-252	Beer For Resale	BEER	314.00
					\$314.00

TWIN CITIES FLAG SOURCE, INC

11/29/2016	29966	E 101-42210-401	Repairs/Maint Buildings	FLAGS	177.25
11/29/2016	29966	E 101-45200-401	Repairs/Maint Buildings	FLAGS	177.25
					\$354.50

\$74,613.03

FUND SUMMARY

101 GENERAL FUND	\$16,715.70
250 TURTLE RIDGE TIF	\$5,458.68

402 CAPITAL EQUIPMENT	\$22,136.00
601 WATER FUND	\$4,628.71
602 SEWER FUND	\$5,482.67
609 MUNICIPAL LIQUOR FUND	\$20,191.27
Total	<u>74,613.03</u>

CITY OF ST. FRANCIS
12/12/2016

Checks cut since last Council Meeting

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

Disbursements via Debits to 4M Account

Payee	Description	Amount
Gridor	Pay Request #17	371,485.00
	TOTAL	<u>371,485.00</u>

Disbursements via Debits to Checking Account

	Payee	Description	Amount
11/02/16	Cayan	CC Fee	2,589.15
11/03/16	Federal Tax	Payroll	21,623.92
	PERA	Payroll	15,276.17
	VOYA	Payroll	1,435.00
	ICMA	Payroll	460.00
	State Tax	Payroll	4,314.18
	MSRS	Payroll	693.57
11/10/16	Visa	CC Statement	8,734.93
11/14/16	Cayan	CC Fee	39.90
11/15/16	Village Bank	Returned Check & Charge	38.53
11/16/16	Village Bank	Returned ACH & Charge	5.00
11/17/16	Federal Tax	Payroll	22,520.52
	PERA	Payroll	16,261.48
	VOYA	Payroll	1,435.00
	ICMA	Payroll	460.00
	State Tax	Payroll	4,557.29
	MSRS	Payroll	762.88
11/21/16	MN Dept of Revenue	Sales Tax	17,125.00
11/22/16	Federal Tax	Payroll	2,819.43
	PERA	Payroll	540.00
	State Tax	Payroll	324.85
	State of Arizona	Payroll	83.12
	Village Bank	Fees	91.65
	PSN	CC Fee	245.70
	TOTAL		<u>122,437.27</u>

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: **Sergeant promotions**
DATE: December 12, 2016

OVERVIEW:

At the November 21st City Council meeting a motion was approved to accept internal letters of interest for possibly two sergeant position openings within the police department. On December 5th City Council appointed Sergeant Todd Schwieger to Chief of Police creating two vacant sergeant positions. Four officers submitted a letter of interest for the sergeant position and one officer has since respectfully withdrew his interest for various reasons. Sergeant interviews are being held on Thursday, December 8th at city hall. The names of the top two candidates will be brought before the City Council at the Special meeting on December 12th for formal appointment. In promoting two sergeants the police department can regain a proper command staff and allow a supervisor to be available to officers and the public on a more consistent basis for direction or concerns. The sergeants will be first line supervisors to patrol officers and the Investigator and will assist with some administrative tasks such as training and equipment.

ACTION TO BE CONSIDERED: The promotion of two sergeants at grade 13 step 4.

BUDGET IMPLICATION:

The 2017 budget was prepared to include salary ranges for two sergeants and was approved by city council.

Attachments:

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